NORTHEAST COMMUNITY COLLEGE

HIGH SCHOOL Plus COLLEGE

SAVE TIME. SAVE MONEY.

NORTHEAST.EDU/ADMISSIONS/EARLY-COLLEG

TABLE OF CONTENTS

2/ What is Early College? **4/** What's the Advantage? 5/ Admission Requirements **6**/ Pick Your Path 8/ How to Apply 9/ How to Register **10**/ Order Your Books 10/ Pay Your Bill **10**/ Financial Resources **10**/ Access Your Class **10/** How to Drop a Class **11**/ Support Services 12/ Academic Policies **13/** Technology Requirements **13/** Important Phone Numbers **14**/ Programs of Study 16/ Academic Calendar 17/Notes

WHAT IS EARLY COLLEGE?

The Early College program provides the opportunity for students currently enrolled in high school to enroll in dual credit or college credit courses.

Students are able to choose from a variety of offerings, including both general education and career and technical education courses. **These courses are offered:**

IN PERSON

ONLINE

HYBRID



GAINAN DIAMANAA DIAMANAA

250 m

GET A HEADSTART ON COLLEGE WHILE STILL IN HIGH SCHOOL.

NORTHEAST.EDU 3



THE BENEFITS OF STARTING COLLEGE EARLY ARE MANY

Save money with one of the lowest tuition rates in the state for dual credit classes Gain confidence in navigating college

Earn credits toward a degree at Northeast or transfer credits to another college Get a jump-start on your college journey Opportunity for career exploration

TAKE 2 CLASSES A YEAR, AND SAVE \$912*

TAKE 4 CLASSES A YEAR, AND SAVE \$1,824*

THE MORE CLASSES YOU TAKE, THE MORE YOU SAVE!

* Based on 2021/2022 tuition and fees

ADMISSION REQUIREMENTS

Early College students may enroll in courses that are 1000 level or higher

Students under age 16 must have approval prior to enrolling ACT, MAP, or Accuplacer test scores are required for anyone enrolling in math and/or English classes

English Placement Scores:

ENGL 1050 – Workplace Communications or BSAD 1050 – Business Communications

- ACT Reading and English 14+
- Accuplacer Reading 43+ and Sentence Structure 64+
- MAP Reading and Language 216+

ENGL 1010 – English Composition

- ACT Reading and English 18+
- Accuplacer Reading 74+ and Sentence Structure 84+
- MAP Reading and Language 228+

Math Placement Scores:

MATH 1020/1030/1040 – Technical Mathematics I

- ACT Math 16+
- Accuplacer Elementary Algebra 25+
- MAP Math 212+
- NMRP Level II

MATH 1100 – Foundations of Math or MATH 1140 – Intermediate Algebra or MATH 1010 – Math for Elementary Teachers

- ACT Math 19+
- Accuplacer Elementary Algebra 57+ or College Level 20+

- MAP Math 224+
- NMRP Level III

MATH 1150 – College Algebra or MATH 1220 – Trigonometry or MATH 2030 – Introduction to Statistics

- ACT Math 21+
- Accuplacer Elementary Algebra 91+ or College Level 31+
- MAP Math 232+

MATH 1600 – Analytic Geometry and Calculus I or MATH 2050 – Applied Business Calculus

- ACT 23+
- Accuplacer College Level 63+
- MAP Math 240+

5



FAST TRACK TO A CAREER IN 2 YEARS OR LESS

Do you have plans to go straight to work? Do you want to learn a specific skill or trade? Do you want to complete college in 2 years or less?

AN ASSOCIATE OF APPLIED SCIENCE, CERTIFICATE, DIPLOMA, OR INDUSTRY CREDENTIAL MIGHT BE FOR YOU

CLASSES TO TAKE NOW:

ECON 1010Personal FinanceENGL 1050Workplace CommunicationINFO 1000Basic Computer ApplicationsMATH 1020Technical MathPSYC 1000Human Relations

Earn a credential in any of the following fields: Child Development Associate, Commercial Driver's License, Certified Nurse Aide, Medication Aide, Emergency Medical Technician





FIRST STEPS TO A BACHELOR'S DEGREE

Do you plan to attend a 4-year college to earn a bachelor's degree? Do you plan to take general elective courses and transfer them? Do you plan to complete a 2-year degree then continue on?

