A Reference Handbook for Dual Enrollment Students and Parents

Dual Enrollment Handbook

Begin your future here!
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Welcome to the dual enrollment program at Northeast Alabama Community College where the faculty and staff are dedicated to the philosophy that “Students Come First!”

The dual enrollment program is designed to give high school students an opportunity to gain experience at college-level work before graduating from high school. NACC wants students to be successful whether they attend NACC enrolling in transfer or occupational career courses or go directly to a four-year college or university. NACC provides everyone with an opportunity to set the foundation for the future. College personnel strive for excellence, and the result is a community college that is one of the best in the South.

Best wishes!

Dr. David Campbell
President
Why Should I Consider Dual Enrollment?

What is Dual Enrollment?
The purpose of dual enrollment is to allow eligible high school students to enroll in college classes concurrently with high school classes and receive both high school and college credit.

What are the benefits?
- Earn college credit before leaving high school
- Shorten the time it takes to earn a college degree
- Experience the academic rigor of college courses while still in the supportive environment of high school
- Develop good time management and study skills
- Enhance your college admission application package or resume
- Transition more easily from high school to college
- Prepare for a career
- **SAVE MONEY** – Tuition and fees are less expensive at NACC than most universities and scholarships may be available

What resources are available to dual enrollment students?
- Advising
- TimelyCare counseling
- Tutoring services
- Student activities, organizations, and athletic events
- Campus amenities

If I take college courses in high school, will that make me ineligible for freshman scholarships to attend college after I graduate high school?
No. No matter how many dual enrollment courses you complete in high school, you will still be considered a freshman entering into college and would be eligible for freshmen scholarship awards.
How Do I Get Started?

Eligibility

✓ Be enrolled in the 10th, 11th, or 12th grade
✓ Have a cumulative 2.5 unweighted GPA
✓ Written approval of school official
✓ Show academic readiness and maturity
✓ Meet entrance requirements of the College

Apply for Admission

✓ Complete the online Dual Enrollment / Accelerated Application for Admissions (www.nacc.edu/dual-enrollment)
✓ Complete the Release of Student Record Information and email to admissions@nacc.edu (form is located at www.nacc.edu/dual-enrollment)

Complete the Permission to Register Form

✓ Form is located at www.nacc.edu/dual-enrollment
✓ Each term meet with a dual enrollment advisor.
✓ List each course to be taken.
✓ Home educated students’ parents may serve as the school official.
✓ After obtaining the signature which gives approval, email to dualenrollment@nacc.edu.

Take the Accuplacer Placement Exam or Submit ACT scores

The Accuplacer Placement Exam or ACT scores determine a student's eligibility to enroll in college-level courses.
Advising
Advising sessions are scheduled at local high schools and on campus each semester.
Specific registration dates can be obtained from a Dual Enrollment Advisor or high school counselor.

Staci Miller
Dual Enrollment Coordinator and Advisor
256-638-4418, Ext. 2225
millers@nacc.edu

Calendar
To find the NACC calendar follow these steps:
1. Go to nacc.edu
1. Click on quick links on the top right-hand corner
1. Click on calendar

Continued Eligibility
Continued eligibility means:
1. Earning a C or better in ALL attempted college courses
1. No withdrawals
1. No suspensions

Cost
A schedule of tuition and fees is available at https://www.nacc.edu/about-nacc/college-offices/business-office/tuition-and-fees

Course Evaluations – Dual Enrollment
NACC follows an ongoing procedure to evaluate instruction in all its classes.
Local school systems will devise their own methods of evaluating Northeast courses for which they award high school credit.

