Northeast Alabama Community College

Student Handbook for Distance Education Courses

Education Available Anytime and Anywhere
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Distance Education</td>
<td>1</td>
</tr>
<tr>
<td>Distance Education Computer Requirements</td>
<td>1</td>
</tr>
<tr>
<td>Blackboard™ Information</td>
<td>2</td>
</tr>
<tr>
<td>Library Resources</td>
<td>5</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td>6</td>
</tr>
<tr>
<td>• Advising</td>
<td></td>
</tr>
<tr>
<td>• Career Services</td>
<td></td>
</tr>
<tr>
<td>• Disability Services/Accessibility</td>
<td></td>
</tr>
<tr>
<td>• Financial Aid</td>
<td></td>
</tr>
<tr>
<td>• Tutoring</td>
<td></td>
</tr>
<tr>
<td>• How to Withdraw from a Course</td>
<td></td>
</tr>
<tr>
<td>• Refrain from Academic Dishonesty</td>
<td></td>
</tr>
<tr>
<td>• Be Ready for Distance Education</td>
<td></td>
</tr>
<tr>
<td>• Contact Distance Education Support Staff</td>
<td></td>
</tr>
<tr>
<td><strong>Procedure for Protecting the Privacy of Distance Education Students</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>Frequently Asked Questions</strong></td>
<td>13</td>
</tr>
</tbody>
</table>
Welcome to Distance Education

Welcome to distance education at Northeast Alabama Community College (NACC). Through distance education, you are offered accessible and affordable classes with quality instruction that can lead to the attainment of your educational goals. The purpose of this handbook is to guide you through the process of enrolling in and completing a distance education course so that you can be successful in your academic endeavors.

Distance Education Computer Requirements

In order to complete distance education courses at NACC, you must have access to a computer that will connect with the Internet at broadband speeds, execute a browser that is compatible with the Blackboard™ Class Management System, and have the appropriate software and browser plugins necessary for each course. Technical requirements are included within the Distance Education Student Guide at http://www.nacc.edu/distance/distance_technical.htm. These requirements are revised frequently as updates in available software are made. Therefore, you should check these before every term.

Some important facts to remember are:

- Internet connections may be unavailable without warning due to technical issues, weather, and many other factors. The software you will be accessing is actually located in many different locations in the United States and problems anywhere may affect you. **DO NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE YOUR ASSIGNMENTS.**
- Software requirements for a course should be noted in the course information given out at the beginning of the term. If you are not clear on these requirements, ask your instructor.
- If your computer or Internet connection fails, there are ample resources available on campus that you may use.
- Make sure that you save your work regularly both on your computer and externally on a flash drive or cloud. If you cannot submit an assignment due to computer failure, it will still be considered late.
**Blackboard™ Information**

**Blackboard™ Login**
You may access the NACC Blackboard™ server from the NACC home page or by typing the URL directly into your address bar: [https://nacc.blackboard.com](https://nacc.blackboard.com).

**Step 1: Go to the Blackboard™ login page**
If you are a first-time user, you will not be able to log in until the first day of class. Make sure that you bookmark (or add to your Favorites) this page to ensure quick access to your course(s) throughout the semester.

**Step 2: Log into Blackboard™**
**User Name** is your full NACC email address including the word *mail*. Ex. jdoe0101@mail.nacc.edu (first initial, last name, first four digits of your birthdate)

**Password:** By default, your password is your six-digit birthdate (MMDDYY). If you change your NOAH password before your Blackboard™ account is created, THEN your Blackboard™ password will be the same as your NOAH password. For example, John Doe with a birthdate January 1, 1995, would login as follows IF he has not changed his NOAH password.

**Username:** jdoe0101@mail.nacc.edu
**Password:** 010195

**Notes:**
- If you have changed your NOAH password to 123456, 123456 will be your Blackboard™ password.
- Students will not have access to current courses until the first day of class for that semester.
- If you have not met all financial obligations to the college, you will not be able to access your current semester Blackboard™ courses. Your registration is not considered complete until all financial aid and/or payments have been applied to your current semester account. At orientation or by email, TELL YOUR INSTRUCTOR that you intend to finish registering and take the course. If your financial obligations are not going to be met
before the payment deadline, ask how to avoid getting behind in your early assignments, and follow instructions. Then access Blackboard™ as soon as you become eligible.

