

Frequently Asked Questions

What is Career Academy?

A Western Nebraska Community College Career Academy is a program designed to give Panhandle high school students the opportunity to explore and enroll in a pathway sequence of college courses pertaining to a particular career field or fields while in high school.

What career fields are in Career Academy?

Currently, there are Academy options in the Health Sciences, Human Services and Resources, Communication and Information career fields. Additional Academies are in the process of being created and will be available in the near future.

Who is eligible?

Approved high school sophomores, juniors or seniors.

What are the requirements to be eligible?

- ◆ Must have completed WNCC Career Academy Application
- ◆ Must be selected to participate
- ◆ Must have transportation to and from classes and internship/apprenticeship/clinical

Where do I get a Career Academy Application?

Applications are available from your high school guidance counselor, online at wncc.edu, or you may call the K-14 Outreach Education office at 308.630.6542 to have a copy mailed to you.

Is there a deadline?

Yes. All applications should be complete and submitted to the WNCC Career Academy office (address listed on the application) in early May. Check with your guidance counselor for the exact date.

How will I know if I am accepted into an academy?

Students selected for the Career Academy will receive notification regarding acceptance, information about registration, orientation, and tuition procedures.

When is orientation?

All students accepted into a WNCC Career Academy AND their parent/guardian are required to attend the WNCC Career Academy Orientation night during the second week of August. Signature of both the Student and the Parent/Legal Guardian are required on the Registration Form (completed at time of acceptance) if the student is under 18 years of age. Students under the age of 18 who submit a form with no parent/guardian signature will NOT be registered.



Frequently Asked Questions (cont.)

What is the cost?

Academy students are offered tuition rate discount of 50% plus fees* and may select installment payment plans through Nelnet that are spread over several months. See WNCC web site for more information on Nelnet. The student is responsible for any course-required fees or materials, and tools.

*Contact your high school counselor regarding tuition and scholarships and/or textbook assistance.

Where do I get my books?

Some high schools supply textbooks. Contact your high school counselor regarding textbook assistance.

When and where are classes offered?

Times may vary depending upon the specific program and student needs. Refer to your Career Academy booklet for specific course times each semester. Certain college courses may be available online, distance learning or on the home high school campus.



What is the attendance policy?

Class attendance is mandatory. Attendance will be taken and all absences and tardies are reported to the student's home school. Three (3) unexcused absences by a student in a term (in an individual course) may result in the instructor withdrawing the student from the course. Any missed classroom activities remain the responsibility of the student. An appeal process is available – refer to WNCC policy. Prior to instructor withdrawal from course, the student, student's home high school, and WNCC Student Services will be notified in writing. Consult WNCC Student Handbook for additional information regarding WNCC policies. Career Academy students are expected to abide by the WNCC calendar. If, for example, class is not in session at the high school, academy students are still expected to attend WNCC classes. State/Federal regulations may affect attendance policy – consult course syllabus.

Is there a limit on the number of students admitted into an Academy?

Course capacities range among programs. Space could be limited due to number of workstations, room size, equipment, etc. If an Academy or Academy course has any limitations, information will be available at time of application. More than one section of a course may be offered to accommodate demand for a program.

Frequently Asked Questions (cont.)

Is there a dress code?

Students must follow any code as stated by the instructors as well as what is dictated by professional safety standards. In some programs, specific protective gear may be required. Individual classes and/or business sites may have dress codes which students must abide by.

Will there be issues of confidentiality?

A level of privacy exists in each career field. For Career Academy programs that include an internship, apprenticeship, clinicals or work-based learning component students may be required to sign a HIPAA waiver.



Will the college-level courses transfer?