Faculty Credentials
Faculty members teaching college-credit courses at Northeast meet or exceed the minimum level of education for college instructors specified by the Southern Association of Colleges and Schools Commission on Colleges.
College degrees held by each faculty member are listed in the current catalog.
Family Educational Rights and Privacy Act (FERPA)

A. Privacy of Student Records

Confidentiality and access to student record information at Northeast Alabama Community College is administered in accordance with the Family Education Rights and Privacy Act (FERPA) of 1974. A student’s FERPA rights include:

The right to inspect and review your education record within a reasonable time after Northeast Alabama Community College (NACC) receives a request for access. If you want to review your record, contact the registrar’s office to make appropriate arrangements.

The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should contact the registrar’s office and they will advise you regarding the appropriate steps for you to take.

The right to provide written consent before NACC discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with “Legitimate educational interests”. A school official has a legitimate educational interest if the official has a need-to-know information from your educational record in order to fulfill his or her official responsibilities.

Northeast Alabama Community College may release a student’s educational records without his or her approval as follows:

- To NACC faculty and staff with legitimate educational interests
- To representatives of agencies under contract with NACC
- 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 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
In addition, Directory Information, which is defined by FERPA as information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed, can be disclosed to outside organizations or agencies upon request unless the student specifies otherwise. Directory information may include the following:

- Name
- Home address
- Email address
- Telephone number
- Date and place of birth
- Major field of study
- Enrollment status (e.g. full-time or part-time)
- Withdrawal status
- Honors, degrees, and awards received
- Participation in and personal statistics associated with officially recognized activities and sports
- Photograph
- Most recent educational institution attended
- Dates of attendance – The term “dates of attendance” refers to general periods of time, such as an academic year or a specific semester. It does not include specific daily records of a student’s attendance, which may not be disclosed without consent under FERPA.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by NACC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Student’s at NACC have the right to withhold the release of directory information. To do so, you must contact the Admissions Office to place a “No Release” on your record. Please note an important detail regarding placing a “No Release” on your record: NACC receives many inquiries for directory information from a variety of sources outside the institution, including prospective employers, the news media and honor societies, parents, and relatives. Having a “No Release” on your record will prevent the release of such information.

Any additional questions concerning FERPA should be referred to the registrar’s office.

B. Release of Transcripts

In compliance with the Family Educational Rights and Privacy Act, Northeast 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 Northeast should request an official transcript through the MyNACC portal, giving the date of attendance and the name of the institution or person to whom the record should be sent. Students should be sure to state all names which may have been entered on their college records. Transcripts are not issued to students who have failed in some way to complete their application procedures, registration, or obligations to the College.
Credits & Transcripts

- NACC will determine the college credits to be awarded for any dual enrollment coursework.
- Grades are posted to the college transcript in letter form (A, B, etc.) as submitted by instructors.
- The college transcript will also show total hours attempted, hours earned, quality points, and grade point average (GPA) on a 4.0 scale.
- College transcripts are permanent records of Northeast Alabama Community College.
- No college transcript is issued to any person or institution without the signed consent of the student as required by Public Law 93-380.
- College transcripts may be obtained from the Registrar’s Office by requesting them through your MyNACC Portal.
- High school records of dual enrollment courses are subject to the policies of the high school.
- Each high school will determine the high school credits awarded for dual enrollment coursework.

College Grading
In general, letter grades will be assigned as follows for all courses for which students have registered:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90–100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80–89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70–79</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60–69</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>Below 60</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

In no case will grades be divulged via telephone or email. The college’s credit and grading system as outlined above applies to ALL students. For Dual Enrollment students, instructors will also submit a numeric grade to the Dual Enrollment Office. The Dual Enrollment Office will report the numeric grade to the student’s high school counselor.

Important Reminders:
- Students will receive a final course grade each semester.
- College courses are based upon semester.

Schedule Changes / Drop / Add / Withdrawals
- All schedule changes for dual enrollment courses must be made in writing during the official drop/add period.
- Students should contact NACC dual enrollment office via email at dualenrollment@nacc.edu to initiate a schedule change.
- After the drop/add period, students who wish to drop a course will receive a grade of “W”. The grade will appear on the NACC college transcripts.

