Northeast Alabama Community College

DUAL ENROLLMENT HANDBOOK
A Reference Handbook for Dual Enrollment Students and Parents

PLAN your future. ENVISION your future. BEGIN your future.
Northeast Alabama Community College

Located at: 138 Alabama Highway 35
Mailing: Post Office Box 159
Rainsville, Alabama 35986-0159

Telephone: (256) 638-4418 or (256) 228-6001

College Web site: www.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 404-679-4500 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, Inc. (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000, Fax 404-975-5020; www.acen.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 Paramedic Program is accredited by the Commission on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208; 312-553-9355).

The Medical Assistant 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.
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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
All students and instructors involved in dual enrollment are responsible for being familiar with college policies and procedures.

All students who enroll at Northeast Alabama Community College should be familiar with the current Northeast Catalog/Student Handbook and the schedule of classes. Upon graduation from high school, students who wish to pursue an Associate Degree must comply with the general admission requirements as stated in the Catalog.

Admission Policies-Dual Enrollment

Students are eligible to enroll in dual enrollment if they meet the conditions set by their local school system, are in at least the tenth grade, have the appropriate high school GPA, show academic readiness and maturity, and meet the entrance requirements at Northeast. Eligible applicants should complete and submit three forms: The Dual Enrollment/Accelerated Application for Admissions, the Release of Student Record Information, and the Permission to Register for Dual Enrollment Program, which must be approved by the high school counselor and principal. These forms are available from high school counselors, online, and in the NACC Admissions Office. Each term at Northeast, a new Permission to Register for Dual Enrollment Program form must be submitted to Staci Miller, Student Services Office, prior to registering for classes. This form affirms that the student is still considered eligible and also lists the specific courses to be taken that term. Upon enrollment a valid form of picture identification such as a valid driver’s license or learner’s permit must be presented. Qualified applicants will be considered without regard to race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law.

Admission Status and Granting of College Credit

Northeast is authorized to admit eligible high school students on a continued “Conditional Status.” The conditional status remains in effect until the student fulfills the general admissions requirements for a course creditable toward an associate degree as stated in the Catalog (i.e., high school diploma or GED). The college credits earned by a high school student will be “banked” or “held in escrow” until the student meets the criteria for general admissions.

Advising

The College offers academic advising to all students enrolled at NACC. The dual enrollment advisors are Sherie Grace or Staci Miller.

Sherie Grace  
Dean of Student Services  
Tel: 2325  
Email: graces@nacc.edu

Staci Miller  
Administrative Assistant to the Dean of Student Services  
Tel: 2225  
Email: millers@nacc.edu
Calendar

The annual academic calendar in the Catalog applies to all students including dual enrollment students. The term calendar also appears on the class schedule, along with the final examination schedule. Students are responsible for noting such relevant dates as holidays and the last day to withdraw without penalty.

Important: Dual enrollment students should allow time before registration day for consulting high school officials, completing all paperwork including securing signatures on the Permission to Register for High School Dual Enrollment Program form, and making financial and other arrangements to attend. High schools may establish deadlines for interested students to begin the process.

Checklist for Dual Enrollment Students Transitioning to NACC (after high school graduation)

☑ Complete Admission Application
☑ Apply for Scholarships before the January deadline
☑ Apply for Financial Aid during the senior year
☑ Request the high school send an official high school transcript to Northeast after graduation
☑ Take the Placement Test
☑ Complete Orientation

Course Evaluations-Dual Enrollment

Northeast Alabama Community College 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.

Credits and 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 in person or by mail after receipt of a written, signed consent. College transcripts are not faxed.

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.
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

1. In compliance with the Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, Northeast Alabama Community College will not release information concerning its students except for directory information and as stipulated in number 3 below. 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, directory information will not be released. 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

2. 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, the parent may have total access to the student’s file.
Northeast Alabama Community College will release a student’s educational records without his or her approval only as follows:

- To Northeast Alabama Community College officials who have legitimate educational interest in the records
- To officials of another college or university in which a student seeks to enroll
- 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 number 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, 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 write to the Registrar, 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. A student may secure an unofficial transcript for personal use but official transcripts are sent 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.

