

Western Iowa Tech Community College

College Now Handbook

High School Counselor
High School Administrator



Western Iowa Tech
College Now

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Western Iowa Tech Mission

We elevate our diverse learners and strengthen our communities through inclusive and innovative education.

Our Values

WESTERN IOWA **TECH VALUES**



Western Iowa Tech
Community College

TRANSFORMATION
ENGAGEMENT
COMMUNITY
HARMONY



TRANSFORMATION

BETTER LIVES

Transforming lives through quality education and commitment to community.

*"Don't fear failure.
Fear being in the exact same place
next year as you are today."
– Michael Hyatt*



ENGAGEMENT

BETTER LEARNING

Engaging individual learning enhanced by technology and real-world experiences.

*"Tell me and I forget.
Teach me and I remember.
Involve me and I learn."
– Benjamin Franklin*



COMMUNITY

BETTER TOGETHER

Joining our collective strengths to drive innovation and progress.

*"Individually, we are one drop.
Together, we are an ocean."
– Ryunosuke Satoro*



HARMONY

EVERYONE BETTER

Embracing a diverse and inclusive environment which welcomes, respects, and values all.

*"Diversity is the mix.
Inclusion is making
the mix work."
– Andres Tapia*

What is College Now?

College Now, our high school Concurrent Enrollment Program (CEP) at Western Iowa Tech Community College (WITCC), has been in existence since 1992. During the 1992/93 school year, College Now started with six high school partners, six course sections, and eighty enrollments. Currently, College Now has grown to thirty plus high school partners. The Iowa Legislature, in conjunction with the Iowa Department of Education, has supported the growth for concurrent programs through current legislation called **Senior Year Plus**. The guidelines provided for this collaboration ensure increased student access, equity, and program consistency and quality statewide.

WITCC College Now Concurrent Enrollment Program is accredited through the National Alliance for Concurrent Enrollment Programs (NACEP). NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy.

Contracted Courses

Courses receive both high school and college credit.

Concurrent Enrollment refers specifically to courses delivered through a contractual agreement between a school district and a college where the district is eligible for supplementary weighting through the school foundation formula. These courses are taught at the WITCC campus or at the high school by a high school instructor who has been approved by WITCC. WITCC works with high schools to provide programming to meet state and local requirements.

Great Start courses refer to courses offered to high school students at a WITCC campus or on-line. The school district is eligible for supplementary weighting through the school foundation formula. These courses are taught at the WITCC campus or online by a college instructor approved by WITCC.

WITCC follows Senior Year Plus Guidelines as defined in Iowa Administrative Rule: Chapter 22, Iowa Legislation 261E.

Nondiscrimination Statement

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation.

If you have questions or complaints, please contact Dean of Human Resources (employees) 4647 Stone Avenue, Sioux City, IA 51106; [712.317.3304](tel:712.317.3304); equity@witcc.edu or Dean of Opportunity and Engagement (students) 4647 Stone Avenue, Sioux City, IA 51106; [712.317.3369](tel:712.317.3369); equity@witcc.edu.

High School Responsibility

- Ensure students meet the enrollment requirements established for the high school and Western Iowa Tech Community College Courses.
- Provide WITCC with accurate and complete applications and add/drop forms.
- Provide textbooks to students. (where applicable)
- Help students understand they are starting an official college transcript that can affect their college GPA and financial aid.
- Follow Senior Year Plus Guidelines (<https://educate.iowa.gov/higher-ed/senior-year-plus#senior-year-plus-guide>)
-

Western Iowa Tech Responsibility

- WITCC will ensure students receive information on transcripts, policies on dropping courses, student handbook and student responsibilities. Information will be located within a course on the student's

Canvas dashboard, their MyWIT dashboard and through email.

- Provide access to student support services.
- Provide orientation and training for College Now instructors.
- Establish a permanent transcript.
- Follow Senior Year Plus Guidelines.
- Follow NACEP accreditation standards.

Academic Administration/Faculty Liaison Responsibilities

College Now is proud to have WITCC faculty and academic administration committed to working with concurrent enrollment instructors to ensure quality, consistency, and curricular alignment of concurrent enrollment courses. Faculty Liaisons serve to assist academic administration in improving overall communication and encourage dialogue between WITCC faculty and high school concurrent enrollment instructors to enhance teaching and learning.