Student I.D. Cards & Parking Decals
All registered NACC students are eligible to receive a student ID card and a parking decal. A student ID is required to check out library books, laptops, and hotspots. Student ID cards and parking decals are issued in the Admissions office in the Student Center, Room 117. The dates to obtain a student ID and parking decal will be announced each semester on the college website.

Student Disability Services Notice
- Dual enrolled students in need of accommodations for disabilities must follow the college policy.
- Assistance is available for applying for admission, registering, and participating in classes and college activities.
- Students in need of accommodation should contact the ADA Compliance Coordinator at 256-638-4418 ext. 2222 or visit the admissions office.
Suspension

- Failing to meet the minimum grade requirement of C or better
- Withdrawing from a class in progress
- Suspending are served during fall or spring terms
- Students may re-apply after the suspension has been served

Textbooks, Codes, & Materials

- The student is responsible for purchasing textbooks, codes, and materials
- Textbooks, codes, and materials are available at the college bookstore
- For more information or to schedule an appointment go to www.nacc.edu/about-nacc/college-offices/bookstore.

Transfer of Courses

- Alabama Transfers assists students with determining what courses will transfer to an Alabama public college or university.
- Students can obtain a transfer guide for the university and major of their choice by visiting alabamatransfers.com.
- It is the student's responsibility to stay informed about the transfer guide and the university's requirements regarding individual programs of study.
- Students must print the transfer guide, follow the instructions, and retain the printed copy as documentation for the public university.
- Because the curriculum differs at each private university and/or in other states, students should contact Holly Williams.

Holly Williams
Career & Transfer Advisor
256-638-4418, Ext. 2372
WA112
williamsh@nacc.edu

Tutoring/Success Seminars

- Success Seminars and tutoring for college courses are offered for free to NACC students.
- NACC tutors are available in person and online through Zoom during business hours Monday through Friday.
- Online tutoring is available “after hours” through Tutor.com from 5 p.m. to 8 a.m. on weekdays and throughout the entire weekend.
- Success Seminars are available in video format in the online College Success Seminar course in Canvas and cover a variety of topics including time management, test anxiety, study strategies, and many more!
- For more information, visit www.nacc.edu/about-nacc/college-offices/center-for-college-success.

Juliah Sanford
Director of Developmental Studies Support Programs
& College Retention
256-638-4418, Ext. 2257
SC113
sanfordj@nacc.edu
Two-Year Degrees & Certificates

- AA - Associate in Arts (transfer)
- AS - Associate in Science (transfer)
- AAS - Associate in Applied Science
- Short-term certificates