Grading System and Policies

Northeast Alabama Community College’s grading system as outlined in the Catalog applies to all students. In every credit course, the instructor awards a letter grade of A, B, C, D, F, I, or W. Quality points are then assigned to each letter grade (A=4, B=3, C=2, D=1, and F=0). Students may access their grade reports by logging on to their student NOAH accounts on the NACC website (www.nacc.edu). Instructors will also submit a numeric grade. The Student Services Office will report the numeric grade to the student’s high school counselor for all dual enrollment students. All grades are subject to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974. Grades will not be divulged via telephone or fax. Any student who earns a D, F, I, or W during the Fall semester will be suspended from the dual enrollment program the Spring semester. Any student earning a D, F, I, or W during the Spring semester will be suspended the following Summer and Fall semester. Any student earning a D, F, I, or W during the Summer semester will be suspended the following Fall semester.
**Purpose**

The purpose of the dual enrollment policy is to allow eligible high school students to enroll in college classes concurrently with high school classes and to receive both high school and college credit.

**Registration**

The Dual Enrollment/Accelerated Application for Admission, the Permission to Register for Dual Enrollment Program, the Release of Student Record Information, a valid form of identification, and a current transcript must be on file at Northeast before registration. Students will register with the dual enrollment advisor, Sherie Grace or Staci Miller.

**Schedule Changes**

In order to add or change classes, a student must submit a new Permission to Register for Dual Enrollment Program form signed by the high school counselor to Staci Miller, Student Services Office. In order to drop a course, a student must notify Staci Miller in writing. Permission from the high school counselor may also be required.

**Student Disability Services Notice**

Dually enrolled students in need of accommodations for disabilities must follow the College policy. Assistance is available for activities including but not limited to applying for admission, registering, and participating in classes and college activities. Students in need of accommodation should contact the ADA Compliance Coordinator (ext. 2222) located in the Admissions Office.

**Textbooks**

The student is responsible for buying textbooks and materials. Textbooks and class materials are available at the College bookstore. Please contact the bookstore for additional questions and specific hours (ext. 2287) located in room 100 of the Annex building.

**Transfer of Dual Enrollment Courses**

Transfer of college credit between public colleges and universities of the State of Alabama is facilitated by a transfer agreement known as the STARS guide. Courses taken for dual enrollment will count just as any other college credit and will remain part of the student’s permanent college record. Students should print their STARS agreement when they begin dual enrollment coursework. Private and out-of-state institutions have varying policies regarding the acceptability of dual enrollment courses. Some courses may not be accepted within all program majors. The dual enrollment student is advised to work carefully with high school counselors and Northeast advisors when deciding upon a major, a transfer institution, and relevant courses. Transcripts released for students who have not yet fulfilled the general admissions requirements for a course creditable toward an associate degree will be labeled as “CONDITIONAL CREDIT” (see “Admission Status and Granting of College Credit” section). Northeast Alabama Community College (NACC) 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 404-679-4500 for questions about the accreditation of Northeast Alabama Community College.
Frequently Asked Questions

**What is the definition of dual enrollment?**

Dual enrollment refers to a student who receives both high school and college credit for a college course taught at the high school, online, or on NACC campus during the fall, spring, or summer term.

**What are the benefits of dual enrollment?**

- Students have the opportunity to earn high school and college credit simultaneously.
- Students gain an early start on achieving an Associate or Baccalaureate degree.
- Students are considered NACC students and are allowed access to all services provided by the institution.
- Dual enrollment courses increase course opportunities and academic rigor for high school students.
- Dual enrollment students avoid unnecessary duplication of course work.
- Students who complete dual enrollment increase their flexibility when scheduling courses at four-year schools.
- Students and parents save money at NACC as compared to most four year institutions.
- Grades earned through dual enrollment will become part of a student’s permanent high school record and college transcripts.
- Students who successfully complete a course through dual enrollment will never again wonder if they are ready to meet the challenge of college.

**What are the objectives of dual enrollment?**

- Facilitate a seamless transition from the high school to the college classroom
- Provide an opportunity for students to take core curriculum requirements while still enrolled in high school so that course duplication might be eliminated
- Provide additional opportunities for college bound students to embrace academic challenges
- Provide an opportunity for high school students to start progress on a certificate, associate, or bachelor’s degree
- Provide additional opportunities for career technical students to gain college credit
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.

How do I get started?

Students must meet the following criteria for eligibility:

- Currently enrolled in the 10th, 11th, or 12th grade
- Has a cumulative 2.5 unweighted GPA
- Shows academic readiness and maturity
- Meets entrance requirements of the College
- Complete and submit the Dual Enrollment/Accelerated Application for Admissions, the Release of Student Record Information, and the Permission to Register for Dual Enrollment Program forms, which must be approved by the high school counselor and principal.

