



# EARLY COLLEGE EXPERIENCE

EARN COLLEGE CREDIT  
IN HIGH SCHOOL!



# STUDENT HANDBOOK



EARLY COLLEGE  
EXPERIENCE

## A GUIDE TO EARLY COLLEGE EXPERIENCE (ECE)

**Early College Experience (ECE)** is a partnership between NWACC and Northwest Arkansas high schools. Under this partnership, eligible students can earn college and high school credit by taking college courses through concurrent enrollment. **Concurrent enrollment** is defined as being enrolled in both high school and college courses. Concurrent enrollment is available at NWACC through regular admissions or through ECE.

### **The Difference Between ECE and Concurrent Enrollment: The location.**

Regular concurrent enrollment requires that you leave your high school to attend classes at NWACC. ECE courses are offered at your high school during the school day as part of your regular school schedule.

### **Benefits of Taking ECE Courses**

Courses through ECE are taught at your school by NWACC-approved high school teachers. You'll experience the academic challenges of college in a supportive high school environment and earn transferable college credit - saving you time and money.

### **ECE Courses are Different than AP Courses**

ECE courses are taken each semester, while AP courses are taken for a year. When taking an ECE course, you will be evaluated and receive a college-credit letter grade based on multiple and varied assignments as laid out in the course syllabus. For an AP course, you take one high-stakes test at the end of the year to determine if you will earn college credit.

### **ECE Course Difficulty**

ECE courses are challenging because they are college courses. They have the same learning outcomes, study requirements and textbooks as the courses offered on the NWACC campus.

### **Available ECE Courses**

Be sure to check with your high school counselor for a list of ECE courses for the upcoming semester. They are normally offered in English composition and mathematics, but courses in history, science, social science, communications and business are also offered.

### **ECE Eligibility**

The following is required to be eligible for ECE courses:

1. A 3.0 cumulative high school grade point average.
  - NOTE: You may request a waiver of this requirement if you do not have a 3.0 GPA. The waiver form is available in the counseling office and **MUST** include your reason for requesting the waiver. It is subject to approval by the NWACC ECE office.

2. College-level placement test scores on the ACT, SAT or ACCUPLACER in the subject area of the class you wish to take. Alternatively, you may use Aspire 10 scores for college-level placement.

- NOTE: The test score requirement is Arkansas state law and CANNOT be waived. Your placement test score report MUST be dated BEFORE classes begin.

3. Counselor approval

- If you are under 18 at the time of registration, your parent or guardian must also approve.

**Requirements Necessary to Remain in the ECE Program:**

- Maintain at least a 3.0 GPA in high school
- Maintain at least a 2.0 GPA in your NWACC coursework
- Pass any pre-requisite courses with a C or better

**Financial Aid Eligibility**

Effective July 1, 2011, changes to federal student financial aid rules regarding Satisfactory Academic Progress (SAP) impact students enrolling in concurrent and dual enrollment courses.

NOTE: This affects students who drop courses after the official refund date.

Federal law requires that all college coursework be measured to determine academic success, including concurrent and dual enrollment courses.

College courses taken in high school are counted for satisfactory progress for financial aid such as Pell Grants, student loans and work-study. To be eligible for federal financial aid after high school graduation, students must successfully complete 67% of the courses they are enrolled in and must maintain a 2.0 college grade point average. Grades of D, F and W (withdrawal) do not qualify as successful completion of a class.

## HIGH SCHOOL BASED ECE PROGRAM

One of the many advantages of taking courses through ECE is the convenience of earning college credit without having to leave your high school. In addition to face-to-face courses, online courses add flexibility to your schedule, and can reduce the time and cost of obtaining a college degree.

**Available ECE Courses**

The ECE program offers courses based on school requests. Face-to-face courses include English Composition I and II, College Algebra, Finite Math and Trigonometry. Schools may also request World Literature, U.S. History, General Psychology, American Government and others.

## ECE Online Courses

Below is a list of online courses offered each semester. Other courses may be offered based upon requests and availability.

