NWTC DUAL CREDIT

Student Handbook







EARNING COLLEGE CREDIT

in high school

It all starts with dual credit classes. By taking a dual credit class, you potentially earn both high school and college credit for that class — jumpstarting your college career and saving money on your future degree.

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NWTC DUAL ENROLLMENT

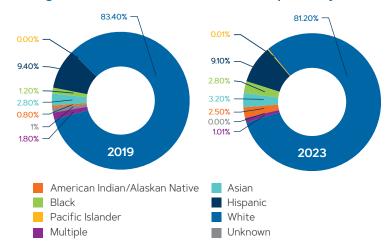
K12 PARTNERSHIPS

Dual Credit in High Schools

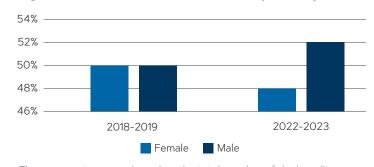
Partnerships between NWTC and area school districts allow students to earn both high school and college credit simultaneously through a variety of programs. Over the last five years, there has been striking growth in the number of students earning NWTC dual credit and, subsequently, the number of credits earned. Researchers have identified numerous advantages to earning dual credit including cost savings, early entry to career pathways, decreased college remediation, reduced time to degree completion, and stronger postsecondary outcomes.

NWTC DUAL CREDIT PARTICIPATION

High School Student Dual Credit Participation by Race



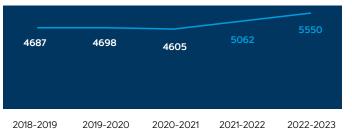
High School Student Dual Credit Participation by Gender



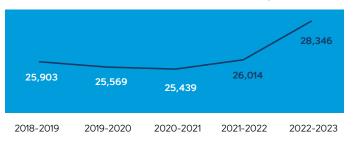
These percentages are based on the total number of dual credit students in the NWTC district per year.

For more information, contact
Miranda Schornack, Early College Manager
miranda.schornack@nwtc.edu | 920-498-5422
nwtc.edu/DualCredit

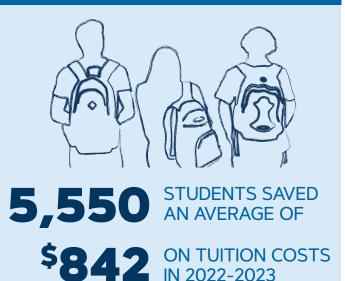
Students Earning NWTC Dual Credit



Total Credits Earned in NWTC Dual Credit Programs



PARTICIPATION GROWTH OVER 5 YEARS



High school students earned **FREE** college credits **valued at nearly**

\$4,700,000 in the 2022-2023 academic year.

2022-2023 academic year

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As a high school student, you have many academic and career paths to consider for your future. Most careers today require you to have some level of college education, so why not take some college level courses while you're still in high school? There are many different options available to you with some BIG benefits!

The benefits of taking dual credit courses include:

- Saving money in pursuit of your college degree.
- Enabling you to potentially take fewer credits each semester when you're in college.
- Earning college credits toward an NWTC certificate, technical diploma, associate degree, or the potential of transferring to another college or university.
- Experiencing college level coursework and learning how to navigate a syllabus, college assignments, papers, and exams.
- Experiencing Canvas, an online learning management system.
- Increasing the likelihood of pursuing a college education.