AN ASSOCIATE OF SCIENCE, ASSOCIATE OF ARTS, OR NURSING DEGREE MIGHT BE FOR YOU

CLASSES TO TAKE NOW:

- ACCT 1200 Principles of Accounting I Personal & Business Finance **FCON 1040 ENGL 1010 English Communication I ENGL 1020 English Communication II ENGL 2100** Introduction to Literature **HIST 2010** American History I American History II **HIST 2020 HPER 1550** Lifetime Wellness **MATH 1150** College Algebra **MATH 1220** Trigonometry **PSYC 1810** Introduction to Psychology SOCI 1010 Introduction to Sociology **SPAN 1200 Elementary Spanish I** SPCH 1110 Public Speaking
 - NORTHEAST.EDU

HOW TO APPLY

APPLY ONLINE

1/ Apply for Admissions – start with northeast.edu, click on Become a Student

2/ What Type of Student Are you? – click on Early College

Early College students must complete the High School Early College Application found at northeast.edu Once the application is successfully submitted, watch for an email, welcoming you to Northeast and explaining next steps.

Please note that the credits and grades earned will become part of the student's permanent Northeast transcript. An Early College student who plans to attend Northeast after high school graduation must submit an official Freshman Application. **3/** Apply – click the Apply for Admission button toward the bottom of the page

4/ Admissions login - Create a Login ID and PIN following the instructions noted; *once the application is successfully completed, you will not use this log in information again.*

5/ Application Type - Once you're logged in, *choose High School Early College application* type and click continue

6/ Choose Term - Choose the appropriate term and enter your name

7/ Complete Application - Complete all steps of the Early College application and click Application is Complete. Agree to the Terms

8/ Application Confirmation - Once you receive the Congratulations message, your application has been successfully submitted.

HOW TO REGISTER

1/ Apply for Admission

If you haven't completed the High School Early College application yet, you must do that prior to registration. *Find the application at northeast.edu/admissions/ early-college*

2/ Access My Northeast

First time using My Northeast? Click Claim Your Account Now and follow the directions Logged in to My Northeast already? Click the Access My Apps Now button

3/ Log in to My Northeast

- Click the My Northeast button
- Click Log in to My Northeast

4/ Student Access & Registration

- Click on Student

- Click on Registration

5/ Add or Drop Classes

- Click on Add or Drop Classes

6/ Choose Term

- Select the appropriate term from the drop-down box

7/ CRN Number

- Enter the 5-digit CRN for each course you wish to enroll in
- Click Submit Changes once done The 5-digit CRN can be found through your school counselor or the Northeast Early College office

Registration Confirmation

The page will refresh, and the class(es) will show at the top of the page with the status of "Web Registered". If you do not see this message, you are not enrolled in the class.



9

YOU'RE REGISTERED, NOW WHAT? *Financial Resources:* ACE Scholarship, Project HELP, Gap Assistance Program northeast.edu/support-services/project-help or northeast.edu/gap-assistance

Order your Books

The best way to order books is through the Hawk Shop – *hawkshop.northeast.edu.* Textbooks are often provided for students taking a dual credit class in your high school. Fridays @ Northeast and P2T students will be loaned a book to use during the course. Be sure to check with your school counselor before ordering. *See the back cover for a special offer for the Hawk Shop.*

Pay Your Bill

How do I pay? What are my options? Early College students will receive an e-mail notification to view your account via your My Northeast account. Paper bills will also be mailed to the home address of all enrolled students.

How to pay your bill -

Credit or debit card - payments can be made within your My Northeast Account

Payment Plan - the Nelnet Campus Commerce (NCC) is available as a convenient budget plan. *Please note this plan requires a \$25.00 per semester nonrefundable NCC Enrollment Fee. This fee will be deducted from your account by NCC. Visit northeast.edu/ pay-my-bill/ncc-payment-plan to enroll.*

Payments can be sent via mail to:

Northeast Community College Attn: Student Accounts 801 E Benjamin Ave – Norfolk, NE 68701

ACE Scholarship

The Access College Early Scholarship program pays full tuition and mandatory fees for qualified, low-income high school students enrolled in college courses from Nebraska college or universities. For more information, talk with your high school counselor, or visit the website at ccpe.nebraska.gov/ACE.

For billing questions, contact the Student Accounts and Cashier office at 402-844-7001 or email ARS@northeast.edu

Access your Class

Classes are available in Canvas 1 week prior to the start of each term. Access My Apps at *northeast.edu/students.*

I've Changed My Mind— What now?

If you wish to drop any or all of your early college courses, you may do so through your My Northeast account during the first 2 weeks of the semester. You can also email your drop request to earlycollege@northeast.edu. You must include your name, the course(s) you wish to drop, and your request to do so. The refund schedule can be found online at northeast.edu/pay-my-bill/payment.

SUPPORT SERVICES Helping Make Career Decisions : We offer many opportunities for career planning and exploration. northeast.edu/support-services/career-planning.



Disability Services

Accommodations are available for a student with a permanent or temporary disability. The Director of Disability Services (DDS) determines eligibility for accommodations and services. The student must disclose a need to the DDS and complete an application, and it is recommended that the request begins as soon as the student is registered. To schedule an appointment, call (402) 844-7343 or send an email to disability@northeast.edu. For additional information, please visit northeast.edu/SupportServices/Disability-Services.