**Financial Aid Students:** If your instructor does not hear from you by the end of late registration, your name will be submitted to the Financial Aid office as "not attending."

**Important:** Your Blackboard™ course list should match your NOAH schedule. However, when you drop a course, you should contact the instructor to have the course removed from your Blackboard™ listing.

**Step 3: Change your password**
Once you login, you will arrive at your My NACC homepage:
- Click Personal Information on the left, then Change Password. Enter a unique password that you will remember in the Password and Verify Password fields.
- Click Submit.
- Do not share your Blackboard™ password with other students.

**Step 4: Access your course**
Click the My NACC tab at the upper right:
- Under My Courses on the right, click the link to your course.
- Read any announcements present.

**Additional Help**
For additional help you may attend an on-campus orientation held the first week of every semester in BE 207. For a schedule, please see the Blackboard™ How-To link on the NACC homepage.

Judith Lea
Harry Campbell Business Education Bldg. (BE 107)
Technology Learning Center
Phone: 256-638-4418, ext. 2309
Email: leaj@nacc.edu
Submitting Assignments via Blackboard™
The use and availability of assignment tools will vary from course to course depending on the course instructor. Always refer to course materials for full instructions on how to submit work via Blackboard™.

Most assignments will be submitted as an attachment using an assignment link. Instructors may use the Safe Assignment tool to prevent plagiarism. A Safe Assignment will be marked by a green check-mark icon. For detailed instructions on submitting course work, please see Judith Lea in the TLC (BE 107).

Proctored Exams
The Technology Learning Center (TLC) Director will serve as a proctor for students who are unable to attend an on-campus course exam at the designated time. It is the student’s responsibility to contact the instructor and receive permission to take the on-campus exam at another time. Once permission has been granted, the student should contact the Director of the TLC, and make an appointment to come to the TLC for the on-campus exam. The TLC Director will provide a proctor form for the student to sign upon taking the exam. A photo ID must be presented before the exam can be taken.

Email Communication
All registered students have an NACC email account and address.

Your email address is your first initial, last name, first four digits of your birthdate. (Example: jlea0306@mail.nacc.edu)

Your password is your six digit birthdate: MMDDYY

Your account will remain active until the end of summer term after your graduation/transfer. You can send and receive NACC email from anywhere you have an Internet connection. You may also configure your NACC email on your smartphone.

Email within Blackboard™:
You may SEND emails from within Blackboard™ by accessing the Send Email link under tools. Blackboard™ uses your NACC account, and will send a copy to your NACC email box.
Only when instructed by your instructor should you use the Messages tool within Blackboard™; this is an internal email and stores inside your Blackboard™ course. You may access NACC email from the homepage: www.nacc.edu or directly from the email server at: http://mail.nacc.edu.

For assistance with NACC email, please contact: Technical Support at boydstonr@nacc.edu or phone ext. 2274

**Library Resources**

**Library Resources for All Blackboard™/Distance Education Learners**

All NACC students have a Blackboard™ course entitled “Library Resources – All Students.” This course contains information concerning the library’s resources and services. To access the class,

- Step 1: Log in to your Blackboard™ account.
- Step 2: Select the “Library Resources – All Students” course on your student Blackboard™ home screen.

Additionally, library services may be accessed through the NACC website at [http://www.nacc.edu/lrc/distance_learning.htm](http://www.nacc.edu/lrc/distance_learning.htm) and [http://www.nacc.edu/lrc/default.htm](http://www.nacc.edu/lrc/default.htm).

**Online ENG 101 (English Composition I) and SPH 107 (Fundamentals of Public Speaking) Students**

Online ENG 101 and SPH 107 students also have a library orientation course that is specific to their instructor. For example, “Library Orientation – Ragsdale” or “Library Orientation – Gambrell.” To access this class,

- Step 1: Click on the Library Orientation Materials link.
- Step 2: View the tutorials and read the instructional materials.
- Step 3: On the days specified by your instructor, click on the Library Scavenger Hunt link. Complete and submit the scavenger hunt. (Note: The scavenger hunt will be available only on the days specified by your instructor.)

**On-Campus Library Resources**

Distance education students may also come to campus to access library resources in the Cecil B. Word Learning Resources Center. Library hours are published at [http://www.nacc.edu/lrc/library_hours.htm](http://www.nacc.edu/lrc/library_hours.htm).
Support
For library assistance, please contact Lori White at whitel@nacc.edu or at ext. 2326. For general Blackboard™ assistance, please contact Judith Lea at leaj@nacc.edu or at ext. 2309.