		Start College Now (SCN)			
	Transcripted Credit	Advanced Standing	In Person/Online	Distance Learning - Live Virtual Classes	Youth Apprenticeship
Cost	No cost for student or school district	No cost for student or school district	No tuition or textbook costs for student (these costs are paid by school district with successful course completion)* Students may be responsible for certain fees such as background checks for some health or public safety programs	No tuition or textbook costs for student (these costs are paid by school district with successful course completion)*	Cost of tuition, textbooks and course fees vary depending on school district Check with your Youth Apprenticeship contact for details on any shared costs
Location	Student's high school	Student's high school	Any NWTC location or online	Students attend virtually from their high school	Any NWTC location or student's high school
Instructor	High school instructor	High school instructor	NWTC faculty	NWTC faculty	High school instructor or NWTC faculty
Registration	High school submits student registration information to NWTC	High school submits student transcript to NWTC	Student registers through SCN registration and/or high school counselor and NWTC career coach	Student registers through high school counselor	Youth Apprenticeship or NWTC contact assists with registration
Length	Determined by high school (semester or year- long)	Determined by high school (semester or year-long)	Determined by NWTC (typically 8 weeks)	Determined by NWTC (typically 16 weeks)	Determined by NWTC (typically 8-16 weeks)
Grades and Transcripts	Final grade will be listed on high school and NWTC transcripts Student must earn final grade of "C" or better to receive college credit	Final grade listed on high school transcript If student earns a final grade of "B" or better and is accepted to an NWTC or other Wisconsin technical college program, student will receive advanced standing status, earning the opportunity to skip an introductory level course	Final grade will be listed on high school and NWTC transcripts Student should earn a "C" or better to help maintain a 2.0 GPA in college courses and be eligible for federal financial aid	Final grade will be listed on high school and NWTC transcripts Student should earn a "C" or better to help maintain a 2.0 GPA in college courses and be eligible for federal financial aid	Final grade will be listed on high school and NWTC transcripts Student should earn a "C" or better to help maintain a 2.0 GPA in college courses and be eligible for federal financial aid
College Transfer Potential	Credits may transfer to other colleges Student must request NWTC transcript to be submitted to other colleges for consideration of credit transfer	Advanced Standing may transfer to colleges within the Wisconsin Technical College System Advanced Standing is rarely recognized outside of WTCS	Credits may transfer to other colleges Student must request NWTC transcript to be submitted to other colleges for consideration of credit transfer	Credits may transfer to other colleges Student must request NWTC transcript to be submitted to other colleges for consideration of credit transfer	Credits may transfer to other colleges Student must request NWTC transcript to be submitted to other colleges for consideration of credit transfer

*See your school district policy for more information.

2

TRANSCRIPTED (TC) CREDIT COURSES

Transcripted credit courses are college level courses using NWTC curriculum taught by high school instructors at the high school. Taking a transcripted credit course allows students to earn high school and college credit at the same time.

How do I enroll in a transcripted credit course?

Transcripted credit courses are listed in your high school's course catalog. Please review your schedule with your school counselor to enroll in a transcripted credit course. *Please note: Course offerings may change throughout the school year.*

How will I take my class?

Transcripted credit courses are taken in person in the high school classroom during the regular school day.

TRANSCRIPTED CREDIT CHECKLIST

- + Follow your high school's transcripted credit scheduling process. Courses are located in your school's course catalog.
- + Meet with your counselor to plan your schedule.
- + If a transcripted credit course is not available, have a discussion with your counselor. There may be other options such as Start College Now classes available.
- + On the first day of class, READ THE CLASS SYLLABUS.
- + Make sure you understand the expectations and grading policies of the course and share them with your parents.
- + If you are unsure of any course expectations, ask your teacher for help.

Expectations of Transcripted Credit

Even though you are taking transcripted credit courses at your high school, they are college level courses and will require you to put in time outside of class to complete your work. Review the below class expectations so you know what to expect.

- Expect challenging, rigorous work that may be delivered in new and interesting ways.
- Class assignments, outcomes and expectations are set by NWTC and may be different than your high school courses.
- The class syllabus is the roadmap to the course.
 You are responsible for understanding the information and course requirements in it.
- Accommodations may be requested for transcripted courses.
- To earn college credit, you must earn a grade of "C" or better; however, some college programs may require a higher grade.
- To earn high school credit, please ask your counselor about grade requirements.
- An NWTC transcript will be created for you after you complete a transcripted credit course.
- Your class schedule, including weather/make-up policies, will follow your high school procedures.
- Check in with your teacher frequently to ensure success! Ask for help if you get stuck.

