



NWTC Correspondence Courses **Spring 2024 | Term 2242**

Semester Start Date: January 16, 2024

Semester End Date: May 14, 2024

Last date to register for a correspondence course: January 30, 2024

<u>Class No.</u>	<u>Class Title</u>	<u>Catalog No.</u>	<u>Credit</u>	<u>Estimated Cost*</u>
21710	Abnormal Psychology	10809159	3	\$480.90
23014	Oral/Interpersonal Communication	10801196	3	\$480.90
21716	Developmental Psychology	10809188	3	\$480.90
22525	Economics	10809195	3	\$480.90
22986	English Composition 1	10801136	3	\$480.90
21728	Introduction to Psychology	10809198	3	\$480.90
21693	Introduction to Sociology	10809196	3	\$480.90
21668	Introduction to Diversity Studies	10809172	3	\$480.90
21304	Mathematical Reasoning	10804134	3	\$480.90
21275	College Tech Math 1A	10804113	3	\$480.90

These General Studies courses require an overall high school grade point average (GPA) of 2.6, 15 college level credits with an overall grade point average (GPA) of 2.6, or satisfactory score on one of these required assessments: TABE A, Accuplacer, ACT, or Asset. Please talk to the education coordinator at your facility about taking an assessment.

**Class fees may include cost of inclusive access. Since PBC classes require use of a different textbook, fees may vary.*

Students have one semester to complete a course.

Please be advised that there are due dates for exams and assignments to help students stay on the path to success. Exams and assignments must be mailed to NWTC for grading.

PRINT-BASED CORRESPONDENCE COURSE CHECKLIST

STEP 1 – COMPLETE ASSESSMENTS -OR- PROVIDE HIGH SCHOOL TRANSCRIPT WITH GPA OF 2.6 OR HIGHER

Please note: Prior to enrolling in a General Studies course at NWTC, you must have obtained an overall high school grade point average of 2.6 or greater or achieve a satisfactory score on one of the required assessments: TABE A, Accuplacer, ACT, or Asset. A copy of the high school transcript or assessment score must be sent to NWTC before the enrollment process can begin. Please talk to the education coordinator at your facility about taking an assessment.

STEP 2 - MAIL-IN REGISTRATION & PAYMENT

Complete the supplied NWTC registration form found on the next page.

Payment is due at the time of enrollment. If payment is not included, the enrollment will not be processed.

Include the following on the form:

- Name (include DOC# above name)
- Address (using the facility address where you receive mail)

Mail high school transcript, assessment results, registration form and check (payable to NWTC) to:

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

You will receive enrollment confirmation and a receipt once your enrollment is processed.

A few days prior to the start of the semester, NWTC will mail the course materials (syllabus, exams, and assignments) to the student.

STEP 3 – TEXTBOOKS

Contact the NWTC Bookstore: 920-498-5402 or 1-800-422-NWTC, extension 5402, for textbook information. Payment for textbooks can be made using one of the following:

- Credit card (Contact: 920-498-5402 or 1-800-422-NWTC, extension 5402)
- Check (Make check payable to NWTC Bookstore)

Mail check to:
NWTC Bookstore PBC
2740 W Mason St
Green Bay WI 54307

REGISTRATION FORM

DOC# _____



NORTHEAST
WI Technical College

STUDENT NUMBER _____ NATIONAL ID (SS#) _____ LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____ PREVIOUS LAST NAME _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
 MALE CHECK ONE:
 FEMALE U.S. Citizen
 Non-Immigrant Immigrant

AREA CODE _____ HOME TELEPHONE _____ LEGAL RESIDENT OF: _____
 VILLAGE CITY TOWN

AREA CODE _____ WORK TELEPHONE _____ AREA CODE _____ CELL PHONE NUMBER _____ DATE OF BIRTH _____

REQUIRED GOVERNMENT STATISTICAL INFORMATION
 1. American Indian/Alaskan Native
 2. Asian
 3. Black, Not Hispanic
 4. Hispanic
 5. White, Not Hispanic
 6. Native Hawaiian/Other Pacific Islander
 7. I choose not to disclose

EMAIL ADDRESS _____ DISABILITY: YES NO CHECK **YES** IF YOU ARE SELF IDENTIFYING A DISABILITY.

EDUCATION: NAME OF HIGH SCHOOL _____ CITY _____ STATE _____ H.S. YEAR GRADUATED _____ HIGHEST GRADE COMPLETED _____
 HS/ED GED® TESTS _____
 YEAR COMPLETED _____

CLASS NUMBER	CLASS TITLE	CATALOG NUMBER	START DATE	CLASS FEE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOR REGISTRATION INFORMATION,
CALL 920-498-5444
 Out-of-state residents may be responsible for additional fees.

I certify that the information on this form is true to the best of my knowledge.

Signature (required) _____ **Date** _____

The College reserves the right to cancel classes in the event of insufficient enrollments. If a class cancels, you will be notified prior to the starting date. GED® is a registered trademark of the American Council on Education and may not be used or reproduced without the express written permission of the American Council on Education. NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes. Please direct inquiries to Mohammed Bay, Director of Diversity & Inclusion/Title IX Coordinator at (920) 498-6826 or mohammedbay@nwtc.edu, 93553255, tc 919

ALTERNATIVE PAYMENT OPTIONS

****PAYMENT IS STILL DUE AT THE TIME OF ENROLLMENT EVEN IF YOU ARE APPLYING FOR FA OR VA BENEFITS****

AM I ELIGIBLE FOR FINANCIAL AID WHILE TAKING PBC COURSES?