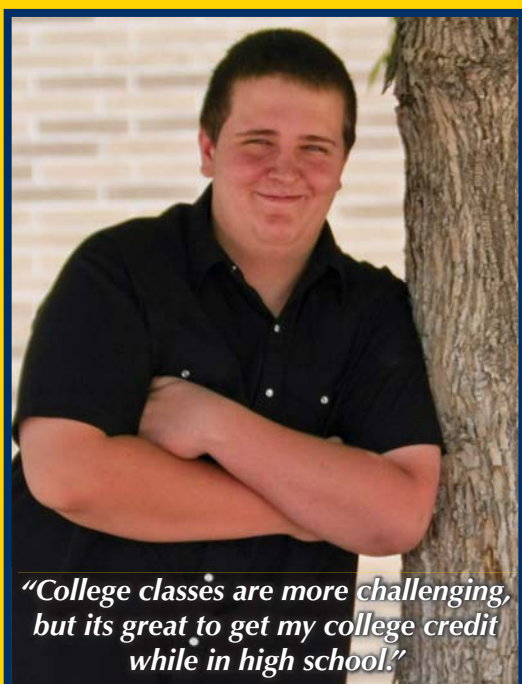
For information about transferring course credits to other higher-education institutions it is best to contact the institution that will receive the credit. For information on how to contact other higher education institutions, please contact your high school counselor or WNCC's Transfer Advisor.

What is a Career Club?

Most Career Academies are associated with a career club. The club allows students to interact with other area students with the same interests and provides opportunities for additional hands-on training and experiences. Contact your Career Academy instructor for more information on what clubs are available.

What is the grading policy?

All WNCC courses will follow grading criteria and scale as identified in the course syllabus and the WNCC student handbook. Academy students receive a course syllabus at the beginning of each course.



Joey Betzold

Scottsbluff High School, class of 2011
Criminal Justice

*"I've wanted to do something in Law Enforcement since I was little. When I saw the chance to take **college classes** in the Criminal Justice field, I jumped on it.*

*This is a great **opportunity** for me, and it opened my eyes to other possibilities and jobs I didn't know existed in the Criminal Justice Field."*

"College classes are more challenging, but its great to get my college credit while in high school."

Frequently Asked Questions (cont.)



Lacey Fleenor

Scottsbluff High School
class of 2009

Health Sciences, Therapeutic Track

*"The career academy helped me a lot as I finished my senior year. The schedule was **awesome** because all the classes I took, such as my CNA and Med Aide, fit into my high school schedule. My instructor was extremely nice and made things easy to understand.*

*This will definitely help me in the future because I have learned so much more and also got **two licenses** out of taking the two classes.*

*The Career Academy has helped me decide what I want to do in life, and how I can **achieve** those goals!"*

What is earned upon completion of an Academy Pathway?

Students who successfully complete a pathway will receive a WNCC Career Academy Completion Award. Individual programs may offer opportunities for industry-recognized certification, licensure, registry, and/or college-recognized completion levels.

What if an instructor is absent?

In the event of an instructor's absence, WNCC will attempt to hire a substitute instructor. If a substitute instructor is unable to fill-in, then class will be cancelled. An attempt will be made to notify each student, either through the home high school, or at home, advising the student of the class cancellation.

What about inclement weather?

On days when the weather is questionable and/or high school classes may be cancelled, academy students should call the WNCC Information number at 800-348-4435, go to wncc.edu, or kneb.com to see if Career Academy classes have been cancelled. If Western Nebraska Community College is closed, the Career Academy classes will be cancelled.

What about transportation?

Students are responsible for transportation to the appropriate WNCC campus/center, and/or internship/apprenticeship site. Students with transportation difficulties/needs should check with home high school regarding transportation options.

Who has access to student records?

It is the policy of Western Nebraska Community College to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended by the Higher Education Amendments of 1998 (34 CFR Part 99). A copy of this law is on file in Student Services office. Students can sign a waiver to give parents access to their grades.

Are there special support services?

Please refer to the WNCC Student Handbook for information.

Other questions?

If you have other questions regarding the WNCC Career Academy program, please contact:

WNCC Career Academy Office
K-14 Outreach Education
308.630.6542