Faculty Liaison Responsibilities

- Conduct Site Visits and Reports. At the completion of a Site Visit, the Faculty Liaison completes a "Collaborative Site Visit Report" ([Appendix C](#)) to ensure the alignment of College Now Concurrent Enrollment courses with those taught at WITCC. This report is NOT intended as an instructor evaluation.
- Ensure each concurrent enrollment course includes a common assessment
- Hold individual or departmental meetings with high school concurrent enrollment instructor during bi-annual development opportunities and at other times during the year as needed.
- Assist in designing and delivering orientation workshops for new high school concurrent enrollment instructors.
- Assist in designing and delivering professional staff development workshops for continuing high school concurrent enrollment instructors.

Student Responsibility

- Students are responsible for registering for their WITCC College Now classes through their high school counselor.
- If a student drops course(s) after they have registered, it is the responsibility of the student to meet with the high school counselor to update their schedule.
- Students will need to log into their online registration account to drop/withdraw from the course.
- Each high school has a policy for courses dropped after the deadline. It is the student's responsibility to know this policy for their high school.
- Many textbooks are now embedded or use eBooks. In the event a course would require a physical book, the student is 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 be charged for the cost of a replacement textbook.
- At the end of the semester the student must contact WITCC to request an official WITCC transcript to be sent to any other college for evaluation. <https://www.witcc.edu/transcripts/>
- It is the student's responsibility to check with the transfer institution to see if classes are transferrable.
- The WITCC College Now Student Handbook lists student rights and responsibilities. For a complete listing of WITCC policies and procedures for all college students please refer to the WITCC Student handbook.
- The WITCC Student Handbook can be found on our website at <http://catalog.witcc.edu/index.php?catoid=6>

Student Eligibility

- Students are required to meet all of the conditions of the Senior Year Plus program where postsecondary credit is available to the student.
- High school students must meet the same course requirements as students attending classes on WITCC campus.

- Each concurrent enrollment student works with their high school counselor to determine what courses they plan to enroll with College Now.

Pre-Requisites

- Some courses require a pre-requisite course or certain score on the ACT or ALEKS. Pre-requisites can be found next to course offering in College Course Catalog which can be found on our website under Academic Programs.
- If the Math Placement (ALEKS) is required as a prerequisite for a course, it is required that students take the ALEKS at any Western Iowa Tech campus or high school (if available). To register to take the ALEKS at WITCC, please email the College Now office with your name and when you plan to take the test. College Now Office Contact: college.now@witcc.edu
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Transcripts

Concurrent enrollment students need to understand the implications of starting a college transcript:

- Grades for concurrent enrollment courses become part of a permanent college transcript.
- Grades in concurrent enrollment courses could have an impact on college academic standing, eligibility for financial aid and athletic eligibility in high school.
- Students should understand that the timeline for withdrawal from a course will impact what is recorded on the student's official transcript.
- It is the student's responsibility to check with the transfer institution to determine equivalent credit awarded at the transfer institution.
- All credits earned while participating in the College Now Concurrent Enrollment Program are accepted at WITCC.
- It is the responsibility of the student to review and monitor their WITCC transcript.

Contracted Courses

Great Start courses are offered to high school students at a WITCC campus or on-line. These classes are taught by college instructors.

Registration

- Concurrent enrollment students work with their high school counselor to determine what courses they plan to enroll with College Now.
- Students can meet with College Now or WIT staff for additional advising.
- High school students must meet the same course requirements as students attending classes on WITCC campus. If pre-requisites are not stated for a registration, the form may be returned to the student and counselor.
- Courses will not be registered until all information is provided.
- Registration for all College Now courses takes place in the months before classes start. A specific timeline with registration dates will be communicated before each semester.
 - Students will use the online registration system, Canusia, when registering for their classes.
 - Location: www.mycollegenow.witcc.edu

Add/Drop

- College Now students must adhere to the registration policies of Western Iowa Tech Community College. All adds, drops and withdrawals must be completed, approved and submitted to through the online registration system.
- Registration add/drop dates for Great Start classes are found on the Western Iowa Tech website. Dates are also provided to high schools prior to the first day of classes.
- Registration add/drop dates for concurrent courses offered at your high are communicated to your high school prior to the first day of class. Please see your HS Counselor for those dates.
- Please check with your HS Counselor for any specific policies your high school may have regarding adding/dropping courses. Registration add/drop dates for Great Start classes are found on the WITCC website. <http://www2.witcc.edu/register/important-dates/>

Textbook

Option 1 – Students are responsible to pick up textbook(s) from Sioux City Campus

- There will be no pick-ups at Denison or Cherokee WITCC Campus.
- Textbook(s) will be attached to each individual student account.
- Student is responsible for textbook.
- Student is responsible for returning textbook within 10 days of the last day of course to the Sioux City Campus.
- The student is charged for the cost of a new text if the textbook is not returned or is returned damaged.
- No book return pick up at individual high schools by WITCC.

