

Western Iowa Tech Community College

College Now Handbook

Student



Western Iowa Tech
College Now

Contents

Contents	1
Western Iowa Tech Values.....	2
What is College Now?	3
Nondiscrimination Statement	3
Student Responsibility.....	4
Registration Process	4
Pre-Requisites	4
MyWIT	5
Add/Drop Policy	5
Textbooks	5
Syllabus.....	5
Accommodations	6
Student Resources:.....	6
Learning Achievement Center	6
Comet Learning Center	6
Tutoring.....	6
Supplemental Instruction.....	7
Incompletes.....	7
Grade Appeals	7
Student Release of Information	8
Transcripts.....	8
Requesting Transcripts.....	9
Academic Integrity and Plagiarism	9
Student Academic Responsibilities	9
Responsible Use of Services	10
Student Code of Conduct	10
Computer Conduct	11
Personal Responsibility	12
Authority	12
College Now Department Contacts.....	13
Appendix D	Error! Bookmark not defined.



Transformation



Engagement



Community



Harmony

WESTERN IOWA **TECH** VALUES

Western Iowa Tech Values

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.

Joint enrollment refers to all high school students enrolled in community college coursework. Jointly enrolled students may be enrolled in Contracted Courses, Post-Secondary Enrollment Option (PSEO), and tuition courses.

Contracted Courses

Courses must receive both high school and college credit. Contracted courses are divided into sub categories.

- **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, online through WITCC, 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.
- Other Contracted Courses

Postsecondary Enrollment Options (PSEO)

Courses offered to high school students at a WITCC campus or on-line and student receives both high school and college credit.

Other terms used to describe circumstances where high school students take a high school course but may later be awarded college credit include: Advanced Placement, Articulated courses, and Career Academies.

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.

Student Responsibility

- Students are responsible for registering for their WITCC College Now classes with the assistance of their high school counselor through the online registration system. <https://mycollegenow.witcc.edu/>
- Students under the age of 18 are responsible for acquiring a parent's signature for classes, **when/where applicable.**
- 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 drop/withdraw from the course using the online registration system. <https://mycollegenow.witcc.edu/>
- 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.
- At the end of the semester, students can request an official transcript by going to the WITCC website. <https://www.witcc.edu/transcripts/>
- It is the student's responsibility to check with the transfer institution to see if classes are transferrable.
- Students can access their unofficial transcript by going to their MyWIT dashboard, Academic Self-Service.
- 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>

Registration Process

- Each concurrent enrollment student works 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: mycollegenow.witcc.edu

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

MyWIT

- MyWIT is your online access to Western Iowa Tech resources. MyWIT allows you access to your email account, check grades, etc.
- Your MyWIT user ID is wit followed by a sequence of numbers and @witcc. (wit0123456@witcc)
Your MyWIT ID and password are kept confidential.
- It is the student's responsibility to access their MyWIT account prior to the first day of class. If student have any issues logging in, they should contact the WIT IT office or College Now office.
IT Contact Information: helpdesk@witcc.edu
College Now Office Contact Information:
Email: college.now@witcc.edu
Phone: Call/Text 712-317-3303

Add/Drop Policy

- 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/>

Textbooks

- 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/school may be charged for the cost of a replacement textbook.

Syllabus

- At the beginning of the course, the instructor will provide students a syllabus outlining objectives and expectations for the course as well as the grading policy for the course. Please review and maintain the syllabus throughout the course should any questions arise regarding course policies.
- Students are responsible to follow all due dates set within the syllabus or presented within the course modules on Canvas. **Student's should be aware of any dates that do not align with their high school and are expected to follow the WITCC calendar.**

Accommodations

WITCC strives to make reasonable accommodations for eligible persons with disabilities to ensure equal and fair access to programs, educational opportunities, and activities.

If you are a person with disabilities wishing to attend Western Iowa Tech, you must follow WITCC policy and register with the Accommodations Coordinator.

For more information about academic accommodations or if you have any questions, please contact our Accommodations Coordinator at 712-317-3440 or book an appointment with [Michelle Fiechtner, Disabilities Coordinator](#)

Student Resources:

Learning Achievement Center

The Learning Achievement Center represents the heart of the campus. It contains Library Services, The Comet Learning Center, and the Open Computer Lab.