Student Services
Each student has access to a course called Student Services when he or she logs into Blackboard™. This course contains additional information about each of the following:

Advising
Each distance education student is assigned an advisor who is a faculty member in the student’s major field. Upon admission to the college, a student is required to meet with his or her advisor to register for courses. The advisor will provide information about the student’s chosen academic field, requirements to successfully complete the program, transfer (STARS) information, and other aspects as needed.

To register himself or herself through NOAH, a student must have the approval of his or her advisor. Also, each student must consult with his or her advisor prior to dropping or adding courses.

Advisors will be available during registration days. During the semester a student may email his or her advisor or make an appointment to meet on campus or over the telephone. Advisor contact information is available online through the “Contacts” link located at www.nacc.edu. A student should login to his or her NOAH account to locate the name of his or her assigned advisor.

Career Services
Career services include in-depth career advising sessions, career assessments, and follow-up advising activities such as job shadowing and informational interviews. The job placement specialist also provides assistance with résumé writing, job search skills, and job placement.

One of the career planning tools used is the Kuder® Journey Career Planning System for postsecondary students. The software is web-based, and students may
take the career assessment on campus or anywhere they have access to the Internet. After completing the assessment, students learn about their personal interests, skills, and work values. The results are used as a tool to build a personal career plan and to explore occupational information. Information about the Kuder® Journey Career Assessment is available in the Student Services Course on Blackboard.

Advisement by faculty is enhanced by the services of the NACC Transfer Advisor. The transfer advisor assists students who are planning to transfer to two- and four-year colleges with admission, financial aid, and other issues.

The College and Career Planning Center is located in the Wallace Administration Building in Room 112. If you would like to schedule an appointment, please contact the Director of the College and Career Planning Center, Sherry Whitten, by phone at 256-638-4418, extension 2315, or by email whittens@nacc.edu.

Disability Services/Accessibility
NACC is committed to providing all students equal access to its programs. In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, distance education courses, materials, and resources must be accessible to students with disabilities. Information can be found online at http://www.nacc.edu/services/disability_accom.htm. For additional information, please contact

Katelin Miller
Phone: 256-638-4418, ext. 2322
Email: millerk@nacc.edu

Financial Aid
Students who need assistance with Title IV applications can refer to the following for:

- A link to a step-by-step instructional video for filing a FAFSA (Free Application for Federal Student Aid.)
  http://www.finaid.ucsb.edu/FAFSASimplification/index.html
- A link to Six Steps for Applying for Financial Aid
  http://www.nacc.edu/financial/fin-aid-six-steps.htm
In addition, financial aid information can be found in the Student Services Course on Blackboard.

**Tutoring**
The NACC Center for College Success offers free tutoring for all NACC students in several subject areas. For information such as hours, location, and contact information, visit the [Center for College Success](#) webpage.

Tutoring is also available to students who are unable to come to campus. Online tutoring is provided through Homework Alabama. It can be accessed through the following link [http://webmini.apls.state.al.us/apls_web/apls/apls/homework/](http://webmini.apls.state.al.us/apls_web/apls/apls/homework/). A link to Homework Alabama is provided in the Student Services Course on Blackboard.

**How to Withdraw from a Course**
To withdraw from a class, a student should make an appointment with his or her advisor to complete a “Change in Schedule” or “Withdrawal” form. Detailed information on how to withdraw from class can be found at: [http://www.nacc.edu/registration/drop_add.htm](http://www.nacc.edu/registration/drop_add.htm).