<table>
<thead>
<tr>
<th>Program Areas</th>
<th>AA and AS Degrees</th>
<th>AAS Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AREA I</strong></td>
<td>TOTAL 6 HOURS</td>
<td>TOTAL 3 HOURS</td>
</tr>
<tr>
<td>Written Composition</td>
<td>• ENG 101 (3)</td>
<td>• ENG 101 (3)</td>
</tr>
<tr>
<td></td>
<td>• ENG 102 (3)</td>
<td></td>
</tr>
<tr>
<td><strong>AREA II</strong></td>
<td>TOTAL 9-12 HOURS</td>
<td>TOTAL 6-7 HOURS</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>• Literature (3-6)</td>
<td>• Humanities and Fine Arts (3-4)</td>
</tr>
<tr>
<td></td>
<td>• SPH 107 (3)</td>
<td>• SPH 107 (3)</td>
</tr>
<tr>
<td></td>
<td>• Fine Arts (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Humanities and Fine Arts (3)</td>
<td></td>
</tr>
<tr>
<td><strong>AREA III</strong></td>
<td>TOTAL 11-12 HOURS</td>
<td>TOTAL 9-10 HOURS</td>
</tr>
<tr>
<td>Natural Science and Math</td>
<td>• MTH 110 or Higher (3-4)</td>
<td>• MTH 100 or MTH 116 (3)</td>
</tr>
<tr>
<td></td>
<td>• Science (8)</td>
<td>• CIS 146 (3)</td>
</tr>
<tr>
<td><strong>AREA IV</strong></td>
<td>TOTAL 9-12 HOURS</td>
<td>TOTAL 3-6 HOURS</td>
</tr>
<tr>
<td>History, Social, and</td>
<td>• History (3-6)</td>
<td>• History, Social and/or Behavioral Science (3-6)</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>• Social/Behavioral Science (6)</td>
<td></td>
</tr>
<tr>
<td><strong>AREA V</strong></td>
<td>TOTAL 19-22 HOURS</td>
<td>TOTAL 39-45 HOURS</td>
</tr>
<tr>
<td>Major Courses</td>
<td>• CIS 146 (3)</td>
<td>• Major Courses (39-45)</td>
</tr>
<tr>
<td></td>
<td>• Major Courses (16-19)</td>
<td></td>
</tr>
<tr>
<td><strong>Short-Term Certificates</strong></td>
<td>EXAMPLES:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• General Education</td>
<td>• Google IT</td>
</tr>
<tr>
<td></td>
<td>• Child Development</td>
<td>• Welding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Medical Assisting</td>
</tr>
</tbody>
</table>

Weather & Emergency Announcements

- Please subscribe to the Schoolcast early alert system.
- On campus emergency situations will also be notified by NACC PA system.
- If there is not a weather announcement, students should assume that classes will meet at the regular time.

⚠️ KEEP CONTACT INFORMATION UP TO DATE!

*The National Weather Service designated NACC a StormReady Supporter.*
What is DegreeWorks?
Degree Works is a user-friendly web-based tool to help students and advisors monitor progress toward degree completion.

To Access DegreeWorks
1. Log in to your MyNACC account
2. Select the Banner SSB app
3. Click on the Student tab
4. Click on Degree Works

Students: Get To Know Your DegreeWorks Plan

- **Overall requirements needed for graduation**
- **General Education Requirements**
  - **Areas I-IV**
    - **Minimum Credits Required**
    - **Area I - WRITTEN COMPOSITION**
    - **Area II - HUMANITIES & FINE ARTS**
    - **Fundamentals of Oral Communication or Public Speaking**
    - **Humanities & Fine Arts**
    - **Area III - NATURAL SCIENCES & MATHEMATICS**
    - **Microcomputer Applications**
    - **Mathematics**
    - **Math, Science, or CIS**
    - **Area IV - HISTORY, SOCIAL, & BEHAVIORAL SCIENCES**
    - **History, Social, & Behavioral Science**
    - **1ST - Electrical & Instrumentation: Area V**
  - **Program Requirements**
    - **General Education Core: Areas I-IV**
    - **Pre-Professional, Major & Elective Courses: Area V**
- **Major requirements**
  - **Area V**
    - **Minimum Credits Required**
    - **TECHNICAL CORE**
    - **Principles of Industrial Mechanics**
    - **Technical Cooperative Education**
    - **Workplace Skills**
    - **WKO Elective**
    - **Intro to Instruments & Process Control**
    - **Construction Wiring NEC**
    - **DC Fundamentals**

**Colors**
- **Red** – Requirement still needed
- **Yellow** – Requirement has been met
- **Blue** – Requirement will be met once registered courses are complete
## Popular Dual Enrollment Courses*

