



Spring 2018

NCK Tech Concurrent Education Information

Take NCK Tech Classes at Your High School:

Accelerate your future by enrolling in general education credits at your high school. These classes are called Concurrent Enrollment Program (CEP), because you receive both high school and college credit. NCK Tech General Education courses are transferable. This partnership provides high school students the opportunity to take college credit-bearing courses in their high schools during the day, taught by college-approved high school teachers. The grade you earn in the course will be on your high school and college transcript.

NCK Tech currently offers CEP courses at six area high schools: Hays High, TMP-Marian, Victoria, Ellis, Stockton and Beloit.

Listing of Spring 2018 Course Offerings:

English Composition I & II	Business Math	General Psychology	Sociology
College Algebra	Speech	Elementary Statistics	
Human Growth & Development			

Please check with your high school counselor to see which general education courses are offered at your high school.

Apply for Admission:

To enroll in a course for concurrent credit, please follow these steps: (Please Note: Online classes do not qualify for concurrent credit)

ENROLLMENT OPENS DECEMBER 4TH, 2017
THE DEADLINE DATE FOR ENROLLMENT AND PAYMENT IS
FRIDAY, JANUARY 12TH, 2018, BY 4:30 PM.

- Go to www.ncktc.edu
- Click “Apply Now” in right hand corner
- This is the online application that will need to be completed
- Enter all required information – make sure your SS# is correct when you enter it
 1. Maiden Name – Not applicable
 2. Email address – enter your school email

3. Additional Education – leave as “No Additional Education-N/A”- there will be 3 of these
 4. Are you a current NCK Tech Student? If you have previously taken classes with us, select “Yes”
 5. Enrollment Period – Select 2018 Spring
 6. Campus – Select Concurrent
 7. Choose High School
 8. Checkboxes appear with courses – check what you plan to take for 2018 Spring
 9. Cost information will appear at the bottom – you will select a Payment Method
 10. Agree to the Terms and Conditions
- Submit Application

ADDITIONAL FORMS REQUIRED:

- FERPA Release Form – this is required only if the student is the age of 18 or older and the **form is attached**. If completed previously, do not complete again!
- Letter of Financial Responsibility and this **form is attached**. Must complete each term.
- ACT or ACCUPLACER scores ***must be submitted*** if taking English Composition, College Algebra or Intermediate Algebra. Appropriate scores are as follows:

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For English Composition:

ACT – Must have a 20 in English Portion

ACCUPLACER – Must have a 69 in both the Sentence Skills and Reading

For College Algebra and Intermediate Algebra:

ACT – Math score of 18 or above – Placement in Intermediate Algebra

ACT – Math score of 22 or above – Placement in College Algebra

ACCUPLACER – Score of 60-80 – Placement in Intermediate Algebra

ACCUPLACER – Score of 81 or higher – Placement in College Algebra

We encourage online payments but if paying by check make check payable to NCKTC and mail to:

North Central Kansas Technical College

Attn: Cashier

PO Box 507

Beloit KS 67420

Helpful Links:

Enrollment & Payment Link - (Apply Now Tab is on Right upper corner of Homepage):

<https://www.ncktc.edu/apply/>

Start of the Spring Semester is:

https://www.ncktc.edu/documents/Student_Handbook.pdf

Provide the link to NCK Tech Transcript Request Form:

<https://www.ncktc.edu/transcript-request/>

Provide the link to NCK Tech Course Catalog:

<https://www.ncktc.edu/course-catalog/>

Contact Information:

Hays Student Service Coordinator - Lexi Pfannenstiel 785-625-2437 apfannenstiel@ncktc.edu

NCK Registrar - Judy Heidrick 785-738-2276 jheidrick@ncktc.edu

NORTH CENTRAL KANSAS TECHNICAL COLLEGE
BELOIT-HAYS, KANSAS
FERPA Release

This form allows students to grant third parties, including parents, access to their educational records maintained by North Central Kansas Technical College. The Family Educational Right & Privacy Act (FERPA) of 1974, As Amended, prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without written consent of the student.

Student Name: _____ Date of Birth: _____

Program enrolled in: _____ Phone Number: _____

Student's Consent to Release Non-Directory Information

In signing this release form, I (print name), _____, give access of all my educational records at NCK Tech to the individual(s) listed below.

Name

Relationship to student

Name

Relationship to student

I understand this consent to release remains in effect as long as I am a student at NCKTC or until I revoke this consent to release in writing. I have carefully read the forgoing consent and fully understand the meaning of this release form, I affirm that I have signed this consent voluntarily.

Signature of student

Date

Note: "Directory Information" can be given out without the student's written consent. NCK Tech defines directory information to include such information as: a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. This information may be released to anyone, unless restricted by written authorization of the student. Contact the Registrar's office if you wish to restrict this information.

Return this form to NCK Tech

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order of lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

IMPORTANT INFORMATION

Letter of Financial Responsibility

This document is REQUIRED in order to take courses at NCK Tech:

This Letter of Financial Responsibility is designed to be completed by whoever is handling your financial matters. Although you may be planning to pay for it yourself, since you are under 18 years of age your parent/guardian is ultimately responsible for any payment not received. A social security number is required and is necessary for collecting any past-due debts.

This document must be turned in before enrollment can be finalized into any chosen course. It can be faxed to (785) 738-2903 or returned by mail:

NCK Tech
PO Box 507
Beloit, KS 67420

Any questions? Please e-mail: dgeyer@ncktc.edu

Letter of Financial Responsibility for NCK Tech

Student Name: _____

Social Security Number: _____ - _____ - _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Name of person responsible for finances: _____

Social Security Number: _____ - _____ - _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

The person signing below as the financially responsible party agrees to assume joint liability with the student for any debt incurred during his/her semester or term with NCK Tech. In the event of a delinquency, I promise to pay all attorney fees and other reasonable collection costs necessary for the collection of any amount not paid when due.

Signature of person responsible for finances: _____

Date: _____

Return this form to NCK Tech