Academic Integrity

As an NWTC dual credit student, you are expected to maintain academic integrity in your classes. Academic integrity is defined by NWTC as maintaining academic honesty in your courses. You are expected to do your own work and to avoid plagiarism or cheating. Some examples of academic dishonesty are using unapproved resources on tests, submitting papers or assignments as your own work if someone else has prepared it, and copying assignments or other class work.

ADVANCED STANDING (AS)

Advanced Standing courses are taught by high school teachers using high school curriculum determined to be a close match to an NWTC course. A student must earn a "B" or better to receive advanced standing status.

Advanced Standing courses are not captured on the NWTC transcript until you become an NWTC student. Your high school should note Advanced Standing coursework on your high school transcript.

Students completing Advanced Standing classes with a "B" or better receive credit for prior learning IF they are accepted as a program student at NWTC or another

Wisconsin technical college and are enrolled in coursework where they can claim the Advanced Standing. In this way, Advanced Standing courses may earn a student the opportunity to skip an introductory level course in their technical college program and advance to the next level.

Did you take a college course in high school that is not appearing on your NWTC transcript? If you answered "yes," then there is a good chance that the course is Advanced Standing. Please work with NWTC Admissions to share your course completion as evidenced on your high school transcript.

Successfully completed Advanced Standing courses may transfer to colleges within the Wisconsin Technical College System.

LIBRARYRESOURCES

Did you know that as a dual credit student you have access to the NWTC Library? Here are just a few ways the library can help you:

- Help choosing research paper topics.
- Help with MLA or APA citations for works cited pages.
- Access to virtual resources as well as hard copy resources.
- Access to NWTC's "Ask a Librarian" website to email or live chat with a librarian during regular hours.
- Ability to do a library search (a Google like search of the library to find resources).

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START COLLEGE NOW (SCN)

Start College Now allows students to take college level courses taught by NWTC instructors who are industry experts in the subjects they teach. Start College Now enables students to earn both high school and college credit at the same time.

How will I take my class?

Students can take classes in a variety of ways. The most common are in-person at any NWTC campus or regional learning center, online, or through distance learning. In some cases, an NWTC instructor may teach a Start College Now course at your high school. Distance learning offers students the ability to see and hear each other and their instructor in real time using interactive web-conferencing. This type of learning allows students to connect with other high school students from around the state, during the regular school day.

What do I need to know about SCN?

General Information		
Starfish Alert System	Starfish is an early alert system that allows instructors to share resources at the College that help students to be successful in courses. Positive "kudos" are also sent through Starfish.	
Email	Students are expected to monitor their NWTC email on a frequent basis. This is how you and your instructor communicate. Class updates and Starfish alerts are sent to this email address. You will receive an email with additional instructions on how to complete the required virtual Early College Orientation session.	
NWTC Student Photo ID	SCN students are eligible for an NWTC student photo ID. Please log into your NWTC student portal and select Mobile Student ID link found under Resources. Physical ID cards can be requested though the NWTC Student Involvement department. ID badges are optional and can provide other NWTC student perks.	
Canvas	Canvas is a course management system that supports online learning and teaching. It allows professors to post grades, information, and assignments online. <i>NWTC students have access to Microsoft Office 365 if needed at no cost.</i> Connect with NWTC Help Desk 920-498-6900.	
Deadlines	Deadlines to submit SCN registration forms to your high school are October 1st for spring enrollment and March 1st for fall enrollment.	
Grades and Financial Aid Implications at NWTC	The grades you receive in your SCN course will be listed on your high school and college transcript. You must maintain a 2.0 GPA in college courses in order to be eligible for future federal financial aid, so it is important to earn a "C" or better to pass your course. Falling below a 2.0 GPA may also impact admissions at any post-secondary institution.	
Out of Classroom Time Commitment	SCN classes are college classes. NWTC's recommended time management formula: One college credit = three hours per week of outside coursework.	

Which SCN option is the best for you? See below to explore the differences between In Person/Online and Distance Learning - Live Virtual options.