In most cases, no. Any individual who is considered incarcerated may not receive federal student loans. Additionally, individuals incarcerated in federal or state penal institutions may not receive Federal Pell Grants.

However, if you are incarcerated in a local, municipal, or county correctional facility and you otherwise meet eligibility criteria, you may be eligible for a Federal Pell Grant. This criteria includes being enrolled in an aid eligible degree-seeking program.

IF YOU DETERMINE THAT YOU ARE ELIGIBLE FOR FINANCIAL AID, PLEASE SPEAK TO YOUR EDUCATIONAL DIRECTOR ABOUT OBTAINING A PAPER COPY OF THE FAFSA.

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

AM I ELIGIBLE FOR VETERANS BENEFITS WHILE TAKING PBC COURSES?

There is potential to use WI GI Bill if eligible.

WDVA 2029: Veteran must complete this form and return it to the school no later than the 14th calendar day of the semester.

WDVA 2030: Veteran must complete this form and mail it to the WDVA along with a copy of their DD214 to determine their eligibility.

- Eligible students must have a 2.0 cumulative GPA or higher in order to be eligible at the school.
- Student must be a current resident of WI **and** must have been a WI resident during time in service, *or* the veteran must have been a WI resident for at least 5 consecutive years immediately preceding the semester for which they register.
- The veteran must have a qualifying term of service.

Visit the NWTC website to print off any student veteran forms here:

<https://www.nwtc.edu/student-experience/veterans-services/nwtc-forms-for-student-veterans>

More information about the WI GI Bill can be found on this web page:

<https://dva.wi.gov/Pages/education/Employment/Wisconsin-GI-Bill.aspx>

IF YOU DETERMINE THAT YOU MIGHT BE ELIGIBLE FOR VETERANS BENEFITS, PLEASE SPEAK TO YOUR EDUCATIONAL DIRECTOR ABOUT OBTAINING COPIES OF THE FORMS.

TABE (A) PLACEMENT SCORES

COURSE TITLE	CATALOG NUMBER	COMPONENT	MINIMUM SCORE	COMPONENT	MINIMUM SCORE
ABNORMAL PSYCHOLOGY	10809159	SENTENCE SKILLS	7.8	READING COMPREHENSION	8.3
ORAL/INTERP COMMUNICATION	10801196	SENTENCE SKILLS	7.8	READING COMPREHENSION	8.3
DEVELOPMENTAL PSYCHOLOGY	10809188	SENTENCE SKILLS	7.8	READING COMPREHENSION	8.3
ECONOMICS	10809195	SENTENCE SKILLS	7.8	READING COMPREHENSION	8.3
ENGLISH COMP 1	10801136	SENTENCE SKILLS	9.9	READING COMPREHENSION	8.3
INTRO TO PSYCHOLOGY	10809198	SENTENCE SKILLS	7.8	READING COMPREHENSION	8.3
INTRO TO SOCIOLOGY	10809196	SENTENCE SKILLS	7.8	READING COMPREHENSION	8.3
INTRO TO DIVERSITY STUDIES	10809172	SENTENCE SKILLS	7.8	READING COMPREHENSION	8.3
MATHEMATICAL REASONING	10804134	ARITHMETIC	12.7	READING COMPREHENSION	8.3
COLLEGE TECH MATH 1A	10804113	ARTHMETIC	12.7	READING COMPREHENSION	8.3

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, the Authorization to Release Account Information form found on the following page 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.



Incarcerated Student Authorization - Release Account Information

In compliance with the Federal Family Education Rights and Privacy Act of 1974, NWTC is restricted from disclosing certain information from your student records. You may grant NWTC permission to release information from your student records to a third party by completing this form.

<input type="checkbox"/> Authorize release of student account information	<input type="checkbox"/> Rescind third party authorization
--	---

Student ID: _____ **4-Digit Access Code:** _____

*Student must choose 4-digit code and share it with third party individual(s) for them to access information.

First Name	Last Name	M.I.
Date of Birth	Phone Number	

Third party individual(s) authorized to access account information:

1. _____

First Name	Last Name	M.I.
------------	-----------	------

2. _____

First Name	Last Name	M.I.
------------	-----------	------

Effective dates _____ **through** _____

(If no dates are listed, release will be valid for one (1) year from month signed.)

Check one or more of the boxes below to indicate the records you would like released. Cross out any documents within a category you do NOT want released.

- All Records Identified below.
- Academic Records: Includes grades/GPA, demographic, registration, student ID number, academic progress, attendance/participation, early alert, advisement, and/or enrollment information.
- Financial Aid Records: Includes financial aid awards, application data, disbursements, eligibility, veteran's benefits, financial aid repayments, and/or financial aid satisfactory academic progress.
- Student Financial Records: Includes invoices, charges, credits, payments, refunds, past due amounts, third-party authorizations, holds (negative service indicators) and/or collection activity.
- Other (Indicate Specific Record): _____

This authorization does not permit the third-party designee to make any changes to your student records or the right to act on your behalf. By signing below, I consent that NWTC may disclose and discuss confidential information from my education record with the individual(s) listed above.

Student Signature	Date
-------------------	------

*Return completed form to NWTC Enrollment Services PBC, 2740 W Mason St. Green Bay, WI 54307

For Office Use Only		
NWTC Staff Name: _____	Date Received: _____	Entered in PS: _____

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	