Tutoring

Tutoring is a free service to Northeast students. Our tutors have knowledge in specific subjects and will act as a learning resource for you and your academic needs. Tutors will help you review and study what you've learned in class, as well as develop sound study habits. Drop-in hours are available for certain subjects. If these hours don't work for your schedule, or the subject you wish to receive tutoring in isn't listed, you may request a tutor by filling out the Tutor Request Form at northeast.edu/support-services/academic-support/ tutor-request-form.

Personal Counseling

The Northeast counseling staff is dedicated to providing students with a safe environment where you can openly address your concerns and increase your self-awareness while empowering you to deal with challenging areas in your lives. Appointments can be made by emailing counseling@northeast.edu, visiting the College Welcome Center, Admissions and Student Services office, or calling (402) 844-7277 anytime from 8 a.m. – 5 p.m. Monday through Friday.

Writing Center

The Writing Center is another free, beneficial service for Northeast. This service is designed to support students with their written assignments. Our Writing Center consultants offer advice on the following areas:

- Writing Anxiety
- Topic Selection
- Paragraph Development
- Introductions and Conclusions
- Writing Styles and Formats
- Writing Mechanics

To schedule an appointment, visit northeast.edu/support-services/ academic-support/writing-center



ACADEMIC POLICIES

Academic Integrity

Students of Northeast are expected to make responsible and ethical choices with all submitted academic work. At times you will be challenged with the work itself, short turn-around times for completion of academic work and or multiple assignments due on the same days. Pressure for academic success can at times be overwhelming. As a student of Northeast we expect you to do your best and manage your workloads so that you can prevent becoming overloaded. However, no matter the challenges and load we want you to work honestly and with high academic integrity at all times. For more information, visit *northeast.edu/student-rights-and-responsibilities/academic-integrity.*

Student Complaint Process

Occasionally, a student will encounter a College-related problem that he or she does not know how to resolve. When this happens, students should always try to work out the problem by first discussing it with those directly involved with the issue. If, however, an issue or problem still exists, there is a formal complaint process at Northeast Community College that students may initiate. All formal complaints must be put in writing using the online Student Complaint Form. The form can be found at *northeast.edu/student-rights-and-responsibilities/student-complaint-form.*

Early Alert Warning

The early alert warning is an alert sent to students, on behalf of the course instructor, when there is concern of a student's academic progress, grades, attendance, etc. The alert is intended to help students get back on track or make the best decision for their academic progress.

Diversity & Inclusiveness

Northeast Community College is dedicated to

serving all students and is committed to fos-

tering diversity and inclusiveness. Serving all

students and developing pathways for every

student in our service region is of the utmost

Northeast is committed to embracing our di-

versity and creating a culture of inclusiveness

built on preparing our students for success in

our region and evolving society.

importance and a priority for Northeast.

FERPA

Northeast Community College complies with all federal, state, and local laws, which relate to student records including the Family Educational Rights and Privacy Act (FERPA) and pursuant regulations. Regardless of the student's age, rights under FERPA begin when a student enrolls at Northeast Community College. For more information, visit *northeast.edu/ student-rights-and-responsibilities/ferpa.*

Title IX

Title IX, a segment of the Education Amendments of 1972, forbids exclusion on the basis of gender from any education program or activity receiving federal financial assistance. Northeast Community College ("College") is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. For more information, visit *northeast.edu/about-us/title-ix.*

TECHNOLOGY REQUIREMENTS

Step 1: Be Prepared

To ensure the effective delivery of Northeast online courses, minimum hardware and software requirements have been established. A good internet connection is important to succeed in all courses. Internet connectivity and reliability varies depending on areas. Using Speedtest.net will tell you if you are getting adequate speeds to do your work. Hot Spots or cell phones can be another tool, but remember, phones are not a single sources of technology that can be solely used for Zoom and course work.

Step 2: Getting Help

If you are experiencing technical issues, such as:

- Your password is not working or you are unable to log into Northeast's resources
- Your computer is not working; it is unable to open files, etc.
- You are receiving error messages when accessing your online courses.

The Northeast Service Center provides assistance and support to all Northeast students, faculty and staff. The Service Center is staffed with specially trained staff and students who are committed to providing the highest level of service to meet your needs. Or get help other ways: Email: help@northeast.edu Phone: 402-844-HELP In person: The Service Center is located in the Library

NORTHFAST, FDU

13

IMPORTANT PHONE NUMBERS

Admissions	(402) 844-7260	Early College Program	(402) 844-7118	Service Center	(402) 844-4357
Career Services	(402) 844-7264	Financial Aid	(402) 844-7285	Student Accounts	(402) 844-7001
Counseling Services	(402) 844-7277	Hawk Shop	(402) 844-7140	Testing Center	(402) 844-7281
Disability Services	(402) 844-7343	Registrar	(402) 844-7265		