Option 2 – WITCC delivers textbooks to High School

- Last Day to add a class to guarantee delivery of the textbook to the high school is communicated with high school in the months ahead of the start of the term.
- Textbooks will be attached to High School account.
- High school will sign off on textbook(s) received at delivery. The college will track the number of textbooks checked out to each school district for each course and the school district will be responsible for the return of those textbooks.
- High School will be responsible for handout/checkout of textbooks for each student's registered course.⁷

- WITCC will pick up textbooks at the end the semester for individual high schools. High schools will sign off on textbooks picked up on that date.
- The high school is charged for the cost of a new textbook if textbooks are damaged or not returned.

Payment

- See ([Appendix A](#)) for complete cost of Great Start courses.

Contracted Courses

Concurrent Enrollment courses are also offered at the high schools. WITCC works with high schools to provide programming to meet state and local requirements.

How to Implement a Course

- Identify course to be considered.
 - Only courses pre-approved for concurrent enrollment may be offered at the high school..
 - Please refer to the WITCC college catalog for a list of courses that are part of the official WITCC curriculum.
 - Send a course request to the College Now Coordinator.
- Consider who will teach your course.
 - High school instructors must be approved by WITCC.
 - If a high school does not have a qualified instructor, WITCC will attempt to assign a qualified adjunct. In this situation, the cost of instruction is billed to the school district.
- Schedule a meeting with the College Now Program department, academic administration, high school administrator, and College Now approved high school instructor or WITCC assigned adjunct. Discussion items include:
 - Course Outline/Course Syllabus
 - Textbooks/Lab materials needed
 - Contact hours/days and minutes course will meet
 - Instructor expectations

Instructor Credentials

- Certification requirements for career and technical classes differ based upon the course. Contact College Now over the requested area for more information. All instructors must meet the Minimum Faculty Standards as outlined in Iowa Code Section 260C.48, Iowa Legislative Code 281-IAC 24., Higher Learning Commission and National Alliance Of Concurrent Enrollment Partnerships.
- Instructor must submit an application and copies of undergraduate and graduate transcripts. Applications should be submitted to the College Now department.
- Upon approval, College Now instructors will receive an official approval letter and a College Now Instructor Handbook. A copy of the approval letter will be sent to the school district and instructor.
- When an applicant is denied, a letter is sent from College Now to the applicant outlining the criteria the applicant must meet. A summary of the information we have received and reviewed is provided. If our information is inaccurate or incomplete, the applicant may provide additional information. An applicant may also reapply once they have met the requirements outlined.

Instructor Expectations

- New Instructor Orientation: **New** concurrent enrollment instructors must complete WIT's New Instructor Orientation prior to teaching a College Now course at their school.
- Discipline Specific Orientation: **New** concurrent enrollment instructors meet with their Faculty Liaison and/or academic administration from the discipline to review their course syllabus, textbook, instructional materials and resources before instructing a College Now course.

- Professional Development: All College Now instructors are **required** to attend at least ONE discipline specific development opportunity within each academic year. These are offered prior to the Fall and Spring terms.
- Instructors must submit a WITCC approved syllabus. A template is provided to all College Now instructors prior to the course starting. All syllabi are derived from the COR (Course Outline of Record). Instructors are required to provide a syllabus to each student.
- Roster Verification: Instructors are required to review class rosters shortly after the beginning of the term to verify enrollment and attendance.
- Grading: Instructors publish a grading scale for their course on the syllabus and submit final grades online through the ICCOC/Canvas portal.
- Common Assessment: Instructors administer and submit common assessment through ICCOC/Canvas portal.
- Site Visit: WITCC Faculty Liaison or academic administration will conduct periodic site visits and classroom observations. The purpose of these observations is to facilitate alignment of course curricula, learning objectives, and assessment methods.
- Course Evaluation: Students are given the option to review College Now Instructors each semester. Course evaluations are administered online via the ICCOC/Canvas website. College Now instructors are required to ask students to complete the WITCC end of course evaluation each semester for each course they instruct.

Non-Compliance with Instructor Expectations

- Non-compliance with any of the outlined instructor duties and responsibilities including annual professional development, concerns identified from faculty liaison site visits, or end of term course evaluations, may result in a one-year probationary period.
- Probation will include mandatory attendance in the Fall Faculty Development Night and a meeting with Academic personnel to discuss noncompliance issues and compliance plan for the next academic year.
- An additional follow-up visit(s) and conference(s) will occur during the next academic year. If non-compliance continues in year two, the instructor's ability to teach the College Now course will be discontinued for the following academic year.

