FORT HAYS TECH | NORTH CENTRAL

HIGH SCHOOL STUDENT GUIDE

WELCOME!

We are delighted that you have chosen to get a head start on your college by enrolling in courses through FH Tech | NC.

This is an opportunity for high school students to earn college credit while still finishing high school. This handbook is designed to answer your questions about the requirements, expectations, processes, and services available to you as a college student through concurrent, online, and SB155 enrollment.

After your graduation from high school, we encourage you to consider FH Tech | NC as an option for college. We offer transferrable general education courses that transfer to any public college or university in Kansas. Technical education is a time-efficient, cost-effective means of achieving career education. Did you know that over 70% of all jobs in the state of Kansas require a technical education? Our students get jobs! If you would like more information about our programs, please do not hesitate to contact our admissions department.

Please use this handbook as a useful guide. If you have additional questions, feel free to contact our office. We hope you have a great semester and we wish you all the best for your future.

Dr. Corey Isbell
V.P. of Student and Instructional Services
Fort Hays Tech | North Central

Options for High School Students

⟩⟩ CONCURRENT ENROLLMENT

Concurrent courses are dual enrollment courses taken at your high school allowing you to receive high school credit and college credit at the same time taught by your qualified high school instructor. We offer a number of concurrent courses at our local high schools including: Beloit High School, Clifton-Clyde High School, Ellis High School, Hays High School, Tipton High School, Thomas More Prep-Marian High School, Russell High School and Victoria High School. You can find our course list for each location on our website at fhtechnc.edu/admissions/concurrent-educationhigh-school-students

⟩⟩ PROGRAM ENROLLMENT

FH Tech | NC allows high school students to get a head start on their careers by enrolling in half-day programs that we offer on both our Hays and Beloit campuses. These programs qualify under Senate Bill 155 allowing high school students to take these courses free of tuition. We work closely with surrounding high schools on ensuring that students are able to complete their high school requirements while attending a program on our campus. The following programs offered on our Beloit campus: Automotive Collision Technology, Automotive Technology, Diesel Technology, Information Technology, and Powersports Technology. Our Hays campus offers: Automotive Technology, Culinary Arts, CNA, CMA, and Pharmacy Technician. Speak with your counselor to see if this could be an opportunity for you.

⟩⟩ ONLINE ENROLLMENT

We offer a variety of online courses high school students are able to enroll in to get a head start on college credit courses. You are able to find our online course list at fhtechnc.edu/academics/general-education. We also offer CTE courses online that high school students can enroll in, meaning, these courses are free of tuition! Online CTE courses offered: Certified Nurse Aide, Certified Medication Aide, Commercial Driver's License, Business Concepts, Foundations of Personal Finance, Medical Terminology, and OSHA Training. Reach out to us for more information on these courses.

GET STARTED TO BECOME A HIGH SCHOOL TIGER

Enrollment Process:

To request enrollment forms for program, concurrent or online courses please reach out to our Dual Enrollment Coordinator, Allie Cassity at 785-623-6173 or acassity@ncktc.edu to begin the enrollment process.

Placement Testing:

The following scores will be used to indicate placement in writing and math courses at FH Tech | NC for all college sites and online delivery:

	ACT	ACCUPLACER Classic	ACCUPLACER Next Gen
English Composition I	20	Sentence Skills – 69Reading – 69	Reading – 255 Writing – 255
English Composition I with Review	17-19	Sentence Skills – 45-68Reading – 45-68	Reading – 240-255 Writing – 240-255
Intro to Composition	16 or Below	Sentence Skills – 45 or BelowReading – 45 or Below	Reading – 240 or BelowWriting – 240 or Below
Essential Math	17 or Below	80 or Below	262 or Below
Essential Math withReview	10 or Below	25 or Below	237 or Below
Intermediate Algebra	18	60-80	250-262
Intermediate Algebra withReview	16-18	50-59	240-249
College Algebra	22	81	263

Multiple Measures:

In addition to placement testing, multiple measures may be used. Multiple measures incorporate using two or more college readiness indicators for placement into college-level courses. The use of multiple measures for course placement is recommended by the Kansas Board of Regents' Kansas Placement/Assessment Guidelines. FH Tech | NC will use the following guides, along with placement test scores, to help place students in writing and math courses.