	Start College Now (SCN)		
Course Delivery	In Person/Online	Distance Learning - Live Virtual Classes	
Eligibility	Students need to have successfully completed 10th grade, be in good academic standing (see your high school policy) and have applied and be approved through your school district.	Students need to have successfully completed 10th grade, be in good academic standing (see your high school policy) and have applied and be approved through your school district.	
Costs	Your high school districts cover the cost of your course and textbooks.	Your high school districts cover the cost of your course and textbooks.	
Textbooks	View the virtual Early College Orientation to get instructions for viewing your booklist and ordering. You will receive your Early College Orientation link via email. Contact your counselor to see if you need to pick up your textbook or if other arrangements have been made. Contact a campus or NWTC center if you are instructed to pick up text books at NWTC.	Contact your school counselor to receive your textbook. Cost of textbook is paid for by the school district.	
Syllabus	Syllabus is available in your Canvas account.	Syllabus is available in your Canvas account.	
Attendance	See course calendar within your syllabus for attendance and participation policy.	Students are required to be logged in and participating virtually during the days and times the course is running. See course calendar within your syllabus for attendance and participation policy.	
NWTC ID Number	Please refer to page 13 for instructions on creating your NWTC Student ID/Password Reset. Your NWTC ID number is used for logging into all NWTC online platforms.	You will receive an email with your NWTC student ID from NWTC. Your NWTC ID number is used for logging into all NWTC online platforms.	
Technology Requirements	Students participating in courses will need the internet to access Canvas and complete coursework. If needed, you can use technology resources through any NWTC location.	Students will need a device equipped with a microphone, headset, and internet access. Students may attend together in a web-enabled classroom if available at the high school. Students will also need the internet to complete coursework in Canvas.	

For more information see the Dual Credit Table on page 3.

START COLLEGE NOW CHECKLIST

- + Meet with your high school counselor to choose Start College Now courses and plan your schedule.
- + Get the Start College Now application filled out and signed by your parent/quardian.
- + Turn in the signed SCN application to your school counselor.
- You will be notified when you are approved to enroll in the SCN course(s).
- + Complete the required Early College Orientation before enrolling in your SCN course(s). The virtual session includes important information on class preparation (ordering materials, accessing services and technologies, etc.). Contact your school counselor for non-virtual options that may be available.
- + Check with your counselor for your school's textbook process. Your high school pays for your books; however, you are responsible to pay for any other supplies (e.g., gait belt, name badge) required for the course, unless pre-arranged with your school. (Watch the Early College Orientation for more detailed information about this).
- + As soon as you can, log into your NWTC student account to check your schedule. You are responsible for knowing your NWTC class schedule. Note: the start date of your course may be different than the start dates of your high school academic calendar. (Fall courses typically begin mid-August).
- + Monitor your NWTC email often for any course information. For example, some classes may have work that needs to be done before the start of the class.

START COLLEGE NOW DISTANCE LEARNING CHECKLIST

- + Meet with your high school counselor to choose Start College Now courses.
- + Get Start College Now application filled out and signed by parent/guardian.
- Turn in signed application to school counselor.
- + One week before class starts:
 - Monitor your email for Student ID and log in information.
 - Get textbook from your school counselor.
 - Log into your NWTC student account and Canvas account to ensure access to your course before the first day of class.

Expectations for Start College Now Students

Start College Now courses are college level courses and will require you to put in time outside of your class time to complete the coursework. Review these expectations for all types of Start College Now courses below:

- · Check your NWTC email daily.
- Know how to navigate and submit work in Canvas (see virtual Early College Orientation for more information).
- Submit your coursework on time.
- · Communicate with your NWTC instructor as needed.
- · Participate in class discussions.
- · Watch your email for Starfish alerts and utilize NWTC resources.
- · Maintain at least a 2.0 GPA to ensure future financial aid will not be affected.
- Read the course syllabus thoroughly. It is the roadmap of your college class.