<table>
<thead>
<tr>
<th><strong>Science Courses</strong></th>
<th><strong>Course Name</strong></th>
<th><strong>Credit Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103 <em>(with lab)</em></td>
<td>Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 104 <em>(with lab)</em></td>
<td>Principles of Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 201 <em>(with lab)</em></td>
<td>Human Anatomy/Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 202 <em>(with lab)</em></td>
<td>Human Anatomy/Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 111 <em>(with lab)</em></td>
<td>College Chemistry I <em>(not offered online)</em></td>
<td>4</td>
</tr>
<tr>
<td>CHM 112 <em>(with lab)</em></td>
<td>College Chemistry II <em>(not offered online)</em></td>
<td>4</td>
</tr>
<tr>
<td>PHY 201 <em>(with lab)</em></td>
<td>General Physics I-Trig Based</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>English/Language Courses</strong></th>
<th><strong>Course Name</strong></th>
<th><strong>Credit Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 251</td>
<td>American Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Social Sciences Courses</strong></th>
<th><strong>Course Name</strong></th>
<th><strong>Credit Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 201</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>POL 211</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mathematics Courses</strong></th>
<th><strong>Course Name</strong></th>
<th><strong>Credit Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 112</td>
<td>Precalculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 113</td>
<td>Precalculus Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 125</td>
<td>Calculus I</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Science Courses</strong></th>
<th><strong>Course Name</strong></th>
<th><strong>Credit Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 231</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Humanities/Fine Arts Courses</strong></th>
<th><strong>Course Name</strong></th>
<th><strong>Credit Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 106</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>THR 120</td>
<td>Theater Appreciation of Biology II</td>
<td>3</td>
</tr>
</tbody>
</table>

*This is not a complete listing of courses. For a complete listing, please view the class schedule for the semester on our website. If you have questions about a course, please contact our office by emailing us at dualenrollment@nacc.edu. Please make sure to ask about technical dual enrollment classes, these classes also serve to satisfy the high school CTE elective requirements. For a full listing of dual enrollment equivalencies, visit [www.nacc.edu](http://www.nacc.edu), search dual enrollment and follow the Alabama State Department of Education (ALSDE) equivalency link located on our page.*

**Requisite ACT or ACCUPLACER assessment scores are required to enroll in math or English.**
# General/Pre-Liberal Arts Degree Pathway

<table>
<thead>
<tr>
<th>AREA I – Written Composition</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td></td>
<td>ENG 102</td>
<td>English Composition II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA II – Humanities &amp; Fine Arts</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from ENG 251, 252, 261, 262, 271, 272</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPH 106 or 107</td>
<td>Fundamentals of Oral Communications or Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Choose from ART 100, 203, 204; MUS 101; THR 120, 126</td>
<td>Fine Arts</td>
<td>3</td>
</tr>
</tbody>
</table>

| Choose from ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHIL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126 | Humanities & Fine Arts | 3 |

<table>
<thead>
<tr>
<th>AREA III – Natural Sciences &amp; Mathematics</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from MTH 100, 112, 113, 120, 125, 126, 227, 237, 238</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Choose from AST 220; BIO 103, 104; CHM 104, 105, 111, 112; PHS 111, 112; PHY 120, 201, 202, 213, 214</td>
<td>Natural Sciences</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA IV – History, Social, &amp; Behavioral Sciences</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from HIS 101, 102, 201, 202</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Choose from ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210</td>
<td>History, Social, &amp; Behavioral Sciences (1 History Class Maximum)</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA V – Pre-Professional, Major, &amp; Elective Courses</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Student is responsible for meeting with an advisor and following STARS transfer guide.

Area V Electives | 16
**Frequently Asked Questions**

**Is dual enrollment right for everyone?**

- The dual enrollment program is an opportunity to take challenging courses and accelerate educational opportunities.
- Students who successfully complete dual enrollment courses will save time toward their college degree.
- Students should understand, however, that dual enrollment courses are college courses, and the amount of work necessary to succeed in dual enrollment courses may be much greater than in high school courses.
- In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student’s permanent college GPA.
- It is important to do well in these courses to realize all the benefits of dual enrollment.

**What courses are eligible for dual enrollment?**

Students should contact their high school counselor to determine course eligibility.