Math Placement	
College Algebra	GED Score of 165 on Mathematical Reasoning
	Grade B or higher in Algebra II
	3.1 or higher High School cumulative GPA
Intermediate Algebra	GED Score of 155-165
	Grade C in Algebra II
	2.8-3.1 High School cumulative GPA
	or
	No Algebra II and a 3.0 or higher HS GPA
Essential Math	GED score of 145-155
	No Algebra II
	High School GPA lower than 3.0
English Placement	
Composition I	GED score of 165 on Reasoning in Language Arts
	Grade B or higher in English IV
	2.9 or higher High School cumulative GPA
Composition w/Review	GED score of 155 -165
	Grade C in English IV
	2.5 – 2.9 High School cumulative GPA
Introduction to Composition	GED score of 145-155
	Grade lower than C in English IV
	Lower than 2.5 High School GPA

To schedule an ACCUPLACER exam, please contact your high school counselor or register at fhtechnc.edu/student-resources/student-support/testing-center to take an ACCUPLACER exam on either FH Tech | NC campus'.

Important Dates:
fhtechnc.edu/about-us/our-college/events

Books: CTE Program & Online Courses: Required books and supplies are available through FH Tech | NC virtual bookstore. Students are responsible to purchase all required books and supplies prior to the beginning of each semester.

Concurrent Courses: Books are provided by your high school.

Academic Evaluation Criteria: (all students)
The academic progress of the student is evaluated as follows:
Excellent.. A
Good.. B
Average... C
Unsatisfactory.................................D
Passing..P
Failing..F
Incomplete...I
Withdraw...W

NOTE: The grade of Incomplete will be utilized only when extenuating circumstances exist: justifying additional time for the student to establish a grade for the semester. If an Incomplete grade is given, the Incomplete must be changed to a letter grade within the first two weeks of the next term. Fall incompletes will have the first two weeks of the spring term to complete, spring incompletes will have the first two weeks of summer term to complete, and summer incompletes will have the first two weeks of the fall term to complete.

Student Handbook Information

Please visit fhtechnc.edu/student-resources/student-support/student-handbook to view our full Student Handbook.

Academic Appeals:
Students who believe they have been treated unfairly with regard to academic regulations or grading procedures have the right to an appeals process. The first step must be to address the issue with the instructor. If the student is not satisfied with the result, the student can appeal the decision in writing to the Dean of Instruction within 30 days of the event. A student who wishes to appeal the decision of the Dean of Instruction may do so by filing a written appeal to the Vice President of Student and Instructional Services within 10 business days of the decision. A decision will be delivered to the student within 5 business days. A student who wishes to appeal the decision of the Vice President of Student and Instructional Services may appeal to the College President within 10 days of the decision. The College President will deliver a decision to the student within 5 business days. The decision of the College President is final.

Attendance Policy:
Class attendance is necessary for students to learn and succeed. The College intends to establish expectations that resemble those of a workplace environment. Students are expected to attend class every session. Students should be punctual in their attendance and participate fully in all class-related activities to include: labs, shop, and field trips. Students are accountable for their absences and responsible for providing instructors with advance notice of any absence.

Due to the diversity of programs offered and the various formats in which they are delivered, FH Tech | NC allows each department to develop its own approved attendance policy, which best suits their program. The attendance policy will be outlined in the course syllabus and may be factored into the student's final grade. Students are advised to meet with their instructor regarding the attendance policy for each class/program.

If a student's absences exceed the limits of the program's attendance policy, instructors may recommend a student be dismissed from the class or program. The final decision on the recommendation will then be made by the administration. The decision will then be communicated to the student and the instructor.

Program Withdrawal:

To withdraw from a Program, a student must complete a Voluntary Withdrawal Form in the Dean of Student Success' Office.

• A student who withdraws from a program during the first week of the semester will not have a notation on the transcript.

• Students withdrawing after the first week but before the published drop date will receive grades earned on all completed courses up to the date of withdrawal. All remaining courses for the semester will receive a grade of W on the transcript.

• After the published drop date, students will not be allowed to withdraw and will receive the final earned grade for their courses.

General Education Withdrawal:

To withdraw from a general education course, a student must complete a Course Withdrawal Form in the Dean of Student Success' Office.

• A student who withdraws from a general education course during the first week of the semester will not have a notation on the transcript.

• Students withdrawing after the first week and up to 60% of the semester will be given a grade of W for that course.

• After 60% of the semester is completed, students will not be allowed to withdraw.

• General Education instructor's signature is required.