Academic Integrity

As an NWTC dual credit student, you are expected to maintain academic integrity in your classes. Academic Integrity is defined by NWTC as maintaining academic honesty in your courses. You are expected to do your own work and to avoid plagiarism or cheating. Some examples of academic dishonesty are using unapproved resources on tests, submitting papers or assignments as your own work if someone else has prepared it, and copying assignments or other class work.

YOUTH APPRENTICESHIP (YA)

Wisconsin's Youth Apprenticeship program is part of a statewide school-to-work initiative. It is designed for high school students who want hands-on learning in an occupational area at a worksite along with technical instruction.

The technical instruction can be offered through high school or college courses. The program is managed by different consortiums, or organizations, and its availability differs by school district. If you think you might be interested in a Youth Apprenticeship option, contact your school counselor to see what is available.

TRANSFER

OF COLLEGE CREDIT

If you are enrolling in a program at NWTC, we will already have a record of your NWTC credits earned in high school. No need to transfer anything.

For more information on redeeming an Advanced Standing course, please contact NWTC or other technical college to determine transferability.

Even if your goal is to earn a bachelor's degree or higher, you can begin your education journey at a technical college and spend less money.

If you are enrolling at a Wisconsin Technical College or any University of Wisconsin school:

Determine transferability of your credits using a college credit transfer tool. Transferology is a nationwide network that gives personalized answers about where your credits will transfer. Enter coursework and instantly see how courses and exam scores transfer to other colleges.

What if I am attending college somewhere else?

To find out how your credits will transfer to a college outside of Wisconsin or to a private college or university within Wisconsin, you will need to contact the campus to which you wish to transfer.

Who decides how courses will transfer?

Each college has different programs, program requirements and courses. Since the level of the coursework and the course content are different, each campus makes its own determination as to how transfer courses fit into its requirements.

In most cases, campus faculty members are responsible for deciding how a course transfers.

How do I request that my credits be sent to another college?

Request an official transcript when you need to send your education information to another college or an employer. NWTC will send your records directly to the location you specify. Visit nwtc.edu/TranscriptRequest to request your transcript to be sent and to find out more information on requesting transcripts. Unofficial transcripts can be accessed at no charge. By using the NWTC Student Portal, you can verify the classes are properly posted with grades to your transcript before making the official request.

Where can your NWTC credits take you?

We have transfer agreements with over 40 colleges and universities.

nwtc.edu/**CollegeTransfer**



Or visit **transferology.com** to explore other colleges.







Disabilities Services of Northeast
Wisconsin Technical College offers
assistance to students with disabilities
at all NWTC sites. We offer a wide range
of services to assist students in reaching
their educational goals. The Disability
Services staff will help guide students
through their educational experience at
NWTC by providing case management
and support services.

We strongly encourage students who have a disability to communicate their needs to us and use our services. NWTC case managers work with high school students who have disabilities and high school staff to help students as they transition to NWTC. Visits are made to district high schools, when requested.

QUESTIONS?

Contact the Disability Services office directly. 920-498-6904 | disability.services@nwtc.edu

STUDENT ID NUMBER

As an NWTC dual credit student in high school, you will receive an NWTC student username and password. Your username is your 8-digit NWTC ID number.

What is the username and password used for?

- my.NWTC (student portal)
- Student e-mail
- Canvas
- Campus computers
- NWTC supported systems

What if I do not know my NWTC ID?

> Go to nwtc.edu

- Click on "my.NWTC," and
- Select "Create/Activate My Account"

OR

> Go to pwd.nwtc.edu

· Click on "Forgot ID"

Who do I contact if I'm still having problems?

- Call the 24/7 Student Help Line for assistance 800-422-NWTC, ext. 6900, or 866-235-5037.
- Visit the Welcome Center located on Level 2 of the Student Center building on the NWTC Green Bay campus.

PASSWORD RESET

PROCEDURE

How can I reset my NWTC password or retrieve my student ID?

 Access the NWTC Password Self-Service Portal from any internet connected computer or mobile device: pwd.nwtc.edu



- Call the 24/7 Student Help Line for assistance. 800-422-NWTC, ext. 6900, or 866-235-5037
- Visit the Welcome Center located on Level 2 of the Student Center building on the Green Bay campus.