### Fall:

Film Arts  
Art Appreciation  
College Algebra  
English Composition I  
U.S History to 1877  
Public Speaking  
Intro to Computers  
Personal Health and Safety  
Medical Terminology

### Spring:

American Government  
Psychology  
College Algebra  
English Composition II  
U.S. History since 1877  
Public Speaking  
Intro to Computers  
Personal Health and Safety  
Medical Terminology

## Registration

Registration forms are available at your counseling office. Complete the application and turn it in at the time of registration. If you are under 18 when the semester starts, your parent or guardian must also sign the form. Registration for face-to-face courses normally takes place during the first week of each semester.

ECE online courses registration deadlines are as follows:

- Fall semester: April 1 – July 1
- Spring semester: November 1 – December 1

Students are enrolled as completed applications, transcripts and test scores are received. Maximum enrollment is 24 students per class.

## ECE ONLINE

### Online ECE Courses

Online courses are computer-intensive and require a reliable computer and internet connection outside of your school.

### Requirements:

- Strong connection to the internet and the ability to bookmark a web page
- Be able to read, compose and send an email, including attachments
- Be able to create, save and manage computer files in disks, memory drives, etc.

### Logging In

Once you are registered for an online course, you can activate your NWACC student account. You will be able to access Canvas and My NWACC. You will also have an NWACC student ID and NWACC email account. You will be required to

log in at specific times during the week at your school, under the supervision of a Distance Learning facilitator.

### **Tips for Online Courses:**

- Manage your time well. Online courses require as much time as regular courses.
- Print and READ the course syllabus.
- Log on at least four times a week.
- Schedule regular study times.
- Participate actively in the course. Ask questions.
- Start assignments as soon as they are given.
- Pay attention to deadlines! Do not let them sneak up on you.
- Ask for help. If you do not 'speak up', the professor will not know that you need help.
- Be prepared for technology failure. Back up your files.
- Have fun while learning.

### **Online Course Help**

Your professor is your first and most important resource. You will also have access to NWACC's Library, Tutoring, Writing Center and many other online resources through Canvas and My NWACC.

### **Helpful resources:**

- Academic resources:  
<https://nwacc.instructure.com/courses/854631/pages/academic-resources>
- Technology assistance: Student Help Desk: 479-619-4376 or [studenthelpdesk@nwacc.edu](mailto:studenthelpdesk@nwacc.edu)
- Online Learning: [dl@nwacc.edu](mailto:dl@nwacc.edu)
- Administrative assistance: 479-725-4688 or [earlycollege@nwacc.edu](mailto:earlycollege@nwacc.edu)

## **SECONDARY CAREER CENTER**

The Northwest Technical Institute (NTI) Secondary Career Center serves public schools in Northwest Arkansas. The center provides students with access to high quality career and technical certification programs and concurrent enrollment academics.

Students can earn high school and college credit for career and technical courses in:

- Criminal Justice
- Dental Assisting

- Certified Nursing Assistant
- Patient Care Assistant

### Eligibility

Students are required to be in 11th or 12th grade.

### Requirements:

- A 2.0 high school GPA for career and technical courses leading to an Associate of Applied Science degree
- College-level reading scores: 19 ACT, 252 Next Generation ACCUPLACER, 78 Classic ACCUPLACER, or 428 Aspire 10

### Cost

There is no tuition cost to students. Program expenses for CNA and PCA+ include required immunizations and scrubs.

### Registration

Contact your high school counselor for eligibility, registration and scheduling.

### Locations:

- Bentonville: NWACC Bentonville Campus, Center for Health Professions
- Farmington: 4 N. Double Springs Road, Farmington, AR (former high school)

### Contact information:

NWACC Early College Experience  
 Phone: 479-725-4688  
[www.nwacc.edu/nwaccbound](http://www.nwacc.edu/nwaccbound)  
 Email: [earlycollege@nwacc.edu](mailto:earlycollege@nwacc.edu)

### Contact information:

NTI Secondary Career Center  
 Phone: 479-751-8824  
[www.nwti.edu](http://www.nwti.edu)  
 Email: [info@nwti.edu](mailto:info@nwti.edu)

## CAREER & TECHNICAL COURSE DESCRIPTIONS

### Criminal Justice

Criminal Justice is a fast-growing profession that offers career opportunities in law enforcement, corrections and private security. You'll gain an overview of law and employment options. By successfully completing this one-year program, you'll earn 18 hours of college credit towards an Associate of Applied Science degree in Criminal Justice.