Administrative Withdrawal:

A student may be administratively withdrawn from any or all courses by a College administrator when the following conditions exists:

• The student has reached five consecutive absences without contacting their instructor, Registrar, or an Administrator.

• Failure to respond to contact attempts by the College during the 5 consecutive absences.

Students who are administratively withdrawn will receive grades earned on all completed courses up to the date of the withdrawal. Courses in progress will receive the final grade earned. All remaining courses for the semester will receive a W on the transcript. Students will be notified before being withdrawn. The notice will include information regarding their right to a due process hearing. If students cannot be notified in person or by phone, students will be notified in writing. Students may have to wait a full semester before being re-admitted.

A student who is administratively withdrawn may appeal by filing a written appeal with the College President within 5 business days of receipt of notification of being withdrawn. The appeal must include reasons why the student failed to meet obligations outlined in this policy and what the student's plan of corrective action is. The College President will decide within 5 business days; this decision is final. Withdrawals are not effective until completed forms are on file in the Registrar's Office

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Short-term Withdrawal (CNA, CMA, CDL):
Students will not be allowed to withdraw from short-term courses. Students who stop attending and/or completing work will receive the grade earned at the end of the course.

Non-Discrimination of individuals with disabilities: Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with FH Tech | NC are hereby notified that this college is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees.
Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to contact the person identified below who has been designated to coordinate the Institution's efforts to comply with the regulations implementing these laws. • The Section 504/ADA Compliance Officer can be reached at section504@ncktc.edu, (785) 738-2276, or by mail at Attn: Section 504 Officer, PO BOX 507, 3033 US Hwy 24, Beloit, KS 67420(785) 738-9055 or by mail at FH Tech | NC, Attn: Dean of Instructional Services, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

• The Title IX Compliance Officer can be reached at titleix@ncktc.edu, (785) 738-2276, or by mail at Attn: Title IX Officer, PO BOX 507, 3033 US Hwy 24, Beloit, KS 67420(785) 738-9055 or by mail at FH Tech | NC, Attn: Dean of Instructional Services, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Title VI, Title IX and Section 504 complaints may also be field with the Regional Office for Civil Rights. Address correspondence to:

US Department of Education, Region VII Office for Civil Rights
10220 N Executive Hills Blvd Kansas City, MO 64153

Where discrimination is found to have occurred, FH Tech | NC will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to hold accountable the responsible individual(s). Additional details regarding the investigation process can be found in the Faculty/Staff Handbook and the Student Handbook as approved by the FH Tech | NC Board of Trustees. For Further information on notice of non-discrimination, you may contact the U.S. Department of Education, Office for Civil Rights at 1-800-421-3481 or visit www2.ed.gov/about/offices/list/ocr/index.html.

Informational Overview for Students with Disabilities: FH Tech | NC is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities. We are committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We strive to create a safe, respectful and inclusive environment and promote awareness, knowledge and self-advocacy.

FH Tech | NC acknowledges that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.

Services are provided through Student Accessibility Services (SAS) staff located in the Student Success Center, on the Beloit Campus, and in Student Services, on the Hays Campus.

Director of Learning Services, may be reached at 1-785-738-9020; or by mail at FH Tech | NC, 3033 US Hwy 24, Beloit, KS 67420

Transcript Request: If you have an FH Tech | NC TechKnow account you may obtain an unofficial copy of your Transcript from within FH Tech | NC Self-Service. Alternatively, you can fill out our online form at https://fhtechnc.edu/student-resources/student-support/transcript-request

Academic Dishonesty: Membership in the FH Tech | NC learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors or other designated persons will select these sanctions consistent with the seriousness of the violation and related considerations.

Examples of scholastic dishonesty include but are not limited to:

1.) Plagiarism: i.e., taking someone else's intellectual work and presenting it as one's own. Each department sets standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.

2.) Cheating is unacceptable in any form. Examples include consultation of books, library materials, notes or electronic devices during tests without the instructor's permission; use of crib sheets or hidden notes; intentional observation of another student's test on paper or a computer screen; accessing another student's electronic device and taking information from the device; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.

3.) Falsification, forgery or alteration of any documents pertaining to assignments and examinations.

4.) Students who participate in, or assist with, cheating or plagiarism will also be in violation of this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but are not limited to any of the following:

a. verbal or written warning

b. lowering of grade for an assignment

c. lowering of term grade

Administrative sanctions may include but are not limited to either of the following:

a. suspension from the course, program, or College

b. dismissal from the course, program, or College