**Refrain from Academic Dishonesty**
Plagiarism is the intentional copying of the ideas or words of another and using those ideas and words as one’s own. Instructors may use anti-plagiarism programs to check student work. When outside sources are paraphrased or incorporated verbatim, they must be acknowledged. Students who submit plagiarized or partially plagiarized assignments will not receive credit for those assignments and may be subject to failure in the course.
# Be Ready for Distance Education

## Distance Education Student Guide

### ARE YOU READY?
Think you are ready for distance education? See what Eddie and Olivia have to say.

<table>
<thead>
<tr>
<th>Distance Education Eddie</th>
<th>On-Campus Olivia</th>
</tr>
</thead>
<tbody>
<tr>
<td>I work well independently and can follow detailed written instructions without difficulty.</td>
<td>I work best with others around to encourage me.</td>
</tr>
<tr>
<td>I don't need to be reminded to do my work.</td>
<td>I need frequent reminders about deadlines.</td>
</tr>
<tr>
<td>I'm good at figuring things out for myself, but I'm not afraid to ask for assistance.</td>
<td>I need instructions explained to me.</td>
</tr>
<tr>
<td>I'm a good reader.</td>
<td>I sometimes need help understanding what I read.</td>
</tr>
<tr>
<td>I communicate effectively in writing.</td>
<td>I'm not very comfortable expressing my ideas in writing.</td>
</tr>
<tr>
<td>I have convenient Internet and email access, good keyboarding skills, and skills in the use of basic computer applications.</td>
<td>I've surfed the net. What more do I need to know about computers?</td>
</tr>
<tr>
<td>I'm self-disciplined and manage my time well.</td>
<td>I have a little trouble staying focused and getting around to doing what I need to do.</td>
</tr>
<tr>
<td>I understand that taking distance education courses may be more challenging than attending face-to-face classes since distance education depends to a large extent on independent reading, analysis, and writing.</td>
<td>I'm sure distance education will be easier than face-to-face classes. I can do my work when I please, and I won't have anyone telling me what to do.</td>
</tr>
<tr>
<td>I'm confident that quality learning can take place outside the traditional classroom.</td>
<td>I'm not too concerned about the quality of the class. I just need the credit.</td>
</tr>
</tbody>
</table>

If you identify with **Eddie**, then you are probably ready for distance education. If you are more like **Olivia**, traditional face-to-face classes may be your best bet.

Source: [http://www.nacc.edu/distance/distance_ready.htm](http://www.nacc.edu/distance/distance_ready.htm)
Contact Distance Education Support Staff
For assistant with distance education courses or other technologies, contact:
   Judith Lea
   Phone: Ext. 2309
   Email: leaj@nacc.edu
The Technology Learning Center is located in the Business Education Building, Room 107. The lab is open Monday – Thursday, 8:00 a.m. – 7:00 p.m. The lab tutors will be glad to assist students with specific subject matters and/or to answer your technology questions. Please visit http://www.nacc.edu/services/tlc.
Procedure for Protecting the Privacy of Distance Education Students

Northeast Alabama Community College protects the privacy of all students, adhering to the same privacy standards for online students as it does for students studying on the campus, through strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for student view on the college’s website, in the Catalog/Student Handbook, and in the Student Services Blackboard Shell.

NACC issues a unique username and password to each student upon enrollment and each college employee upon date of employment that is required to access the Blackboard Learning Management System, the platform the college uses for distance education. Blackboard is a secure environment where faculty members post course materials, assignments and exams, provide chat and discussion forums for their courses, and where students participate in forum discussions, chat sessions, upload assignments, and take quizzes and exams. The privacy of individual students’ assessments and grades is maintained within the course management system.

Anyone using Blackboard is required to have a unique username and password to access any course management resources. Faculty are restricted to accessing information associated with the specific courses they teach. Students are automatically enrolled in courses through a batch process run by the Blackboard Administrator each semester and identified by their unique username and password. Students are restricted to information allowed by faculty members in courses for which they have enrolled and student-group related activities in a given course. Guest access to academic courses is not allowed. Course and user profile information is not visible to anyone without an account. Authorized Blackboard users cannot view the profile information of other users unless those users give permission.

Secure Login and Password: Each distance learning faculty and student enters his/her username and password into Blackboard to gain access to authorized Blackboard learning environment resources. This combination of username and password identifies faculty and students to the system on each course visit. Upon initial login, students and faculty are given the opportunity to change their password. NACC keeps no record of the student’s password once it has been changed. A lost password link can be emailed to the faculty's or
student’s email address if requested by the student or faculty member. Students are responsible for keeping their password confidential.

In addition, NACC uses an online account host (NOAH) to enable students to view their personal information, class schedules, final course grades, and transcripts. Upon admission to the college, students are assigned a unique username and password to access this information. Upon log in to their NOAH account, students are given the opportunity to change their passwords for security purposes. Passwords are stored on the AS400 where only authorized personnel have access to them.
## Frequently Asked Questions

### What is a distance education course?
A distance education course is designed to bring the equivalent features of a traditional classroom to students through web-based learning. Each course is web based, allowing students to complete coursework off campus. Distance education classes are maintained through Blackboard™ or CourseCompass™. These platforms serve as virtual classrooms where students have access to discussion boards, assignments, tests, and more.

