



# Western Iowa Tech Community College

## *College Now*

### Registration

College Now courses include Concurrent Enrollment (formerly League classes), Post Secondary Enrollment Option (PSEO), or Great Start, classes. Concurrent Enrollment courses are courses offered at the high schools. PSEO and Great Start courses are offered at a WITCC campus or on-line. Registration for all College Now courses takes place in the months before classes start. College Now representatives receive high school counselor or administrator approved rosters, spreadsheets, or applications from all partnering high schools. Registration begins upon receipt. WITCC Concurrent Enrollment rosters are printed a week prior to classes starting. College Now representatives visit schools and compare WITCC rosters to the high school rosters. During this initial visit, the College Now representative visits classrooms to register any student that wasn't preregistered. During the visit, the representative will explain college credit opportunities, guidelines, and all Career Academy opportunities that may be related to the class. PSEO and Great Start students are registered immediately as applications are received since they are enrolling in Western Iowa Tech Community College classes on campus or on-line. All students will receive a confirmation of registration letter from WITCC the first month of school.

### Add/Drop Policy

Students may change course(s) by contacting their high school counselor. All College Now adds, whether Concurrent Enrollment, PSEO, or Great Start, must be completed within 10 days of the start of the class. Concurrent Enrollment, PSEO, and Great Start classes must be dropped within 10 days of the start of the course. An official Add/Drop form must be completed, approved, and signed by the high school counselor. The form is then faxed to the College Now department prior to the deadline.

### Student Responsibility

Students are responsible for registering for their WITCC College Now classes through their high school counselor. Students under the age of 18 are responsible for acquiring a parent's signature for all PSEO classes. If a student drops a course(s) after they have registered, it is the responsibility of the student to meet with the high school counselor and fill out the appropriate drop paperwork prior to the deadline. Not dropping a class through the high school counselor may result in a permanent grade of F on the students transcript. Each high school has their own policy for courses dropped after the deadline. The student is also responsible to use all textbooks in an appropriate manner, and return books at the end of the semester in excellent condition. If not, the student may have to pay for the book. At the end of the semester or year (for year-long classes), the student must contact WITCC to request an official WITCC transcript to be sent to any other college for evaluation. It is the student's responsibility to check with the transfer institution to see if classes are transferrable. The WITCC Student Handbook lists student rights and provides a complete listing of WITCC policies and procedures for all College Now students.

## Transfer of Credit

Students can use their college credit towards a two-year degree, diploma, or certificate program at WITCC. Students may also transfer credits to a four-year institution. Western Iowa Tech Community College maintains formal transfer agreements that help ensure that associate degree graduates may transfer a maximum number of credits into a baccalaureate program. Final decisions regarding course transferability, however, rests solely with the transfer institution. For example, a grade of "D" will rarely transfer if it is earned in a student's major. In certain circumstances a "D" will not transfer at all. Western Iowa Tech maintains formal articulation agreements with AIB College of Business, Bellevue University, Bio Chi Institute, Briar Cliff University, Community College of the Air Force, Concordia University (St. Paul, MN), Concordia University (Seward, NE), Iowa State University, Morningside College, Palmer College of Chiropractic, University of Iowa, University of South Dakota, University of Phoenix, Upper Iowa University, Waldorf College, and Wayne State College.



# WITCC

Western Iowa Tech  
Community College

College Now

Procedural Manual

### **What is College Now?**

Western Iowa Tech Community College and area high schools have formed a partnership to offer high school students opportunities to earn college credit while still in high school. College Now, WITCC's name for Concurrent Enrollment, PSEO, and Great Start courses enables juniors and seniors (and some sophomores) to enroll and complete WITCC courses while still enrolled in their home high school. College Now programming is authorized by Iowa Code 282.26.