View the Northeast Academic Calendar at northeast.edu/academics/academic-calendar

PROGRAMS OF STUDY AT NORTHEAST

Academic Transfer Programs

AGRICULTURE, FOOD & NATURAL RESOURCES

Agriculture - College Transfer Natural Resources Pre-Veterinary Technology

BUSINESS, MARKETING & MANAGEMENT

Accounting Administrative Professional Business Administration Pre-Culinary Arts & Management *

COMMUNICATIONS & INFORMATION SYSTEMS

Art Communication English Graphic Design Music Business Music Education Music Performance Theatre Information Technology Computer Information Systems Computer Science

HEALTH SCIENCES

Athletic Training Exercise Science Nursing: Pre-Professional Nursing: UNMC Transfer Personal Training Pre-Dietetics Pre-Medical Assisting * Pre-Physical Therapy Pre-Professional Pre-Radiologic Technology * Pre-Respiratory Care * Pre-Surgical Technology * Public Health

HUMAN SCIENCES & EDUCATION

Criminal Justice - Corrections Criminal Justice - Law Enforcement Behavioral Science Human Services Social Science Social Work Education Early Childhood Education Elementary Education Secondary Education Paraprofessional Health, Physical Education, & Recreation Library & Information Services * Physical Education - Teacher Education Skilled & Technical Sciences Education Global Studies

SKILLED & TECHNICAL SCIENCES

Pre-Engineering Biology Chemistry Mathematics Physics

Career & Technical Programs

AGRICULTURE, FOOD & NATURAL RESOURCES

Agribusiness Agronomy Animal Science

Diversified Agriculture Horticulture & Golf Course Management Mechanized Agriculture Precision Agriculture Urban Agriculture Veterinary Technology

BUSINESS, MARKETING & MANAGEMENT

Accounting Administrative Professional Business

COMMUNICATIONS & INFORMATION SYSTEMS

Graphic Design Information Technology Cisco Networking Academy IBMi Application Development Information Security Technical Services Support Web & Visual Application Development Media Arts Audio Recording Technology



Broadcasting - Radio/TV Digital Cinema & Media Digital Journalism & Social Media Management

HEALTH SCIENCES

Health Information Management Systems Nursing Paramedic Physical Therapist Assistant

HUMAN SCIENCES & EDUCATION

Criminal Justice Education Early Childhood

SKILLED & TECHNICAL SCIENCES

Auto Body Repair Technology Automotive Technology Building Construction Diesel Technology Agriculture Truck Drafting Architectural Mechanical Structural Electrical Construction & Control Electromechanical Technology Heating, Ventilation, & Air Conditioning Utility Line Wind Energy Technology

Diplomas, Certificates & Courses

AGRICULTURE, FOOD & NATURAL RESOURCES

Dairy Technician Horticulture

BUSINESS, MARKETING & MANAGEMENT

Accounting Administrative Professional Banking Business Entrepreneurship Food Service/Dietary Management Insurance Services Office Management Real Estate

COMMUNICATIONS & INFORMATION SYSTEMS

Broadcast Production Cisco Networking Academy Computer Application Specialist English as a Second Language (ESL) IBMi Application Development Information Security Information Technology Media Production Recording Studio Production Technical Services Support Video Production Web & Visual Application Development

HEALTH SCIENCES

Basic Nurse Aide • Cardiopulmonary Resuscitation (CPR) Community Health Worker Drug & Alcohol Counseling Emergency Medical Technician (EMT) First Aid Medication Aide • Nursing: Practical Paramedic

HUMAN SCIENCES & EDUCATION

Education Early Childhood •

SKILLED & TECHNICAL SCIENCES

Automotive Light Service Technician Automotive Technology Drafting Mechanical Machining & Manufacturing Automation Plumbing Technology Truck Driving **°** Welding Wind Energy Technology

- ★ Offered in partnership with other Nebraska Community Colleges.
- GAP tuition assistance available.

Programs highlighted are available entirely online.





NOTES	

NOTES	

NORTHEAST COMMUNITY COLLEGE HAVKSHOP.NORTHEAST.EDU

Take 20% off one Hawks Apparel or Gift Item.

Coupon Code: EARLYCOLLEGE20



Northeast Community College is dedicated to the success of students and the region it serves.

Northeast does not discriminate based upon any status protected by law or college policy. Please go to northeast.edu/nondiscrimination for details.

SCHEDULE A VISIT!

Learn about the Northeast experience, on-campus living, student life and our academic programs. Schedule your visit by going to *northeast.edu/campus-visit*. And while you wait for your visit, check out the Northeast Viewbook and YouTube Channel! Contact our recruitment office at *anthony@northeast.edu* for more information.

QUESTIONS?

Contact Makala Williams at 402-844-7118 or *earlycollege@northeast.edu*