### Dental Assisting

Dental Assistants are an integral part of the dental care team by increasing the efficiency of the delivery of oral health care. In addition to computer and clerical skills, dental assistants are proficient in patient care, dietary counseling, monitoring vital signs, administering and monitoring nitrous oxygen, taking impressions, and providing post-operative care and instructions. Classroom, laboratory and

clinical instruction provide you with a broad background in all aspects of dentistry. Internships will be provided in area offices under the guidance of dentists and assistants in the community. You will need to be able to provide your own transportation to and from the various clinics. By successfully completing this one-semester program, you will earn nine NWACC credit hours.

### **Certified Nursing Assistant**

NWACC's Certified Nursing Assistant (CNA) curriculum follows the Arkansas Office of Long Term Care Training Program for CNA. Prior to registration in the CNA course, it is recommended that you take Intro to Medical Professions, Medical Terminology and Human Anatomy and Physiology, if available. After successful completion of the class, you will receive three hours of college credit from NWACC and will be eligible to take the Nurse Assistant Certification Exam.

### **Patient Care Assistant (PCA)+**

The PCA+ certificate program is designed to meet the industry-driven demand for Certified Nursing Assistants (CNA) trained in advanced patient care techniques and have the knowledge, skills and abilities to excel as a vital member of the healthcare team. This course expands on your knowledge of healthcare and introduces advanced patient care skills through hands-on lab and clinical training at area hospitals. The prerequisite is CNA. The goal of the PCA program is to meet the individual needs of healthcare providers while ensuring program participants receive training in marketable, competitive and life enhancing skills.

## **TEST SCORE REQUIREMENTS FOR ECE PROGRAM**

All general education transfer courses listed in the Arkansas Course Transfer System (ACTS) require college-level reading. Students must also meet course prerequisites listed in the NWACC catalog.

Minimum required reading scores:

- 19 ACT
- 252 ACCUPLACER Next Generation
- 78 ACCUPLACER
- 428 Aspire 10
- 480 SAT Critical Reading

For English Composition I, one of the following minimum scores is required in addition to reading:

- 19 ACT English
- 260 ACCUPLACER Next Generation Writing
- 83 ACCUPLACER Sentence Skills
- 428 Aspire 10 English
- 480 SAT Writing

For College Algebra, one of the following minimum scores is required in addition to reading:

- 21 ACT Math
- 254 ACCUPLACER Next Generation QAS
- 86 ACCUPLACER Elementary Algebra
- 434 Aspire 10 Math plus Algebra II with a C or better
- 570 SAT Math

For Trigonometry, Survey of Calculus, or Finite Math one of the following is required:

- Completion of College Algebra with a C or better or
  - 24-28 ACT Math
  - 86 ACCUPLACER College Algebra
  - 620 SAT Math

### **Taking the ACCUPLACER Test**

You can take the ACCUPLACER at the NWACC Testing Center. For appointments and information, visit [www.nwacc.edu/testingcenter](http://www.nwacc.edu/testingcenter). The cost is \$10. Be sure to check with your counselor to see if your high school offers the test.

## **TUITION AND REFUNDS**

### **Cost of ECE Courses**

As an ECE student, you pay a reduced tuition based on the school district you attend. Tuition for online courses may include fees for digital course materials, labs and distance learning.

Tuition is due the first week of classes and payable to your high school. NWACC sends an invoice to your high school for your tuition, so you will not receive a bill. Check with your counselor to see how the high school collects payment from you.

### **Withdrawing for ECE Courses**

Refund time periods are posted on the academic calendar on the NWACC website. If you withdraw within the first week of classes, you receive a 100% refund. Remember that any refund will be sent directly to your high school, so you need to check with your counselor about your high school's refund policy.

## **GRADES, TRANSCRIPTS AND CREDIT TRANSFER**

### **Grades**

You can view your grades on My NWACC and also request transcripts to be sent to schools of your choice.