The following courses are *excluded* from dual enrollment:

- Courses numbered below 100
- Physical education courses
- Independent study courses
- Audited courses

**What does dual enrollment cost and do I qualify for financial aid?**

- Dual enrollment students are not eligible to apply for Pell grants or student loans.
- Scholarships are available for dual enrollment students

**If I do not receive a scholarship, can I make payments to cover my tuition?**

- Students may enroll in a payment plan offered through their MyNACC portal.
- For assistance, contact the Business Office at businessoffice@nacc.edu or call (256) 638-4418 ext. 2234
How do I use military funding or PACT funds to pay for NACC dual enrollment classes?

Students who qualify for military funding or PACT funds should email Jennifer Brown at brownj@nacc.edu for more information.

If I take dual enrollment classes, do I have to complete an admissions application once I graduate high school?

Yes. Dual enrollment students attending Northeast after high school graduation are required to re-apply for admissions.

What is the difference between dual enrollment and advanced placement credit?

Students completing an Advanced Placement course receive high school credit but must earn a passing score on the end-of-the-course AP exam to earn subsequent college credit for the course. In contrast, students successfully completing a Dual Enrollment course automatically receive both high school and college credit for the course.

How do I request my official NACC college transcript?

Students must follow the instructions below:

1. Log into your MyNACC portal
2. Click on Banner SSB
3. Select Student Tab
4. Select Student Landing Page
5. Select Transcript—Order Official Request

If the window does not launch within 5 seconds, please follow the link provided. Once you are taken to Parchment, please create an account or log in with your existing credentials. From this point, follow the instructions provided.
MyNACC Portal

The MyNACC portal provides students with one place that will meet all needs with a single login. You will access Canvas, your email, Office365, and self-service banner through this portal.

Below are instructions on how you can access your portal:

1. Go to www.nacc.edu and click on MyNACC in the top right-hand corner of the webpage.
2. Click “First Time User” link located under the Sign in Portal.
3. Enter student email address (first initial, last name, month, and day of birth, @mail.nacc.edu. ex: jdoe0507@mail.nacc.edu)
4. Enter first name
5. Enter Student A#

Create new password
Log in with new password
Select and answer 3 security questions – Submit
Select either Email Recovery or Phone Recovery-
Enter a personal email address or phone number to receive a verification code
Once verified, click on the “Go to My Apps” button

PLEASE NOTE: Changing this password will also change your computer login on campus.

For technical support or problems, contact etshelp@nacc.edu.

Email

All students receive a Northeast email account and email address upon admission into the college. The account will remain active for as long as the student is enrolled and through the beginning of the fall semester of the next year. The Northeast email is the primary means of communication used by all College faculty and staff. Students should check their email, delete old messages, and purge the “Trash” folder regularly. Once the NACC email reaches its size limit, the email account will be locked. Internet and computer use at NACC is governed by the Computer Technology Acceptable Use Policy found on the College website.

Using the NACC Email:

1. To access your NACC email, you will have to go to www.nacc.edu and click on MyNACC in the top right-hand corner of the webpage and log in to your MyNACC Portal. Once you have logged into your MyNACC Portal you will click on the Outlook application to access your NACC Email.

For technical support or problems, contact etshelp@nacc.edu.
Online Payment

Your MyNACC Portal can be used to view student records, scheduling, financial information, and student information. Payment for courses is due no later than the first day of class each semester. Students are subject to being purged without notice if payment has not been received. Instructions for paying online with a credit card are listed below.

- Go to www.nacc.edu
- Choose the “Student” tab
- Click on MyNACC at the top of the webpage
- Login to your MyNACC Portal
- Choose “Student Landing Page”
- Login to Banner – use your NACC email address as the username and the same password that you created for your MyNACC portal
- Choose “Make a Payment, Deposit and Payment Plan”
- Follow the prompts

You will be provided with the option to pay with a credit card or enroll into a payment plan. If you have any further questions or issues with paying for classes, please email the Business Office at businessoffice@nacc.edu. If you have problems with accessing your MyNACC Portal, please contact the helpdesk at etshelp@nacc.edu.