Library Services

- A collection consisting of more than 25,000 print and media items providing information in diverse formats
 - Subscriptions to hundreds of periodical titles and to local and regional newspapers
 - Research assistance and bibliographic instruction
 - Worldwide interlibrary loan service
 - Patron privileges at all the Sioux City Library cooperative libraries with verification that you are a current WITCC student
 - Regularly scheduled visits of representatives from community organizations and regional colleges. These representatives come to answer your questions about community involvement opportunities and transferring to four-year colleges.
 - Check out puzzles, chargers, calculators, head phones, and other resources to help complete class assignments and stress less.
 - Library displays to inform students about special library resources and events, including contests and learning activities with prizes.
- Visit our Web site at <https://www2.witcc.edu/library/> for access to:
 - Online databases under the umbrella of multiple companies, with full text components
 - Access to over 60,000 streaming videos from Alexander Street Streaming Video
 - More than 12,000 electronic books
 - Live Chat

Comet Learning Center

Tutoring

The Comet Learning Center, located in the Learning Achievement Center, provides drop-in tutoring services in various subject areas for registered WITCC students. No appointment is necessary. Individual

tutor schedules are posted each semester. The Comet Learning Center employs both peer and professional tutors. Tutoring services are offered free of charge to enrolled WITCC students.

Supplemental Instruction

The Comet Learning Center coordinates Supplemental Instruction sessions for select courses each semester. These sessions take place outside of class time and offer students an opportunity to review important material in a group setting with a qualified Supplemental Instruction Leader (student who has previously mastered the course material). Students who participate in the free Supplemental Instruction sessions have historically outperformed other students in the class.

The Learning Achievement Center represents the heart of the campus. It contains Library Services, The Comet Learning Center, and the Open Computer Lab.

Incompletes

- To receive an Incomplete (“I”) grade, students must contact their instructor prior to the end of the semester requesting a grade of incomplete. The instructor must complete an Incomplete Grade Contract form.
- Instructors may assign incomplete grade (“I”) only when a student who is doing ACCEPTABLE course work and is unable to complete the course because of an illness or other extenuating circumstances, i.e., military service, hardship, or death in the immediate family.
- A student shall have until the end of the next regular semester following receipt of the “I” to meet the conditions of the contract. If the student fails to do so, the “I” will be changed to an “F” grade.
- Instructors may set a deadline for any work to be completed, before the end of the next regular semester, and communicate those expectations with the student.

Grade Appeals

A student who questions a final grade from a particular course should make every effort to meet with the faculty member involved to communicate his/her concerns and resolve those concerns in an informal manner. The syllabus for each course will provide an outline of the grading procedures for the course and should be referenced in dealing with these issues. **All grade appeals must be made by the student.**

When unable to informally resolve a concern, a Grade Appeal Procedure is provided to students. A student may exercise the following procedures in sequence. Written requests and written responses shall be provided at each review step. Written responses may be given to the students in an electronic format. The Grade Appeal Procedure must be initiated within 45 calendar days of the posting of the final grade in the course. Please note that timelines outlined below for response to a student’s request will be based on the availability of faculty and administration impacted by official college breaks and non-contracted faculty days. Every attempt will be made to communicate timeline expectations with students making such requests.

Step 1: Within 45 calendar days of the posting of the final grade, the student will present in writing his/her concerns to the faculty member involved. The student should clearly indicate in that written concern that he/she is formally appealing the final grade received in the course. The student should document specifically his/her concerns related to the calculation of the grade and should also include the grade received as well as the grade expected, if the appeal would be granted. Upon receipt of the written concern, the faculty member will have 7 working days to respond to the student.

Step 2: If the concern is not resolved in Step 1, the student may appeal in writing to the appropriate Academic Dean or Chair. The appeal should provide full written documentation as outlined in Step 1. This appeal must be submitted to the Academic Dean or Chair within 10 calendar days of the response from the faculty member in Step 1. The Academic Dean or Chair shall respond to the student within 7 official working days of receiving the appeal.

Step 3: If the concern is not resolved in Step 2, the student may provide a written request to the Dean of Instruction to convene the Appeals Committee. This request must be submitted within 10 calendar days of the Academic Dean or Chair's response in Step 2. The student should provide full written documentation as outlined in Step 1 for the committee and may personally appear before the committee if desired. Faculty related to the grade appeal may also appear before the committee in its review. The Dean of Instruction will convene the Appeals Committee within 10 working days from the receipt of the request from the student. The committee has no authority to make decisions, but rather makes recommendations to the Dean of Instruction or its designee for the appropriate resolution of the appeal. The Dean of Instruction or its designee shall have 7 calendar days to respond to the student from the date of the Appeals Committee meeting. The decision of the Dean of Instruction or its designee will be final.

Student Release of Information

In general, the policy of Western Iowa Tech Community College is to keep the student's record confidential. It is the intention of the college to fully comply with the provisions of the "Family Education Rights and Privacy Act of 1974" Section 513 of Public Law 93-380 as amended by Senate Joint Resolution 40. The College has established policies and procedures to implement compliance. These may be reviewed during normal business hours in the Enrollment Services Office.

