

What is a Career Academy?

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

What career fields are in the WNCCCA?

Currently, there are opportunities in the Health Sciences career field and the Human Services and Resources career field.

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/clinicals

Where do I get a WNCCCA Application?

Applications are available from your high school guidance counselor, online at wncc.net, or you may call the School Outreach office at 308-635-6744 to have a copy mailed to you.

Is there a deadline?

All WNCCCA applications should be complete and submitted to the WNCC Career Academy office (address listed on the application) by April 15, 2008.

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

In May, 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.

What is the Cost?

WNCCCA students will pay 50% of current tuition rate plus fees* for WNCC courses; refer to your high school academy guide for specific current rates.

The student is responsible for any course-required fees or materials, and tools.

*Contact home high school counselor regarding tuition and scholarships

Where do I get my books?

Books will be available at your high school.

When and Where are classes offered?

WNCC on-campus courses will be offered mainly in the afternoons, Monday – Friday. Times may vary depending upon specific program. Refer to your high school academy guide for specific course times each semester.

Certain college courses may be available online, distance learning or on the home high school campus. For rotation and sequence of courses refer to individual Program of Study drawing board.

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.

WNCC will develop attendance policy/guidelines that allow high school students to participate in activities and athletics and maintains a high level of commitment to quality education.

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.

College-level classes will follow WNCC semester dates/deadlines. Academy students are expected to abide by the WNCC calendar, i.e. if 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.

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 FERPA 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 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.

What is earned upon completion of an Academy?

Students who successfully complete a WNCCCA 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.net, or kneb.com to see if WNCCCA 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.

Are there Special Support Services?

Please refer to the Special Support Services page in the WNCC Career Academy guide or your home high school's career academy guide.

Other Questions?

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

- WNCC Career Academy Office

or

- Your high school guidance counselor