### Do all distance education classes at NACC transfer to most colleges?
The transferability of a course generally is not dependent upon the method of delivery. Students who have questions should speak to their NACC advisor and/or contact the transfer institution. For additional assistance, contact Jessica Blalock, NACC Career/Transfer Advisor (blalockj@nacc.edu; 256.638.4418 or 256.228.6001, ext. 2306; WA 112).

### Is a distance education class covered by financial aid?
Eligibility criteria for financial aid are the same for all students enrolled in credit courses regardless of the type of course delivery. Prior to registering for classes, students should check with the Financial Aid Office to determine whether their distance education course will meet eligibility requirements for their specific type of financial aid and degree plan.

### How do I access my distance education class?
Distance education courses are available the first day of classes each semester. Students should refer to the Blackboard™ How-To section located on the home page of the NACC website or at the following web link: [Blackboard™ Instructions](#).

### Will I need a NACC e-mail account to take a distance education course?
Yes, students are required to use their NACC email account when using email as their form of communication with their distance education instructor. Please visit [E-mail Instructions](#) to learn how to access your e-mail account.

### Will I need a textbook?
Most distance education courses require a textbook. Books are available for purchase at Textbooks, Etc., the NACC bookstore. Some distance education courses also require access codes or other supplementary materials.

### Must I attend the orientation session for my distance education course?
There are two types of orientations for distance education courses:
- **Blackboard™ Orientation** is recommended the first time you take a distance education course. Blackboard™ Orientation sessions are offered at the beginning of each semester. Students should refer to the Blackboard™ How-To section located on the home page of the NACC website or at the following web link: [Blackboard™ Instructions](#). (continued)
Must I attend the orientation session for my distance education course? (continued)
• Class orientation is offered at the first of each semester and is always required; Attend class orientation if it meets on campus or complete it within Blackboard™ if it is online.

What if I don’t own a computer or I lose access to a computer for a few days?
Computers are available for student use on campus Monday-Friday in the Learning Resources Center and in the Student and Faculty Technology Learning Center (BE 107). Refer to the lab and tutoring schedule: Tutoring Schedule.

What are the technical/software requirements for distance education courses?
For the specific technical requirements, please visit the Technical Requirements webpage.

The software requirements for completing assignments vary from course to course. Instructors will include this information during orientation sessions.

Will I ever be required to meet on campus?
Yes. All distance education courses require at least one on campus examination. Online faculty will give instructions at orientation regarding campus attendance for exams and/or other activities. Students unable to travel to campus may have the option of working under the supervision of an approved proctor (see Distance Education Policy and Distance Education Proctor Agreement). If you encounter an unavoidable conflict with the scheduled examination, contact your instructor as soon as possible.

May I use the college library even if I'm not taking any classes on campus?
All NACC students have library privileges regardless of the type of course delivery. For more information, visit Library Resources and Services.

Are tutoring services available to distance education students?
The NACC Center for College Success offers tutoring in several subject areas. For more information, visit the Center for College Success webpage.

Is the cost of a distance education course more expensive than a traditional course?
No, the cost is the same as a traditional course. Please refer to the NACC website for tuition and fee information: NACC Tuition.

Will I learn as much in a distance education course without the ability to speak one-on-one with my instructor?
Distance education courses are of the same rigor and quality as traditional classes. Although their delivery technique may differ, distance education instructors develop and utilize content to create an optimal learning experience in a distance setting. Students have the opportunity to communicate on an individual basis with their instructors and with their classmates.

What is the difference between a distance education and a hybrid class?
A distance education course is conducted through Blackboard™ or CourseCompass™ with at least one on-campus meeting other than the course orientation session. A hybrid course normally requires multiple on-campus meetings in addition to the content, assignments, and tests posted online.

**Does a distance education class require the same amount of time as a traditional class?**
To be successful in a distance education course, you should be willing to dedicate at least the same amount of time as you would to a traditional course. Distance education courses typically have the same assignment/work load as traditional courses.