CANVAS

CANVAS is a course management system used by NACC to provide online access to instructional materials. Dual enrollment students are required to attend a CANVAS orientation session when taking their first online course. These sessions are announced on the college website and students should attend one session. The sessions are offered live or online. Please see the instructions about the CANVAS orientation by visiting nacc.edu and typing CANVAS orientation in the search bar. These orientations are for CANVAS only and do not replace normal course orientations that may be required by the instructor.

Using CANVAS:
- CANVAS must be accessed on the 1st day of class.
- To access your CANVAS, you will have to go to www.nacc.edu and click on MyNACC in the top right-hand corner of the webpage and log in to your MyNACC Portal. Once you have logged into your MyNACC Portal you will click on the CANVAS application to access your CANVAS account.

For technical support or problems, contact:

Judith Lea
Director Student/Faculty Technology Learning Center
256-638-4418, Ext. 2309
BE107
leaj@nacc.edu
Contact the NACC Office of High School Relations and Recruiting for more information.

- Programs of study
- Financial aid
- Scholarship
- Campus tours

**Andrea Okwu**  
Coordinator of High School Relations and Recruiting  
📞 256-638-4418, Ext. 2258  
✉️ okwua@nacc.edu

**Paige Vaughn**  
Assistant to the Coordinator of High School Relations and Recruiting  
📞 256-638-4418, Ext. 2268  
✉️ vaughnp@nacc.edu
Northeast Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4600 for questions about the accreditation of Northeast Alabama Community College.

The Associate Degree and Practical Nursing Programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000, Fax 404-975-5020; www.acenursing.org). The nursing programs are also approved by the Alabama Board of Nursing.

The EMS Community Training Center is accredited by the American Heart Association (7272 Greenville Avenue, Dallas, Texas 75231; 800-242-8721).


The Medical Assisting Technology Program is approved by the American Medical Technologists (AMT) (10700 West Higgins, Suite 150, Rosemont, IL 60018; 800-275-1268).

The Industrial Electronics program is approved by Electronics Technicians Association International (ETA International) (5 Depot Street, Greencastle, IN 46135; 800-288-3824).

The National Center for Construction Education and Research (NCCER) has recognized the following programs as an Accredited Training and Education Facility: Air Conditioning & Refrigeration, Drafting & Design Technology, Engineering Technology, Industrial Electronics, Industrial Systems, Machine Tool Technology, and Welding (13614 Progress Boulevard, Alachua, FL 32615).

The Drafting & Design Technology program is certified by the American Design Drafting Association (ADDA) (105 East Main Street, Newbern, TN 38059).

The Salon & Spa Management program is approved by the Alabama Board of Cosmetology and Barbering (100 N. Union Street, Montgomery, AL 36104) and the Alabama Board of Massage Therapy (2777 Zelda Road, Montgomery, AL 36106).

NOTICE: The contents of this handbook are subject to change without notice and are not to be construed as a binding contract between Northeast Alabama Community College and any student. There may be occasion when criteria in the handbook may necessarily change due to the College’s governing authority, legislative mandates, or other unavoidable events.

This handbook is available in alternate format on request.
DUAL ENROLLMENT ADVISOR:
Staci Miller
Dual Enrollment Coordinator
Phone 256-638-4418, Ext. 2225
Email: millers@nacc.edu

ADMISSIONS OFFICE
AND DUAL ENROLLMENT
PROGRAM ASSISTANT:
Phone 256-638-4418, Ext. 2228

Contact us at:
dualenrollment@nacc.edu

138 Alabama Highway 35
Post Office Box 159
Rainsville, AL 35986-0159
256-638-4418 or 256-228-6001

It is the official policy of the Alabama Community College System and entities under its control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (Sources: ACCS Policies 601.02 and 800.00)