Note: Remember to update your personal email address in the my.NWTC portal.

A personal email address is required to change your password in the event that you are unable to access your NWTC email.

ABOUT CANVAS

- Canvas is the learning management system currently used at NWTC.
- All NWTC Start College Now students and Youth Apprenticeship students are required to use Canvas in their courses and use their NWTC email account for communication with their instructor or the College.
- If you are a transcripted credit student, your teacher will let you know the degree to which you will use Canvas in your course.
- Web browser notice: For best results in Canvas, use Firefox, Chrome or Edge web browsers. Internet Explorer is not supported in the Canvas product.

PARENT/GUARDIAN TOOLBOX

Earning college credit in high school is a great way for your child to get a head start on college and save thousands of dollars in college tuition. Other smart options are NWTC's Associate of Arts Transfer and Associate of Science Transfer degrees. nwtc.edu/4Year

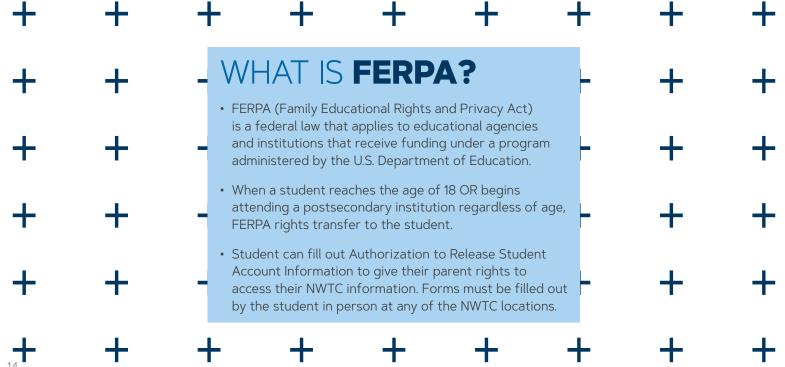
How are dual credit courses recognized at the high school, at NWTC, and at other academic institutions?

- In most cases, the courses will be recognized as dual credit, awarding both high school and college credit.
- Credits will be recognized at NWTC if student meets grade requirements.
- If student chooses to attend a college other than NWTC, the student will need to contact that college and request to have their NWTC transcript be evaluated for credit. It is up to the receiving institution how they take in credits. See Transfer section on page 10 for more details.

Check into the growing transfer opportunities NWTC has with local universities: **nwtc.edu/Transfer**.

How can you be an engaged parent/guardian?

- Take interest in your child's hobbies and education.
- Visit NWTC and other college campuses.
- Talk with current students or recent NWTC or other college graduates.
- Have your child job shadow a friend or relative to see what they do for a day.
- Occasionally revisit the student's interests.
- Encourage volunteer opportunities.
- Remember to focus on what your child wants to do.
 Treat them as an individual.
- Have a conversation about careers and college. Children
 in their teen years often want to enjoy independence.
 Parents/guardians who give their children room to
 discover who they are on their own terms increase
 the likelihood for success.



FREQUENTLY ASKED QUESTIONS ABOUT DUAL CREDIT COURSES

Why would I want to burden my student with the worries of college coursework? They should enjoy high school now.

Taking a college-level class in high school can help your student:

- Experience college while still surrounded by the safety, support, and comfort of home.
- Explore their academic and career interests at no cost (see "Who pays for the course?").
- Earn credits toward their future degree.

How is college coursework different from high school coursework?

- · Motivation, responsibility, initiative, and follow-through are required to be successful.
- The content and expectations are ramped up. Students should be prepared to spend an extra six hours per week studying for college level courses.
- The course may be taught by a high school instructor who is qualified to teach technical college courses or NWTC faculty. Regardless of who teaches, the course competencies are elevated, and the student is expected to seek assistance if needed.

What are some indicators that my child is ready for college coursework?

