

# RECORDS AND REGISTRATION

## Records

All records submitted become the property of the College and cannot be returned to the student. All students must be aware of the importance of supplying correct information on College applications, College records, etc. Students participating in any financial aid program must inform the Office of Financial Aid of any changes in circumstances that may alter their eligibility for such financial aid. Falsification of student records may result in being expelled from the College. Any falsification of these records will result in the student being penalized at the discretion of the Chancellor and/or respective State Boards. All student records must be true and correct to the best of the student's knowledge.

## Academic Calendar

The academic year at Northshore Technical Community College begins with the fall semester, is followed by the spring semester, and concludes with the summer semester. An academic calendar is established for each semester within the academic year. Key dates, including the opening of registration, the first day of instruction, add/drop deadlines, and college-recognized holidays, are included in each academic calendar.

To view the academic calendars, access the link below:

- Click to view NTCC Academic Calendars (<https://www.northshorecollege.edu/academic-affairs/academic-calendars/>)

## Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), ensures students access to their educational records maintained by the College and prohibits the release of personally identifiable information from these records without the student's permission, except as specified by law. Only parties with the right to receive educational records pursuant to this policy and identified as such shall be entitled to receive the information. Permanent records, which include courses a student has completed, grades, placement, and follow-up information, are housed in Student Affairs. These records are confidential.

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93- 380, Education Amendments of 1974, which amends the General Education Provisions Act Sec. 438), postsecondary students attending Northshore Technical Community College have access to their official records as follows:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations authorize disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of the Act and the regulations.
5. The right to obtain a copy of the institution's student record policy.

FERPA requires that a student's education records be disclosed only to persons who meet the strict definition of a school official who has a legitimate educational interest in the records (or others explicitly granted access under the law). Students may authorize individuals to access their education records at the College by filing a Consent to Release Student Information Form to the Student Affairs office.

The Act provides that certain information, designated as directory information, concerning the student may be released by the College unless the student has informed the College that such information should not be released.

Directory information at NTCC includes: name/s, address(es), telephone number, email address, date of birth, dates of attendance, degrees and dates received, current schedule of classes (released to NTCC, local, state, and federal law enforcement agencies only), classification (e.g., freshman, sophomore), program and major, full- and part-time status, and level (i.e., undergraduate).

A student who desires that any or all of the above-listed information not be released must notify the Student Affairs office by filing a Withhold Directory Information form each semester within 10 days after the final day of registration.

Requests for further information should be made to the Student Affairs office. NTCC's FERPA policy is available on our website at the following link: FERPA Policy (#004) (<https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1791306/46a39244-6e8c-11e8-a73d-12df2ed5596e/file/SA%20004%20-%20FERPA%20Policy.pdf>).

## Release of Student Records/Transcripts

Release of information and/or the issuance of transcripts must be made through the proper request procedure and must be authorized by the student. Transcript requests made by telephone or requests made by the parent, spouse, or prospective employer of a student will not be honored except with the written authorization of the student. The parent of a student less than 18 years of age may be provided a copy of the student's transcript if the student is a dependent of the parent as defined by the Internal Revenue Service. Transcripts may be issued upon request to institutions to which a student transfers provided the student concurs in the request. Transcript request forms are available through LoLA and the National Student Clearinghouse (<https://www.northshorecollege.edu/admissions/transcript-request/>). Students with LoLA accounts should make requests through LoLA. Transcripts will not be issued if a student has any form of hold on his/her account.

## Change of Name, Address, or Phone

Students must notify Student Affairs immediately when a name/ phone/address change occurs. For official name changes, official documentation must be submitted with a completed name change form that can be obtained in the Student Affairs Office. Name changes become effective at the beginning of the next semester. Official name changes cannot be requested through LoLA. Students do have the ability to change their preferred name in LoLA and CANVAS. The preferred name can be used on most student documents, however the official name must be used on the college transcript since it serves as the permanent academic record. Students with LoLA accounts may change their address through LoLA. Communications will be e-mailed/mailed to students at the e-mail address/ mailing address currently on file.

## Contact with Students through Email

Electronic mail (email) is an official method of communication between the College and students, including, but not limited to, admissions, registration, financial aid, and academic affairs. NTCC email accounts will be issued after initial registration. All electronic communications with students will be sent to the students' Northshore email account (YourLolaUsername@My.NorthshoreCollege.edu). Students should check their preferred email at least once a week. The College provides computer access for all students by way of open computer labs and in the library.

## Academic Standing

Once a student has attempted 15 credit hours of courses (including those attempted at other institutions), a student's academic performance is evaluated at the end of each semester. Students who do not maintain a minimum 2.0-grade point average for any semester will have a "not in good standing" (probation) academic status. The student will be allowed to register for the next semester. The student will remain on "not in good standing" (probation) until the semester or cumulative grade point average (as needed) is 2.0 or above.