The College considers the following information as public information and will release it without the student's consent unless the student directs otherwise: name, address, telephone number, date and place of birth, program of study, participation in recognized activities and sports, dates of attendance, awards and previous institutions attended. <https://www.witcc.edu/policies/ferpa/>

Any students objecting to the public release of this information must file a written objection with the Enrollment Services Office. Forms are available in the Enrollment Services Office. (Directory information will be furnished to law enforcement officials at their request.)

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 and eligibility for financial aid after 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.

Requesting Transcripts

- Order online 24/7. Go to <https://www2.witcc.edu/transcripts/>
- Click on College Now/League of Schools (High School Students)
- There is a \$5 charge for each transcript, so have your payment method ready.
- You can choose Electronic or Mail delivery. Electronic can be processed immediately. Mail can take up to ten business days to receive.

You can request one of three processing options:

1. **Send Now:** Will send immediately regardless of grades being posted or pending graduation. What is on your transcript at the moment you submit the request is what will be included.
 2. **After Grades:** Will wait until this semester's grades have been issued before sending.
**** Recommended Option****
 3. **After Degree:** Will wait until your degree has been awarded for the current term before sending.
- If you need assistance, please contact the National Student Clearinghouse's transcript ordering service at 703-742-7791 or transcript@studentclearinghouse.org for assistance.
 - **Note:** Grades for concurrent enrollment courses are posted after the high school semester ends. If a student is requesting a transcript mid-semester, all of their courses/grades may not appear.

Academic Integrity and Plagiarism

Student Academic Responsibilities

- Students are responsible for their own learning and development. They have a responsibility to be an active learner by attending class, completing class and laboratory assignments, and preparing in advance of the scheduled class session.
- Students should participate through sharing learning experiences with peers, broadening their general education base, and transferring previous learning. Students should assume responsibility for fostering effective relationships with instructors and peers.
- Students are expected to understand and maintain high standards of academic honesty. Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the situation. If the instructor concludes that the student has committed academic dishonesty and can resolve the matter with the student through punitive grading, the case may be considered closed.
- Students will follow the WITCC academic calendar and be aware of any dates that do not match their high school.

Attendance

Students are expected to attend all sessions of classes for which they are enrolled. Absences do not excuse the student from meeting the course requirements and the student must take the initiative in making up any missed work as permitted by the instructor. Each instructor will provide policies concerning course attendance. Students who require an extended leave of absence due to extenuating circumstances should communicate directly with their instructors.

Attendance and participation in courses, both on-campus and online, will be monitored and tracked by instructors and advisors. The college may administratively withdraw any student who fails to attend or participate in an on-campus or online course for 14 calendar days. Lack of attendance or participation may

also negatively impact the student's eligibility to receive federal financial aid or may require that funds previously received by the student be returned to the federal aid program. Students who are administratively withdrawn from their courses are responsible for all costs associated with the academic term and will not be allowed to continue to reside in on-campus housing.

WITCC courses taught online, or on-campus will follow the WITCC academic calendar. Courses taught in the high school will follow the high school calendar.

Examples of punitive grading include giving a lowered or failing grade for the assignment, having the student repeat the assignment or complete an additional assignment, or assessing a lower or failing grade for the course. The Academic Review Procedure offers recourse to a student who feels his/her grade has been reduced unfairly. Examples of academic dishonesty include, but are not limited to, the following:

1. **Cheating.** A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise including, but not limited to, the following:
 - a) Substituting on an exam or course for another student.
 - b) Submitting a paper written by another person.
 - c) Copying with or without the other person's knowledge during an exam.
 - d) Turning in a paper that has been obtained from a commercial research firm or internet site.
 - e) Using unauthorized notes during an exam.
 - f) Padding items on a bibliography.
 - g) Accessing and/or altering exams or grade records.
 - h) Follow all AI guidelines set by your course instructor.
2. **Plagiarism.** A student must not use the words and/or ideas of another, representing them as his/her own, without proper credit to the author or source.
3. **Fabrication.** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.
4. **Dual Submission.** A student is expected to submit work solely for a single course unless prior written permission of the instructor is obtained that addresses the nature of the changes required in that work before submission to a second course.
5. **Facilitating Academic Dishonesty.** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

Responsible Use of Services

Students are responsible for appropriate use of services provided by the College. This includes the following:

1. Knowledge of student, social and professional activities;
2. Participation in student, social and professional activities;
3. Seeking assistance when facing problems that interfere with educational success; and
4. Meeting financial obligations to WITCC and those incurred through student loan programs.