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?

Dual enrollment students pay NACC tuition and fees based on the number of semester credit hours. Payment is required at the time of registration for classes. Dual enrollment students are also required to purchase books/materials for class.
Do I qualify for financial aid?

Dual enrollment students are not eligible to apply for Pell Grants or student loans. In order to qualify for Pell grants or student loans, students must have a high school diploma or general educational development (GED) credential.

Are there scholarships available for dual enrollment?

The following scholarships are available to dual enrollment students:

- Need-based scholarship funding for Fort Payne High School and the DeKalb County Schools is provided by the DeKalb County Community Development Commission.
- Career technical scholarships are available to those students who qualify.

How do I use military funding or PACT funds to pay for NACC dual enrollment classes?

Students who may qualify for military funding should contact Jennifer Brown at extension 2275 or email brownj@nacc.edu. PACT does not cover all tuition and fees. Students with PACT must notify Jennifer Brown at NACC every semester they choose to use their available PACT funds. Ms. Brown can be reached by email at brownj@nacc.edu or phone (256) 638-4418 ext. 2275. If students have never used their PACT funds, they will need to contact PACT at 1-800-252-7228 to change their enrollment date.
Can I make payments to the college for my dual enrollment coursework?

NACC has partnered with Nelnet Business Solutions to allow students to pay over time for dual enrollment coursework. The student may enroll in the payment plan by visiting www.MyCollegePaymentPlan.com/nacc. Students will need their student number and the correct amount of their tuition before applying for the payment plan. The tuition amount and student number can be located by visiting the NOAH account. The student must be registered for the payment plan prior to the deadline each semester. For additional information, call NBS at 1-800-609-8056.

How do I receive my grades?

Please see Grading System and Policies

Will dual enrollment courses transfer to other colleges and universities?

Please see Transfer of Dual Enrollment Courses
Tutoring/Success Seminars

Success seminars and tutoring for college courses are offered free to NACC students. Study Success Seminars are announced via email, smart boards, and in the Student Center. Tutor schedules are available online, on the smart boards, and in the Student Center.

Shirley Buttram
Director of Developmental Studies
☎ Ext. 2257
📍 SC113
✉️ buttrams@nacc.edu

Weather and Emergency Announcements

All students are encouraged to subscribe to the Schoolcast early alert system. Students will be emailed instructions to subscribe to SchoolCast early in their first semester. Students can choose to receive alerts by phone call, text message, and/or email message. Students who are in class or on campus during an emergency situation will also be notified by the NACC PA system. Students can also obtain college closure information on the NACC website, local radio, and television stations. 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.
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

- Go to www.nacc.edu
- Click on email at the top of the page
- Username: first initial, last name, first four digits of the students date of birth (ex. sjones0101)
- Password: six digit date of birth mmddyy (Example: February 8, 1990 must be input 020890)

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

CANVAS

CANVAS is a course management system used by NACC to provide online access to instructional materials. CANVAS orientations are scheduled each semester in BE207 and are scheduled for 30-45 minutes. Session dates are located on the college website and students should attend only one CANVAS orientation session. The sessions are for CANVAS only and do not replace course orientations, which are held on campus or within the CANVAS system.

Using CANVAS

- Go to www.nacc.edu
- Click on CANVAS at the top of the page
- User ID: first initial, last name, first four digits of the students date of birth (ex. sjones0101)
- Password: eight digit date of birth mmddyyyy (Example: February 8, 1990 must be input 020890)

Judith Lea
Director Student/Faculty Technology Learning Center
- Ext. 2309
- BE107
- leaj@nacc.edu
Remind

All dual enrollment students are encouraged to join the Dual Enrollment Remind messaging group to allow NACC to communicate important announcements. To receive messages via text, students should text @46a66 to 81010. Students experiencing trouble using 81010 should text @46a66 to (256) 281-3287. Students can also receive messages via email by sending an email to 46a66@mail.remind.com. Students can visit remind.com to learn more information.

Student I.D. Cards and 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 and get student discounts at local vendors. Student ID cards and parking decals are issued in the Admissions office in the Student Center, Room 115. The dates to obtain a student ID and parking decal will be announced each semester on the website.