- Concurrent Enrollment courses supplement high school courses.
- Concurrent Enrollment courses require that the instructor follow course competencies and use WITCC approved textbooks to maintain the same course consistency and rigor as on-campus classes. .
- All Concurrent Enrollment instructors must meet WITCC instructor qualifications and follow WITCC course contact hour requirements.
- PSEO and Great Start classes are WITCC courses offered at one of the WITCC campuses or on-line.
- All concurrent enrollment courses meet the same rigor as any other WITCC course.

### **What programs or classes are offered through College Now's Concurrent Enrollment Courses?**

1. Career and Technical (CTE) programs are offered at several high schools and at our campuses. Career and Technical classes include Auto Collision Repair, Automotive Technology, Welding, etc.
2. Arts and Sciences courses offered include the following:
  - Communication, Speech, Composition
  - Social and Behavioral Sciences: Psychology, Sociology, History, Political Science
  - Math and Science: Calculus, Applied Math, Anatomy and Physiology
  - Humanities: Foreign Language, Literature, Art Appreciation, Interpersonal Communication

### **Why consider College Now?**

- Students earn college credit and gain college experience while in high school at possibly no cost to the student.
- Programs and courses lead directly to degrees, diplomas, or certificates.
- Courses are transferrable to many four-year institutions.
- Students gain hands-on training in an area of personal interest through career and technical classes. Career and technical programs also give students excellent opportunities to explore career options before leaving high school (without investing money in a post secondary program that they may decide not to pursue or may not fit the student well.)
- Programs are equipped with state of the art technology.
- Students enter the workforce with marketable skills.
- Students save time and money by getting an early start on college by taking required Arts and Sciences classes in smaller class sizes.

### **What are the Iowa Department of Education conditions for eligibility for Concurrent Enrollment courses?**

In order for a course to be eligible to be a Concurrent Enrollment course, the following conditions must be met:

1. Course must supplement high school courses, not supplant an existing high school course.
2. Course must be included in Western Iowa Tech Community College Catalog.
3. Course must be taught for college credit, not high school credit only.
4. Course must be taught by an instructor meeting community college licensing requirements.
5. Course requires a WITCC approved syllabus.
6. Course must be the same rigor and use the same course competencies as a class offered at one of WITCC's campuses.
7. Course must meet course contact hour requirements.
8. A "Contract" agreement is necessary to make the course operational.
9. Students must meet the same pre-requisites as on campus students. Our computer system will not allow registration without the required pre-requisites.

### How does a high school start a College Now Concurrent Enrollment course?

1. Identify the course you want to offer.
  - Only courses pre-approved for concurrent enrollment may be offered at the high school. Not all courses offered at the college are eligible as concurrent enrollment courses.
  - To find out which courses are eligible for concurrent enrollment, talk to the Program Coordinator for College Now. The appropriate WITCC course outline should be used as a basis for the request. The secondary school will submit the course approval form and submit to the College Now Program Coordinator.
  - The Program Coordinator will forward the request to the appropriate Division Chair for approval.
  - Each approved College Now course will be subject to ongoing review. Substantial curricular changes at the secondary school site and/or the college may require resubmittal for course approval.
2. Select an instructor and have the instructor approved by the WITCC Division Chair over the specific program.
  - Certification requirements for career and technical classes differ based upon the course. Contact the Division Chair over the requested area for more information.
  - In general, arts and sciences courses require a master's degree containing 12 hours in the curricular area.
  - If not already a WITCC faculty member, the instructor must submit an application and unofficial copy of undergraduate and graduate transcripts. Applications should be submitted to the appropriate Division Chair and the College Now department.
3. Schedule a meeting between the College Now Program Coordinator, Division Chair, and high school administrator. Discussion items will include:
  - **Instructor**-- If the instructor already works for the high school, the instructor understands that he/she is teaching on behalf of WITCC while teaching any and all College Now classes. The instructor must agree to produce a WITCC approved syllabus (a template is provided to all adjunct instructors) and give to each student each semester. The approved syllabus will be submitted to the appropriate Division Chair as well. Instructors will also agree to submit grades on mywitcc.edu within 10 days of the end of class. All adjunct instructors will be invited to participate in an Adjunct Orientation meeting at the beginning of each school year. All adjuncts are highly encouraged to attend.
  - **Students** – Students taking any College Now courses are subject to all WITCC academic policies and procedures.
  - **Curriculum** – WITCC course competencies will be provided. All course competencies must be taught and completed within the approved time and contact hour requirements.
  - **Instruction/required activities** – While the methods used to teach a course are usually left to the discretion of the instructor; many courses will have required activities that must be a part of the courses. Examples of required activities may include specific projects or lab activities. The school will be responsible for any additional costs related to labs.
  - **Assessment** – Many WITCC courses have developed, or are in the process of developing required pre- and post-assessments. Instructors are required to administer the same pre- and post-assessments that are used on campus.
  - **Textbook** – The high school must purchase or rent a WITCC approved textbook.
  - **Registration** – The process for registering students, drop dates, and reporting grades are explained to individual instructors.
4. Complete a Contract agreement between the local school board of directors and WITCC.