Student Code of Conduct

Western Iowa Tech Community College students are responsible to conduct themselves in a manner that maintains an educational environment conducive to learning. Students at WITCC are expected to conduct themselves as good citizens in the College community by respecting the rights and property of others.

All rules and regulations are in effect 24 hours a day at all WITCC facilities, including WITCC Student Housing. Regulations also apply for college-sponsored activities which are held off-campus.

The College reserves the right to change the rules regulating student conduct with appropriate notice to the student body. Please see [WITCC college catalog](#) for a complete list of rules and regulations.

Computer Conduct

College computers will only be provided to students that are taking classes on one of the WITCC college campus; face-to-face. College computers will not be given to students taking classes online.

College computer systems are provided by WITCC for use by students, faculty, and staff for the purpose of furthering the educational mission of the College. This includes course work, college-related educational endeavors, and business operations. Each user is expected to follow established computer conduct policies and not to interfere with or disrupt the orderly processes of WITCC resources. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. Users must follow all existing federal, state, and local laws as they relate to computer conduct.

Acts of misconduct which will be the cause for disciplinary action up to and including discharge, as well as possible legal and/or civil action:

1. Unauthorized copying of anything that is licensed or protected by a copyright. This includes, but is not limited to, any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files.
2. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system). This includes, but is not limited to, successful acts of hacking, unsuccessful attempts, possession of the tools used for computer hacking, or running programs that attempt to identify passwords or codes.
3. Knowingly introducing a "computer virus" to a computer or network (i.e. a program – either harmless or damaging – which attaches itself to another program and/or has the capability to reproduce in order to infect other computers).
4. Gaining unauthorized access to information that is private or protected or attempting to do so. Willful damage or misuse of systems, applications, databases, code, or data. Attempting to gain network privileges to which you are not entitled.
5. Unauthorized alteration of system configuration. This includes, but is not limited to, interrupting programs that protect data or secure systems, or attempting to do so. Downloading and/or installing software, or attempting to do so.
6. Introducing or using profanity/obscenities on the network, including, but not limited to, the campus network, Internet, or any other communications configuration which is accessible by or connected to College computers or computer systems.
7. Using the network to conduct business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects.
8. Sharing of assigned logins with anyone else for any reason. Unauthorized use of another person's login or attempting to do so. Unauthorized use of a generic login outside of the context for which that login was created. Each student/employee will be responsible for all activities under his/her assigned login.
9. Inappropriate or misuse of e-mail. This involves sending unsolicited e-mail (including junk mail, jokes, or chain letters) to users of the College's e-mail system that is of a non-business nature.
10. Installing unauthorized personal hardware or software to any computer or network.

Personal Responsibility

Each individual who is given a computer and/or e-mail account, or uses the computers and network resources made available by Western Iowa Tech Community College, must understand that you are accountable for the policies set forth in this document. In addition, users assume responsibility for:

- protection of your password
- reporting any breach of system security
- reporting unauthorized use of your account
- changing your password on a regular basis
- frequently making backup copies of your work to ensure against loss
- clearly label works and opinions as your own before they are widely distributed

Authority

The Information Technology department may access other's files for the maintenance of networks, computers, and storage systems. Data, information, and files stored in electronic form on college-owned equipment and/or transmitted across college-owned networks is the property of Western Iowa Tech, and no right to privacy can be assumed. Office staff may also routinely monitor and log usage data, such as network connection times, CPU and disk utilization for each user, security audit trails, and network loading. Data collected may be reviewed and further investigated should evidence of violation of policy or law occur. If necessary, staff may monitor the activities and files of specific users on the college computers and networks. Any staff member who believes such monitoring is necessary should discuss the problem and strategy for investigation with the executive director, Information Technology.

Any student who violates the policies set forth in this document is subject to disciplinary action as defined in the Students' Rights and Responsibilities section of the Student Handbook. Faculty and staff who violate these policies are subject to disciplinary action as defined in the Employee Handbook. All violators may be subject to arrest according to local, state, and federal law.

College Now Department Contacts

Holly Olson

WITCC College Now Coordinator

Holly.olson@witcc.edu

712-317-3332

Nikki Wilkerson

WITCC College Now Specialist

Nikki.wilkerson@witcc.edu

College Now Office

College.now@witcc.edu

Call/Text: 712-317-3303

Comet Learning Center (CLC)

clc@witcc.edu

IT Help Desk

712.314.2727

helpdesk@witcc.edu

Cengage Tech Support

CUescalations@cengage.com

1-800-354-9706