

# FAQ'S FOR INCARCERATED INDIVIDUALS & EDUCATIONAL DIRECTORS

NWTC RECEIVES MANY INQUIRIES FROM INDIVIDUALS WHO ARE INCARCERATED AND LOOKING TO GET INFORMATION ABOUT NWTC. WE HAVE COMPILED A LIST OF FREQUENTLY ASKED QUESTIONS TO HELP ANSWER COMMON QUESTIONS.

## APPLYING TO BEGIN A PROGRAM AFTER YOU ARE RELEASED

If you are interested in applying to a program that begins after your release date, you do not need to submit any documentation prior to your release. Once you have been released, you will need to complete an online application for the program that you are interested in. If you have questions regarding the application process, please contact an Admissions Advisor at (920) 498-5444.

## PRINT BASED CORRESPONDENCE COURSES

If you are interested in taking courses while incarcerated, view this packet for more information.

<https://www.nwtc.edu/NWTC/media/admissions/Incarcerated-Based-Learning-Info-Packet.pdf>

## AUTHORIZATION TO RELEASE ACCOUNT INFORMATION

If you are incarcerated and would like to authorize a third-party individual the right to discuss your educational record and/or act on your behalf, an Authorization to Release Account Information must be filled out, signed and submitted to NWTC. This form will allow NWTC to work with any individual other than yourself regarding your account.

<https://wwwstg.nwtc.edu/NWTC/media/admissions/Incarcerated-Authorization-to-Release-Account-Information.pdf>

## NWTC TRANSCRIPT REQUESTS

<https://www.nwtc.edu/admissions/student-records/transcript-request>

If you would like a copy of your NWTC transcript, see below for the options. Mail requests to:

NWTC Enrollment Services Transcript Request  
2740 W. Mason Street  
Green Bay, WI 54307

## UNOFFICIAL TRANSCRIPTS

For a copy of your unofficial transcripts there is no charge. You can write NWTC and include: Name, DOB, address for transcripts to be sent and student signature.

## OFFICIAL TRANSCRIPTS

There is a \$10 charge for NWTC to send your official transcripts. If you do not have access to a computer, you can write NWTC and include: Name, DOB, \$10 fee, address for transcript to be sent and student signature.

## NON-CREDIT TRANSCRIPTS

Non-credit transcripts show classes such as CPR, first aid, food service sanitation, responsible beverage server, insurance, forklift driver safety, and more. An official copy can be requested using the methods above. Indicate "Non-Credit Transcript in your letter,"

## GED TRANSCRIPTS

<https://dpi.wi.gov/ged/transcripts>

NWTC does not maintain GED/HSED transcript files. Individuals must contact the Wisconsin Department of Public Instruction.

## GED/HSED COMPLETION

NWTC partners with county jails in our district to offer GED/HSED programs. If you are interested in this program, please contact the Educational Director at your facility for information on getting started.

## REQUEST FOR INFORMATION

If you are looking to request information regarding getting started at NWTC upon your release, please fill out the below form:

<https://wwwstg.nwtc.edu/NWTC/media/admissions/InfoReq.pdf>

## FINANCIAL AID

If you are interested in applying for financial aid so you can attend NWTC upon your release, you can either print and fill out the paper application (follow instructions on application), or you can apply online.

- 2021-2022 FAFSA application (fall 2021, spring 2022, summer 2022):  
<https://studentaid.gov/sites/default/files/2021-22-fafsa.pdf>

[FAFSA Website to apply online](#)

[NWTC's Financial Aid Website](#)

## SCHOLARSHIPS

<https://www.nwtc.edu/about-nwtc/departments/foundation-alumni/scholarships>

NWTC's Foundation scholarship application is an online application. The application window is listed below:

- Fall Semester – March 1 - April 30
- Spring Semester – October 1 – November 1

## TRANSFER INFORMATION: CREDITS, CREDIT FOR PRIOR LEARNING, ETC.

If you are interested in transferring previously earned credits from a different institution, you will need to submit your official transcripts to [transcripts@nwtc.edu](mailto:transcripts@nwtc.edu) upon your release to be evaluated by our Credit for Prior Learning Advisor.

## PROGRAMS THAT TYPICALLY HAVE A WAITLIST/COMPETITIVE ENTRY PROCESS

The following are programs that typically go to a waitlist or have a competitive entry process:

- Dental Assistant
- Dental Hygiene
- Diagnostic Medical Sonography
- Electrical Power Distribution
- Medical Assistant to LPN Bridge
- Medical Lab Technician
- Nursing
- Physical Therapist Assistant
- Radiography
- Respiratory Therapist
- Surgical Technician

## PROGRAM AVAILABILITY

Some programs may only offer core classes beginning in a specific semester (summer, fall, spring). However, you can typically start by taking general education courses at any point. For specific information on when you can get started in a program, please contact our Admissions Advisors at [start@nwtc.edu](mailto:start@nwtc.edu).

## BACKGROUND CHECKS

Below is a list of programs/certificates that require students to complete a Criminal/Caregiver Background Check prior to being accepted to the program. By law, students in these programs are required to complete a Criminal/Caregiver Background Check in order to fully complete program requirements and attend clinical and site placements. Note that this is not an all-inclusive list of NWTC's programs.

Biomedical Electronics Associate Degree	Health Navigator Associate Degree
CJ – Law Enforcement Associate Degree	Human Services - Associate Degree
CJ – Professional Studies Associate Degree	Medical Laboratory Technician Associate Degree
Dental Assistant Technical Diploma	Nursing Associate Degree
Dental Hygienist Associate Degree	Nursing Assistant (less than 18 years old) Technical Diploma
Diagnostic Medical Sonography Associate Degree	Nursing Assistant (over 18 years old) Technical Diploma
Early Childhood Assistant - Technical Diploma	Paraeducator Technical Diploma
Early Childhood Education - Associate Degree	Paramedic Technical Diploma
Early Childhood Inclusion Certificate	Pharmacy Technician Technical Diploma
Early Childhood Preschool Certificate	Phlebotomy Certificate
EMT - Advanced Technical Diploma	Physical Therapist Assistant Associate Degree
EMT Technical Diploma	Practical Nursing Technical Diploma
Fire Medic Associate Degree	Radiography Associate Degree
Fire Protection Technician	Respiratory Therapy Associate Degree
Fire Science Technical Diploma	Surgical Technologist Technical Diploma
Foundations of Teacher Education Associate Degree	Therapeutic Massage Technical Diploma
Gerontology Associate Degree	Wellness and Health Promotion Associate Degree
Health Information Technology Associate Degree	