### **What students are eligible for College Now courses?**

- Students must be approved and eligible as determined by their high school counselor and/or administration.
- High school students must meet the same course requirements as students attending classes on any WITCC campus.
- Students may enroll in Concurrent Enrollment, PSEO, or Great Start classes through the College Now program, if approved by the high school counselor.
- If the College Placement Test (CPT) is required as a prerequisite for a course, it is recommended that students take the (CPT) at any Western Iowa Tech campus to determine if the student's cut score(s) meet the eligibility requirements.
- If a student does not meet the eligibility requirements after taking the CPT, the school may recommend that the student be allowed to take the course by submitting a letter of recommendation on the student's behalf in lieu of the eligibility requirements.

### **What is required of the instructor and/or high school to offer College Now Concurrent Enrollment classes?**

1. All students enrolled in a WITCC course must be registered at WITCC.
2. Each instructor will establish and maintain a WITCC course syllabus for each College Now course being instructed each semester. A WITCC course syllabus template will be provided to the instructor. The syllabus will be based upon the WITCC course outline. The syllabus is designed to provide course information, expectations, grading rationale, etc. A copy of the course syllabus should be provided to each College Now student at the beginning of each College Now course. In addition, one copy of the syllabus is to be provided to the WITCC Program Coordinator office by October 1<sup>st</sup> for Fall semester courses, and by March 1<sup>st</sup> for spring semester courses.
3. The instructor will establish and maintain accurate records related to student progress and registration within each class.
4. The instructor will submit final grades on mywitcc.edu within 10 days of the end of the course. The instructor will be provided deficiency forms to send to students at mid-term if the student if necessary.
5. Each instructor will communicate with their College Now representative or high school counselor regarding additions or deletions from each class roster.
6. Each instructor will inform students of applicable drop dates.
7. Each high school will list College Now courses in the regular high school registration booklet.
8. Each high school will be responsible for providing appropriate supervision and monitoring of student inclusion in College Now classes including curriculum, instruction, assessment, student discipline, and text book etiquette.
9. Each high school is responsible to ensure students are meeting all requirements as set forth in this manual.

### **What supervision and/or services does WITCC provide for College Now programs?**

- A College Now representative is assigned to each school. The representative will maintain communication with the high school and is available to meet with the instructor, counselor, or administrator related to any questions or concerns about College Now classes. The College Now representative will also maintain communication with the school regarding registration, course rosters, grades, and transcripts.
- The representative is available to meet with students individually or as a class to provide assistance with college registration, obtaining transcripts, transferring credits, and Career Academy information.
- Students enrolled in College Now classes are able to access free tutoring at the College as needed.
- Students registering for College Now classes may take the CPT at any WITCC campus free of charge.