### **NWACC Transcript**

Your NWACC transcript will show the grades from all of your college courses,



including ECE and courses taken on the NWACC campus.

### **Transfer ECE Courses**

You can expect the credits earned through ECE to transfer to most colleges and universities. Please contact the college or university you plan to attend to verify its transfer policy.

You can order your official transcripts through My NWACC by following these steps:

- Log into your My NWACC account
- Select Student Records
- Select Transcript Request and follow the steps listed on that page

## **NWACC RESOURCES**

### **My NWACC**

My NWACC gives you access to your own email account, the NWACC Library, Tutoring Services and much more.

To access My NWACC:

- Go to [www.nwacc.edu](http://www.nwacc.edu)
- Click on login, and then My NWACC
- Enter your login and password
- Change your password, as prompted

### **NWACC ID Card**

Get your ID in the Student Center at the NWACC campus in Bentonville.

### **NWACC Library**

With your NWACC ID card, you will have full access to the NWACC library. You can also access the library's website at <https://library.nwacc.edu>

### **Course Help**

You can access the following helpful resources online:

- Tutoring: [www.nwacc.edu/tutoring](http://www.nwacc.edu/tutoring)
- The Writing Center: [www.nwacc.edu/writingcenter](http://www.nwacc.edu/writingcenter)
- The Math Center: [www.nwacc.edu/mathcenter](http://www.nwacc.edu/mathcenter)

## **STUDENT CONDUCT, RESPONSIBILITIES AND RIGHTS**

### **Academic Dishonesty**

Academic dishonesty will not be tolerated. You are expected to do your own work. The college policy on academic dishonesty is in the NWACC Student Handbook and daily planner. Please review it.

## Plagiarism

Plagiarism results when you present the words or ideas of someone else as if they were your own. If the words of someone other than the writer are reproduced without acknowledgment of the source or if someone else's ideas are paraphrased in such a way that leads the reader to believe they originated with the writer, then plagiarism has occurred.

Plagiarism can be either intentional or unintentional. Intentional plagiarism is the knowing, deliberate copying, downloading or buying of information with the intent of passing it off as original work from the writer. Intentional plagiarism is a very serious form of academic dishonesty that can lead to suspension from school. Unintentional plagiarism is the misrepresentation of information through ignorance or carelessness.

It is your responsibility as an NWACC student to understand what plagiarism is and to learn the proper methods of documentation to avoid this form of academic dishonesty.

## STUDENTS WITH DISABILITIES

For information or to schedule an appointment, please email (preferred) [disability@nwacc.edu](mailto:disability@nwacc.edu) or call the main office at 479-986-4076. The Disability Resource Center (DRC) is located in room 114 on the first floor of the Student Center on the main Bentonville campus.

Academic accommodations and related support are available to NWACC students with disabilities through the DRC. If you have received Special Education services (IEP or 504 plan) and/or if you have a disability or medical concern which you feel may impact your access to or progress in the ECE program, and would like to request accommodations during your time at NWACC, please contact the DRC for more information.

It is important to understand that even though you are still a high school student, your access needs for any course that you take through the ECE program is subject to the NWACC process and that any plan you and your guardian(s) have participated in through your high school (IEP or 504) will not apply to your ECE course(es).

## PRIVACY ACT NOTICE

Section 6109 of the Internal Revenue Code requires you to give your correct social security number (SSN) or ITIN (if you are not eligible to obtain an SSN) to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. NWACC must obtain your correct identifying number to file

certain information returns with the IRS and to furnish Form 1098-T to you. This form contains information about qualified tuition and related expenses. The information about your tuition will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. Failure to furnish your correct SSN or ITIN may subject you to an IRS penalty. SSNs and ITINs are maintained confidentially and used only for official business by NWACC.

## SURVEY PARTICIPATION

### **Request for Survey Participation**

To receive and maintain NACEP accreditation mentioned earlier in this handbook, NWACC must survey current and former ECE students. Please help us by completing all surveys when requested.



# EARLY COLLEGE EXPERIENCE



**NWACC**  
NORTHWEST ARKANSAS  
COMMUNITY COLLEGE



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