- Understands the increased expectations of college coursework.
- Is self-motivated, responsible, seeks challenges, and is in good standing in high school.
- Has demonstrated success in advanced placement coursework or other high-level coursework.
- Has identified an interest in the course content.

Can a student outside of the state of Wisconsin participate in dual credit courses? What about private school districts or students who are home schooled?

- For transcripted credit and Advanced Standing courses, students from school districts outside of the state of Wisconsin may participate.
- Start College Now and Youth Apprenticeship are programs available for school districts within the state of Wisconsin only. Start College Now is a Department of Public Instruction Program for public school districts. Youth Apprenticeship is a Department of Workforce Development Program for Wisconsin school districts. NWTC may be able to provide similar offerings to Michigan school districts, tribal school districts, home school students and private school districts under a third-party contract. Please reach out to NWTC Early College, 920-498-5416, for more information. For information on out-of-state tuition reciprocity, please visit our website at: nwtc.edu/TuitionAndFees.

FREQUENTLY ASKED QUESTIONS CONTINUED

Who pays for the course?

- In most cases, the high school (and/or NWTC) covers the cost of the tuition, books, and resources.
- · If a student fails or drops course offerings, the parent/quardian may be required to reimburse the high school district to cover the expenditures related to the course.

Who will my child be in class with?

Depending upon the course option chosen, students may be in class at the high school with their peers, or they may be at an NWTC location with adult learners (in some cases, NWTC instructors may not know they have a high school student in their class).

What are course grades based upon?

Grades are based upon college level scales. Refer to the course syllabus for grade information.

How can I be informed of my child's progression in coursework?

- Reviewing the course syllabus with your child is the best way to determine progress.
- In cases where the course is taught by high school instructors, parents can communicate with the instructor.
- When the course is taught by NWTC faculty, student performance can be shared with the parent with a signed release (see "What is FERPA?").

Who should my child talk to about getting started with dual credit classes?

Your child's high school counselor or NWTC career coach is the best person to answer questions or connect with your child about dual credit opportunities.

DUAL CREDIT DAY

On April 30th we recognize Dual Credit Day for the state of Wisconsin.

All current dual credit students in the NWTC district will be emailed a QR code which allows them to enter in a drawing. A total of four teachers and 30 dual credit students are randomly selected to win a prize!







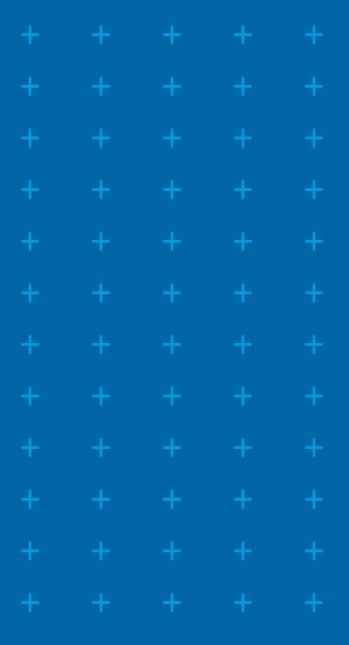
PATHWAYS TO COLLEGE

CONTACT US

NWTC Green Bay	920-498-5444
or toll-free	
NWTC Marinette	715-735-9361
NWTC Sturgeon Bay	920-746-4900
NWTC Aurora	715-589-2768
NWTC Crivitz	715-854-3338
NWTC Luxemburg	920-845-5945
NWTC Oconto Falls	920-848-6982
NWTC Shawano	715-524-2418

Find NWTC locations: nwtc.edu/Places





Learn More

Please visit our website for more high school and dual credit resources: nwtc.edu/HighSchool





SOAR HIGHER

NWTC does not discriminate on the basis of political affiliation, age, race, creed, marital status, color, religion, sex (including sexual orientation, gender identity, and gender expression), national origin, disability, veteran status, genetic testing or other applicable legislated categories (each a "protected class"). Inquiries regarding the College's nondiscrimination policies may be directed to the Vice President for Diversity, Equity and Inclusion at 920-498-6826 or equity@nwtc.edu. 1017298 rc 2.24