## Additional Information

### ➤ **Cost –**

Concurrent Enrollment:

- Billed each semester
- Charges billed per contract:
  - Tuition
  - Cost of instruction for WITCC assigned instructors
  
- Additional charges billed if incurred
  - Books
  - Mileage

Great Start:

- Billed each semester to high school
- \$350 per student includes cost of the book\* and cost of instruction.
- May be used to register a student for a class at one of our WITCC's campuses or on line.

PSEO:

- Billed each semester to high school
- \$250 includes the cost of the book\* and cost of instruction.
- May be used to register a student for any face-to-face class at one of WITCC's campuses.

\*Note: Great Start and PSEO students who do not return their books in good condition will be charged for the price of the book.

**Grades**– Final grade reports are issued to WITCC from the instructor within 10 days after the end of the class. Upon completion of College Now courses, students earn permanent grades that appear on an official transcript.

- **Transcripts** – Students can mail or fax requests for official transcripts to WITCC Admissions Office. Transcript request forms are available at each campus or on-line. Students should wait to request a transcript until after receiving an official final grade. If the school needs unofficial transcripts from WITCC for the students' cumulative files, the high school may contact the admissions representative who will provide transcripts to the school after all grades have been posted.
- **Add/Drop Policy** – Students may change their schedule by contacting the high school counselor. Students must drop Concurrent Enrollment, PSEO, or Great Start classes within 10 days of the start of class. Each high school has their own policy for courses dropped after the deadline. It is the responsibility of the student to have the high school counselor approve and sign the Add/Drop form and fax or mail it to the College Now office within 10 days of the start of the class.
- **College Credit** – Students may use their college credit towards a two-year degree at WITCC, or may transfer that credit to another post-secondary institution. It is the responsibility of the student to communicate with the receiving college to decide if and how credit will be accepted.
- **Cancellation of College Now Courses** – WITCC reserves the right to decline and/or cancel any contractual agreement with the secondary school system regarding College Now courses for reasons which may include, but not be limited to the following:
  - ✓ Limitations on available and qualified staff
  - ✓ Limitations on equipment
  - ✓ Financial reasons
  - ✓ Course found to not meet Iowa Department of Education requirements
  - ✓ Course does not meet WITCC content, time requirement, or rigor
  - ✓ Any other reason as determined by WITCC to not be in the best interest of the college

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## College Now Frequently Asked Questions

1. Whom at my school should I see about the College Now Program?

Students must first visit with their high school counselor .

2. May I enroll for College Now credit any time?

No. Each semester there is a deadline stipulated in the schedule of College Now classes. You must enroll by this deadline.

3. How many College Now credit hours may I accumulate?

All College Now students initiating enrollment after the 2005/2006 academic year may accumulate a maximum total of 24 credit hours of CN coursework.

4. If I decide second semester that I would like college credit for a first semester course (i.e., Composition I) in which I was not enrolled, may I enroll retroactively?

No.

5. If I move out of the area and cannot complete my College Now class, what should I do?

You must fill out a WITCC Add/Drop Form, which you may get from your school's counselor's office. Failure to drop will result in a grade of "F" on your transcript.

6. Will I have to take the college's final exam?

If there is a departmental exam given to on-campus students, you will have to take it. The grade you earn will be figured into your final grade.

7. When I complete a College Now class, how will my grade be recorded by WITCC

Your grade will be recorded on an official WITCC transcript.

8. If my school adds a grade point because of the honors or AP designation for my high school class, will the extra grade point be reflected on my WITCC transcript?

No.

9. If I decide to attend WITCC after I graduate from high school, will my College Now courses count?

Yes.

10. Will my College Now grades be figured into my GPA by the college or university I attend?

Yes, your College Now grades will be figured into your GPA if you attend WITCC and some four-year institutions. Sometimes students mistakenly assume that if their grades are not immediately averaged into their GPA at four-year institutions, then their credits do not transfer.