## Auditing a Course

Prospective students interested in auditing a course should follow the regular admissions process by submitting a completed application to Student Affairs and meet any prerequisite and/or co-requisite course requirements. Test scores and/or official transcripts for any prior college credit can be waived from the admissions process in the event that the student is planning to enroll in a course that has no prerequisite/co-requisite requirements.

The auditing student will be required to follow the regular admission/registration process. In addition, the student must complete an Add/Drop Form and submit it to the Student Affairs Office before the end of the drop/add period as designated by the official NTCC Academic Calendar.

Once this form is submitted to the Registrar, the student cannot request a change back to a credit course. Tuition and fees for audited courses are the same as for-credit courses. The student does not receive credit for an audited course; the final grade for an audit course is "AU." Courses taken on an audit basis do not fulfill any certificate, diploma, or degree requirements. Credit exams cannot be taken for courses that have previously been audited.

## Change of Program

A student who wishes to change his/her program of study after enrolling must complete the request through the Change of Program link in LoLA.

Once approved, the student's program change will become effective upon processing by the Student Affairs Office. The *Catalog* in effect at the time the official change of program is processed must be followed for graduation purposes.

If a student wishes to switch to a selective admissions program, such as Practical Nursing, he/she must contact Student Affairs to determine if he/she meets admission requirements for the desired program. If eligible for admission to a selective admissions program, the student should complete an application for admission to the selected program.

## Graduation Requirements

A student should meet on a regular basis with his or her faculty advisor or Student Affairs to assure progress is being made toward the completion of the student's program of study. Candidates for an Associate Degree,

Technical Diploma, or Certificate of Technical Studies must fulfill the general requirements of the curriculum/program in which he/she is enrolled.

Candidates for graduation must meet the following requirements:

- Earn at least a grade of "C" (2.0) on all coursework applied towards the completion of a credential at NTCC (excluding grades for courses deleted through academic renewal or repeat/delete).
- Earn at least a 2.0 programmatic, cumulative Grade Point Average.
- Complete 25% of credit hours in residence (excluding hours gained through credit for prior learning) required for a program credential.
- Apply for graduation within LOLA account. Deadlines are available in the academic calendar.
- Fulfill all other obligations and regulations including financial obligations to the College prior to established dates.

## Graduation with Honors

Honors will be awarded based on cumulative program Grade Point Average.

Award	GPA
Cum Laude	3.0 to 3.499
Magna Cum Laude	3.5 to 3.999
Summa Cum Laude	4.0

## Commencement Ceremony

A commencement ceremony is held once a year in May. Graduating students who participate in the commencement ceremony will receive graduation information, including commencement activities, by e-mail/mail. It is the student's responsibility to ensure that Student Affairs has a correct e-mail and mailing address.

## Resignation from College

A student wishing to resign must complete a resignation form which is available in Student Affairs Office. Equipment and/or books belonging to the College must be returned. Failure to properly resign may jeopardize a student's ability to re-enter NTCC or to receive financial aid. Any student with financial indebtedness to the College and/or to a financial aid program will not be permitted to resign until such debt is paid in full.

If a student resigns from the College during the drop and add period as designated on NTCC Academic Calendar, courses are removed from the student's transcript. If a student resigns from the College after the drop and add period but on or before the final withdrawal date as designated on NTCC Academic Calendar, the student will receive a grade of "W" in the remaining courses. Students seeking to resign from the college after the final withdrawal date must complete an Academic Appeals Form. Students who do not officially resign by the designated final withdrawal date or who discontinue attendance may receive an "F" in their course(s).

## Schedule Changes

Changes to a student's schedule are made through LoLA during the designated drop and add periods at the beginning of each semester.

Once drop and add is over, a student may no longer add classes to his/her schedule unless the student is enrolled in an open-enrollment program of study. Section changes may be allowed due to extenuating circumstances and if approved by the Vice Provost of Student Affairs.

## Show and No Show

Northshore Technical Community College (NTCC) recognizes that attendance and participation play vital roles in the ultimate success and achievement of a student's educational goals. NTCC is also committed to compliance with the rules regarding the Return of Title IV funds based on attendance. As a result, NTCC has created a show/no show policy to report student attendance during the first 14 class days of a fall and spring semester (census) and the first 7 class days of a summer or atypical semester (census). NTCC defines a "No Show" student as one who has completed all the necessary requirements for registration but has not completed the Syllabus Acknowledgement Verification Module in the learning management system for each course by the official 14th class day of the semester (7th class day for summer or atypical semester). All courses reported by the faculty member as a "No show" will be removed from the student's schedule.

## Attendance

Success in employment and education is dependent upon preparation and regular attendance. Students are expected to attend all classes. Specific attendance policies vary depending upon the instructor, division, or program. If an absence occurs, it is the responsibility of the student to notify the instructor. Contact information for faculty and specific attendance policies can be found in course syllabi. Administrative withdrawals are not guaranteed, and as a result, excessive absences can result in a grade of "F" for all coursework missed.