I am unsure about enrolling in a distance education course. Where may I get more information to help me with my decision?
First, check out [Are You Ready for Online Courses?](https://example.com) For general questions regarding distance learning, please contact the Director of the Technology Learning Center Judith Lea (leaj@nacc.edu; 256.638.4418 or 256.228.6001, ext. 2309; BE 107).

**What happens if I am taking an online quiz and my computer shuts down?**
You should restart your computer and attempt to log on again. If you continue to encounter technical difficulties, immediately contact your instructor.

**What is the best way to contact my instructor?**
Email is the preferred method of communication for most distance education instructors; however, some instructors may prefer being contacted by phone. You may refer to the [staff directory](https://example.com) for contact information.

Typically, the instructor’s communication preference is noted in course orientation. Students may also contact Ross Boydston in the Office of Educational Technology Support for email assistance. (boydstonr@nacc.edu; 256.638.4418 or 256.228.6001, ext. 2274; PA 129)

**What if I need more time for an assignment due to an emergency?**
Immediately contact your instructor to discuss the situation. Your syllabus may also include additional guidelines for handling emergency situations. To withdraw from a course, please follow the directions in the Student Handbook section of the Catalog.

**How is my privacy protected?**
Faculty will not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others.

Although the students’ social security numbers are used for permanent records, social security numbers are not used for identification purposes. Students are assigned a student number upon application to the college and are asked to remember the student number.

**How is my privacy protected? (continued)**
Social security numbers will not be released without the consent, in writing, of the student. Authority for requesting the disclosure of a student’s social security number is in Section 7(a) of the Privacy Act of 1974 (5 U.S.C. 552a).

Regarding privacy of student records and transcripts, students should be aware of the following information concerning the Privacy Act.

A. Privacy of Student Records

1. In compliance with the Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, NACC will not release information concerning its students except for Directory Information, and as stipulated below. Directory Information is defined as follows:
   - Name
   - Address
   - Telephone listing
   - College email address
   - Date and place of birth
   - Major field of study
   - Dates of attendance
   - Grade level (e.g., freshman or sophomore)
   - Enrollment status (e.g., undergraduate, full-time or part-time)
   - Participation in officially recognized activities
   - Photograph
   - Degrees, honors, and awards received
   - Most recent educational institution attended

Directory Information will be released to anyone who asks for it, unless the student specifies in writing to the Admissions Office that this information is to be withheld. In such cases no Directory Information will be released.

2. A student over the age of 18 is considered an “eligible student” within the definition of the law and controls who has access to his or her records. A parent of an eligible student does not automatically have access to the student’s records. In order for a parent to have access to a student’s records, beyond Directory Information and without written permission from the student, a parent must certify that the student is economically dependent as defined in Section 152 of the International Revenue Code of 1954. If a parent can prove dependency by showing a copy of the parent’s current tax report form or another acceptable report of current dependency to the Dean of Student Services, then the parent may have total access to the student’s file.

3. NACC will release a student’s educational records without his or her approval only as follows:
   - To NACC officials who have legitimate educational interest in the records
   - To officials of another college or university in which a student seeks to enroll

How is my privacy protected? (continued)

- To certain federal and state educational authorities for purposes of enforcing
legal requirements in federally supported educational programs

- To persons involved in granting financial aid for which the student has applied
- To state and local authorities to whom information is required to be disclosed under the provisions of a statute adopted prior to November 19, 1974
- To testing, research, and accrediting organizations
- In compliance with a court order or lawfully issued subpoena
- In very narrowly defined emergencies affecting the health and safety of the student or other persons
- To parents of eligible students under the provision of paragraph 2 above

For further information concerning the Federal Educational Rights and Privacy Act, a student may contact the Student Services Office.

B. Release of Transcripts

In compliance with the Family Educational Rights and Privacy Act, NACC does not release transcripts of a student’s grades except upon the student’s written request. A student or former student who needs a transcript from NACC should write to the registrar, giving the date of attendance and the name of the institution or persons to whom the record should be sent. Students should be sure to state all names which may have been entered on their college records. A student may secure an unofficial transcript for personal use, but official transcripts are sent only to other colleges or organizations for reference purposes. Transcripts are not issued to students who have failed in some way to complete their application procedures, registration, or obligations to the College.

Updated August 1, 2014

Source: http://www.nacc.edu/distance/distance_faq.htm