11. Will my credits transfer to colleges and universities other than WITCC?

This is the most frequently asked question. Since students will attend institutions throughout the country, obviously they cannot always be given an unqualified “yes” answer because each institution sets its own policy for accepting transfer credits. However, every year WITCC’s Office of Institutional Research conducts a survey of College Now “graduates” to get their perceptions of the program. One of the key questions asked is, “Did your College Now credits transfer?” The “yes” response to this question has been given nearly 90 percent of the time. If a “no” response is given, the next question focuses on reasons why the credits did not transfer. In most cases, the reason was that students had simply failed to have a copy of their official WITCC transcript, listing their College Now credits, mailed to the colleges and universities they were attending. Since the official transcript is the only way receiving institutions can determine the transferability of College Now credits, it is imperative that students, upon graduation from high school, request WITCC to send official copies to the institutions they are planning to attend. Some students have written in the “comments” part of the survey that their applications to the universities they were attending had been enhanced because of the initiative they had shown by earning college credits while in high school.

12. If I attend a college or university other than WITCC, how do I get my WITCC transcript sent there?

Complete a transcript request form, available online or at WITCC. After you return it to WITCC's Office of Admissions and Records, it will be mailed to the college or university you designate.

13. Before enrolling for College Now credit, should I call or write the university I plan to attend and ask if my credits will transfer?

This is certainly an option, but one that is not going to get very reliable answers because of so many variables. For example, is the person contacted the actual decision maker? Will that person still be there a year later? Will the person's response be remembered in a year? Will the institution's policy be the same in a year? A better option is to get a copy of the catalog from the college or university you plan to attend. The best advice is to have your WITCC transcript mailed to the college(s) you are considering and have it evaluated.

Look for the section called “transfer of credits” or something similar. If any of the following statements are made, then College Now credits probably will not be accepted: Classes must have been taken on a college campus.

- Classes must have been taught by a college faculty member.
- Classes must not have counted for both high school and college credit.

14. If I apply for admission to a professional school, will my GPA in courses related to that school be considered?

Yes, in all likelihood they will be considered.

**Minimum Faculty Standards**  
**Excerpt from Iowa Administrative Code**  
**Chapter 24 – Community College Accreditation**  
**281—24.3 (260C)**

**Definitions.**

For purposes of interpreting rule 281—24.5(260C), the following definitions shall apply:

*"Field of instruction."* The determination of what constitutes each field of instruction should be based on accepted practices of regionally accredited two- and four-year institutions of higher education.

*"Full-time instructor."* An instructor is considered to be full-time if the community college board of directors designates the instructor as full-time. Consideration of determining full-time status shall be based on local board-approved contracts.

*"Higher Learning Commission."* The Higher Learning Commission is the accrediting authority within the North Central Association of Colleges and Schools. Iowa Code sections 260C.47 and 260C.48 require that the state accreditation process be integrated with that of the North Central Association of Colleges and Schools.

*"Instructors meeting minimum requirements."* A community college instructor meeting the minimum requirements of Iowa Code Supplement section 260C.48(1) as amended by 2008 Iowa Acts, House File 2679, is an instructor under contract for at least half-time or more teaching college credit courses. Beginning July 1, 2011, a community college instructor meeting the minimum requirements is an instructor teaching college credit courses. Credit courses shall meet requirements as specified in rule 281—21.2(260C), and meet program requirements for college parallel, career and technical education, and career-option programs as specified in rule 281—21.4(260C) and Iowa Code chapter 260C.

*"Minimum of 12 graduate hours."* The 12 graduate hours may be within the master's degree requirements or independent of the master's degree, but all hours must be in the instructor's field of instruction.

*"Relevant work experience."* An hour of recent and relevant work experience is equal to 60 minutes. The community college will determine what constitutes recent and relevant work experience that relates to the instructor's occupational and teaching area. The college shall maintain documentation of the instructor's educational and work experience.

**281—24.5 (260C)**

**Accreditation components and criteria—additional state standards.**

To be granted accreditation by the state board of education, an Iowa community college must also meet five additional standards pertaining to minimum standards for faculty; faculty load; special needs; vocational education evaluation; and quality faculty plan.