Registration

- Registration for all College Now courses takes place in the months before classes start. A specific timeline with registration dates will be communicated before each semester. College Now representatives receive high school counselor or administrator approved rosters, spreadsheets, or applications from all partnering high schools. Registration begins immediately upon receipt.
- Students are required to meet pre-requisites prior to registration in the course.
- Course cancellations are at the discretion of the administration.

Add/Drop

- College Now students must adhere to the registration policies of Western Iowa Tech Community College. All adds, drops and withdrawals must be completed, approved and submitted to through the online registration system.
- Registration add/drop dates for Great Start classes are found on the Western Iowa Tech website. Dates are also provided to high schools prior to the first day of classes.
- Registration add/drop dates for concurrent courses offered at your high are communicated to your high school prior to the first day of class. Please see your HS Counselor for those dates.
- Please check with your HS Counselor for any specific policies your high school may have regarding adding/dropping courses. Registration add/drop dates for Great Start classes are found on the WITCC website. <http://www2.witcc.edu/register/important-dates/>

Roster Verification

- Upon request, generally within 10 days from the start of the course, instructors will verify student enrollment in their courses.
- Instructors are notified of when this process needs to be completed and will be provided instructions on how to complete.
- This will be the final roster used for billing.

Textbook

- The high school must use a WITCC approved textbook. Generally, textbooks are approved for high schools to use for three years. (Per SYP, textbooks must be provided to students in the same manner as districts provides books for other courses pursuant to Iowa Code Chapter 301.)
- Some courses may have the option to use master courses with embedded book/content. Schools will be notified if this is an option.

Payment

- See ([Appendix A](#)) for complete cost of concurrent enrollment contracted course(s).

Course Evaluation

- WITCC students' complete evaluations of their WITCC courses each semester and, as part of the WITCC student body, concurrent enrollment students also complete evaluations of their concurrent enrollment courses.
- Each semester WITCC provides the evaluation instrument online via the ICCOC/Canvas website. There is a rating scale (e.g. Always, Most of the Time, Some of the Time, Never, Does Not Apply).
- The WITCC College Now department collaborates with WITCC Institutional Research Department to evaluate all concurrent enrollment program courses.
- Academic administration and the College Now department review the results before distribution to the instructors at the close of the term.

Articulation

Articulated Courses are high school courses that meet the college course competencies and have a signed Articulation Agreement with WITCC. These courses are high school credit only. If a high school graduate attends WITCC within twelve months of graduating and submits a signed High School Articulation Validation form from the high school teacher, those high school credits will be converted to college credit. [Appendix B](#)

College Now Department Contacts

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Appendices

[Appendix A](#) - 25/26 Cost Per Course Delivery Format

[Appendix B](#) - High School Articulation Validation Program

[Appendix C](#) - Faculty Liaison Collaborative Site Visit Form



COLLEGE NOW 2025-26 COST PER COURSE DELIVERY FORMAT

	Contract-CE	Contract - Great Start
Format	Face-to-Face at high school or WITCC campus (H.S. students only)	Face to Face or Zoom at WITCC campus or Online
Tuition	\$842 per section plus \$89per student enrolled	\$151 / per credit hour
Cost of Instruction	~ Billed if WITCC instructor ~ Shared cost based on total students from all participating high schools and any participating WITCC student ~ Billed on a per student basis	No additional cost
Books	Additional	No additional cost return at the end of the semester
Supplemental Weighted Dollars	Yes	Yes

Appendix E - Faculty Liaison Collaborative Site Visit Form



College Now Collaborative Class Visit

Date: _____ WITCC Liaison: _____

High School _____

Course _____

College Now Instructor _____

Syllabus submitted electronically: ___ Y ___ N

Textbook being used: _____

Discussion Points:

To what extent are the College NOW syllabus, objectives, and content representative of the on-campus course?

What instructional activities or assignments were observed or could be included to support student interest and involvement in both the high school and on-campus courses?

How can WITCC support the high school instructor to ensure depth and rigor are equivalent to the on-campus course?

Are there any resources beyond the textbook that either the high school instructor and the college instructor can use collaboratively to improve/enhance academic rigor and effectiveness? (websites, seminars, technology, etc.)



Feedback from others regarding this course would be helpful; including but not limited to students and administration concerning College NOW policies, procedures or practice. IF you have the opportunity to address the class please solicit comments and record them below.

Implementation problems are always a concern, whether from the high school instructor, students or from the on-campus instructor. Please share any problems or challenges.

Please list below any necessary follow-up or recommendations.

Summary:

Y N Is the College NOW instructor using an approved textbook?

Y N Is the course consistent with the on-campus course?

Y N Does the syllabus contain a description?

Y N Learning outcomes or competencies?

Y N Specific course expectations & grading requirements?