Three Types of Two-Year Degrees

enal

.origin in Arts (transfer)

ASS – Associate in Science (transfer)

AAS – Associate in Applied Science

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<th>Program Areas</th>
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<td>AREA I Written Composition</td>
<td>TOTAL 6 HOURS</td>
<td>TOTAL 3 HOURS</td>
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<tr>
<td></td>
<td>• ENG 101 (3)</td>
<td>• ENG 101 (3)</td>
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<td></td>
<td>• ENG 102 (3)</td>
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<td>AREA II Humanities and Fine Arts</td>
<td>TOTAL 9-12 HOURS</td>
<td>TOTAL 6-7 HOURS</td>
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<td>• Literature (3-6)</td>
<td>• Humanities and Fine Arts (3-4)</td>
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<td>• SPH 107 (3)</td>
<td>• SPH 107 (3)</td>
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<td>• Fine Arts (3)</td>
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<td>AREA III Natural Science and Math</td>
<td>TOTAL 11-12 HOURS</td>
<td>TOTAL 9-10 HOURS</td>
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<td>• MTH 110 or Higher (3-4)</td>
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<td>• Science (8)</td>
<td>• CIS 146 (3)</td>
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<td>• Math, Science, or Computer Science (3-4)</td>
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<td>AREA IV History, Social, and Behavioral Sciences</td>
<td>TOTAL 9-12 HOURS</td>
<td>TOTAL 3-6 HOURS</td>
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<td>• History (3-6)</td>
<td>• History/Social/Behavioral Science (3-6)</td>
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<td></td>
<td>• Social/Behavioral Science (6)</td>
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<tr>
<td>AREA V Major Courses</td>
<td>TOTAL 19-22 HOURS</td>
<td>TOTAL 39-45 HOURS</td>
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<td>• CIS 146 (3)</td>
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Transfer of Courses

STARS (Statewide Articulation Reporting System) assists transfer students with determining what courses will transfer to a PUBLIC college or university in Alabama. Students can obtain a STARS Guide for the university and major of their choice by visiting http://stars.troy.edu. It is the student’s responsibility to stay informed about STARS and the university’s requirements regarding individual programs of study. Students must print the STARS guide, follow the instructions, and retain the printed copy as documentation for the public university. Alabama state law guarantees that Northeast courses on the STARS Guide will transfer to public universities in Alabama.

The 2to4 Transfer Program assists transfer students with determining what courses will transfer to a PRIVATE college or university in Alabama. Students can obtain a 2to4 Transfer Guide for the university and major of their choice by visiting https://www.accs.cc/index.cfm/academics/private-college-transfer-guides/. It is the student’s responsibility to stay informed about 2to4 and the university’s requirements regarding individual programs of study.

Students planning to transfer out-of-state should contact the appropriate college or university.
Paying For Classes

- To pay with credit card, see instructions (NOAH AND ONLINE PAYMENT) on page 16.
- To pay with check, make the check payable to NACC, and mail to Staci Miller, or pay at the cashier window at NACC, Wallace Administration Bldg. (WA 122)
- To pay with cash, pay at the cashier window, Wallace Administration Bldg. (WA 122)

NOAH and Online Payment

Northeast Online Account Host (NOAH) can be used to view student records, scheduling, financial information, and student information. **Students will not be on the instructor’s roll nor receive college credit until tuition is paid and registration is complete.** Instructions for paying online with a credit card are listed below:

- Go to www.nacc.edu
- Click on NOAH at the top of the webpage
- Click on Login
  - User ID
  - **Student Number or Social Security Number**
  - **PIN**
    - 6 digit birthday mmddyy (Example: February 8, 1990 must be input 020890)
- Click on the + beside Student Information Center to expand the choices
- Click on the + beside Scheduling to expand the choices
- Click on Complete Registration (on the left side of the screen)

- Click on the “Complete Registration” button
- Input the payment information and click on the “Pay with Credit Card” button
Northeast Alabama Community College

It is the official policy of the Alabama Community College System Board of Trustees, including the entities under its direction and control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law.

DUAL ENROLLMENT ADVISOR
Sherie Grace  
Dean of Student Services  
☎ Phone Ext. 2325  
✉ Email: graces@nacc.edu

DUAL ENROLLMENT ADVISOR
Staci Miller  
Administrative Assistant to the Dean of Student Services  
☎ Phone Ext. 2225  
✉ Email: millers@nacc.edu