July 1, 2009 281—IAC 24.5 July 1, 2009 281—IAC 24.5 s.

**24.5(1) Faculty.**

Community college-employed instructors who are under contract for at least half-time or more, and by July 1, 2011, all instructors who teach in career and technical education or arts and sciences shall meet minimum standards. In accordance with Iowa Code Supplement section 260C.48(1) as amended by 2008 Iowa Acts, House File 2679, standards shall at a minimum require that community college instructors who are under contract for at least half-time or more, and by July 1, 2011, all instructors meet the following requirements:

*a.* Instructors in the subject area of career and technical education shall be registered, certified, or licensed in the occupational area in which the state requires registration, certification, or licensure, and shall hold the appropriate registration, certificate, or license for the occupational area in which the instructor is teaching, and shall meet either of the following qualifications:

(1) A baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching classes

(2) Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree.

*b.* Instructors in the subject area of arts and sciences shall meet either of the following qualifications:

(1) Possess a master's degree from a regionally accredited graduate school, and have successfully completed a minimum of 12 credit hours of graduate level courses in each field of instruction in which the instructor is teaching classes.

(2) Have two or more years of successful experience in a professional field or area in which the instructor is teaching classes and in which post-baccalaureate recognition or professional licensure is necessary for practice, including but not limited to the fields or areas of accounting, engineering, law, law enforcement, and medicine.

*c.* Developmental education and adult education instructors employed half-time or more may or may not meet minimum requirements depending on their teaching assignments and the relevancy of standards to the courses they are teaching and the transferability of such courses. If instructors are teaching credit courses reported in arts and sciences or career and technical education, it is recommended that these instructors meet minimum standards set forth in 281—subrule 21.3(1), paragraph “*a*” or “*b*.” By July 1, 2011, all instructors teaching credit courses shall meet minimum standards.



## WELCOME STUDENTS !!

The superintendent, principals, and guidance counselors from the area school districts have worked with WITCC personnel to form this unique partnership. Upon successful completion of a College NOW sponsored course, you will earn both credit from your high school and college credit from WITCC. This will not only give you a “jump start” on a college education, but you will also have the opportunity to explore one or more career fields.

- ~ Participation in WITCC courses is a privilege, not a right. Your school has recommended YOU as one of the students to take advantage of this learning opportunity. You are expected to become familiar with the information in the student handbook and follow all of the policies and procedures.
  
- ~ All students at WITCC, including students enrolled in College Now courses, are **required to attend** every class session. Students will receive a course syllabus that will include the details of the instructor’s policy for excessive absences. Our general rule is that a student’s absence is excused only when he/she is ill or there has been a death in their immediate family. The student’s academic performance is often negatively affected by excessive absences.
  
- ~ Students are required to **make up class work** due to absences or tardiness. It is the student’s responsibility to contact the instructor immediately to make up the work according to the time line stated in the course syllabus. Repeated absences and/or tardiness will result in suspension.
  
- ~ Each instructor will provide a course syllabus which outlines their **grading** policies and scale. Starting this Fall, we will be implementing the (+/-) system. Please see your instructor for a break down of grades. Because of the dual credit approach, students will receive a report card from their high school and a grade report from WITCC.

**Note:** The grade you will receive for this college course will be recorded as part of your **permanent** college transcript.

- ✦ Instructors will state their specific standards on academic dishonesty in the course syllabus. Academic dishonesty includes but is not limited to (a) giving or receiving unauthorized assistance in completing requirements for a course; and (b) inappropriately documenting information from another author or source. **When academic dishonesty occurs, students may receive a failing grade for the course, not just the particular assignments.**

If you wish to drop/add a WITCC college course, see your high school counselor immediately. Students requesting to drop or add a college class must complete a drop/add form and return to WITCC within the **first fourteen (14) calendar days of class.**