## Credit for Prior Learning

A student may petition for credit to be awarded based on prior learning methods, which may include the following: credit by work/life experience, credit by exam, and/or non-credit to credit conversion. The total amount of credit earned by any credit for prior learning method that can be applied toward completion of a Career and Technical Certificate, Certificate of Technical Studies, Technical Diploma, or Associate Degree must meet the 25% in-residence credit hours.

## Transfer of Credits to NTCC

Credits from approved accredited institutions of higher education are recorded on the student's official transcript. NTCC will examine course equivalency, faculty credentials, and other appropriate indicators of competencies, to determine if any of these credits will be accepted as transfer credits toward the student's program of study. Only courses with a grade of "C" or higher will be transferred toward completion/graduation requirements. If a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will be treated as though it were completed at NTCC.

NTCC reserves the right to deny credit where such indicators are not present or to require the student to prove competency by some other means. Academic courses taken at approved accredited institutions are generally accepted at NTCC. Technical courses taken at institutions accredited by the Council on Occupational Education can be transferred into a Career and Technical Certificate, Certificate of Technical Studies and/or Technical Diploma.

Transfer students must provide NTCC with an official transcript from the institution from which they have attended. If a student has attended more than one institution prior to attendance at NTCC, an official transcript from each institution must be provided. Transfer credit shall be limited to 75 percent of the total credit hours required for the program credential, and transfer credit grades do not count toward the NTCC

Grade Point Average. The NTCC Grade Point Average is established after the first term of classes. Twelve credits in the student's major must be completed in residence at NTCC.

## General Education Requirements

General education is an integral part of all degree programs at NTCC. All Associate of Applied Science degrees requires a core of 15 semester credit hours of general education.

For the Associate of Applied Science Degree, the following 15 credit hours of general education coursework are required:

Code	Title	Hours
	English Composition I	3
	Math Elective	3
	Social Science Elective	3
	Natural Science Elective	3
	Humanities Elective	3
<b>Total Hours</b>		<b>15</b>

## Grades

Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours the course carries. A student's grade point average is computed by adding the total quality points for all courses for which quality point values may be computed, then dividing by the corresponding number of credit hours attempted during the same period. The grade of pass "P" will be awarded for nontraditional credit and non-credit courses only. Courses so credited will not be used in computing the grade point average.

A grade of incomplete ("I") indicates that satisfactory work has been done in a course, but the student has been prevented from completing the final examination or other concluding work because of some verifiable reason. The grade of "I" may be given as a final grade only. An "I" grade will not be given unless the student contacts his or her instructor and a contract for completion of work is approved. The "I" grade must be removed by the time final grades are due in the Office of the Registrar the following semester (unless the "I" contract specifies an earlier deadline); otherwise, it will be automatically converted to a permanent "F". The grade of "I" is not used in calculating grade point average. If it is not removed in the allotted time, however, it will be calculated as an "F" upon conversion. Re-enrolling in a class will not prevent an "I" from being changed to an "F". If the course is repeated, the grade of "F" may be removed from the GPA.

A grade in a repeated course replaces the previous grade if the grade is higher than the grade attained in the previous course attempt.

A student who withdraws from a course after the official fourteenth day of class and prior to the deadline designated on the academic calendar for dropping with a "W" will receive a "W" for the course. After this date, a student may not withdraw. In extraordinary cases, the campus executive dean may authorize resignation from the institution or the dropping of a course with a "W" after the deadline. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major.

A student can challenge a final grade by the following steps:

- First, a student must request a review by the faculty of record of the course being contested.
- Next, a student can appeal the faculty of record's decision to the Dean of Campus Administration.

- Next, a student can appeal the Dean of Campus Administration's decision to the Divisional Associate Provost.
- Finally, a student can appeal the Divisional Associate Provost's decision to the Provost and Vice Chancellor of Academic Affairs, who has final decision for the College on final grade challenges.

## Grading Systems

Grade	Points
A	4.0
B	3.0
C	2.0
D	1.0
F	Failure

Other Grades	Definition
W	Official withdraw from a course and is not calculated into a student's cumulative grade point average.
P	Awarded as credit for successfully challenging a course, military course credit, or non-traditional credit and is not calculated into a student's cumulative grade point average.
S	Satisfactory grade and is not calculated into a student's cumulative grade point average.
U	Unsatisfactory grade and is not calculated into a student's cumulative grade point average.
I	Assigned for incomplete coursework and is only assigned for unavoidable and extenuating circumstances. This grade is not calculated into a student's cumulative grade point average, but it is counted in hours attempted.
AU	Assigned for a course not taken for credit and is not calculated into a student's cumulative grade point average.
R	Assigned in addition to a grade for a course that a student repeats.
T	Assigned in addition to a grade for a course that is transferred from another institution.