



*Western Nevada College*

**JUMP START**

*your college degree*

***Student Handbook***

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# JUMP START

*your college degree*

The Jump Start College program is a dual-enrollment opportunity for students in participating Nevada high schools. Students enroll in college courses through Western Nevada College while simultaneously earning high school credits. Jump Start College participants have the potential to complete up to 60 college credits and earn a transfer Associate Degree through WNC.

## Program Eligibility

Western Nevada College works with local high schools to identify high achieving sophomore and junior students who have met grade requirements in Algebra II, are academically and socially mature, and interested in the opportunity to “Jump Start” their college career while still in high school. These students are assessed to determine college English 101 readiness. Interested and eligible students and parents next attend a Parent Night informational event, and finally meet with WNC and high school counselors for final approval and course registration.

### Process Steps:

- Step 1:** Discuss eligibility with high school counselor/administrator.
- Step 2:** Currently enrolled or completed Algebra II with a qualifying grade.
- Step 3:** Submit the online WNC Admissions application @ [wnc.edu](http://wnc.edu), activate password.
- Step 4:** Complete the WNC Accuplacer writing assessment.
- Step 5:** Attend the mandatory parent/student information night.
- Step 6:** Submit your Jump Start College application/authorization to your high school ([link to App](#)).
- Step 7:** WNC and high school representatives interview student and parents for final approval
- Step 8:** Register for fall classes
- Step 9:** Participate in New Student Orientation. ([July](#))

## Program Information

### New Student Orientation

Jump Start College students attend a New Student Orientation in July in order to help them prepare to make the transition to college classes. Jump Start courses are WNC courses and are instructed by college faculty. Students participate in a real college experience involving learning outcomes and expectations, while adhering to college policies and procedures. Credits earned are applied to an official college transcript, while dually transcribed toward high school graduation requirements.

First year participants are grouped together in a cohort with other high school students and complete up to 30 credits, usually 10 classes, of transfer level associate degree courses. A cohort coach is assigned to the group to provide support for college transition, mentoring, and the coach also conducts mandatory, weekly supplemental instruction workshops. Through academic advisement provided by the WNC Jump Start Counselor, second year students customize their remaining 30 credits in order to graduate from Western Nevada College with a transferable associate degree.

### Courses

A three week accelerated course is offered to Jump Start College students prior to the beginning of the regular college semester. One of the primary purposes of offering the accelerated course is to help students transition to college curriculum, make essential connections with the cohort and the coach, and earn 3 general education credits. This also affords students the opportunity to concentrate on 4 classes (12 credits) during the semester--essentially lightening the course load a bit for the regular semester. Every attempt is made by the college to offer accelerated courses prior to each semester; the variety of accelerated offerings is limited.

#### First Year Courses

<b>FALL</b>	<b>SPRING</b>
<b>Communications 101</b> --accelerated (last 3 weeks of August)	<b>Fine Art or Elective</b> -accelerated (First three weeks of January)
<b>English 101</b> - Composition I	<b>English 102</b> -Composition II
<b>Math 126</b> - Precalculus I	<b>Math 127</b> - Precalculus II
<b>History 101</b> - US History/Government	<b>History 102</b> - US History/Government
<b>EPY 150</b> - Educational Psychology--college success	TBD (social science, fine art, science)

## **Second Year Courses:**

Second year students have the opportunity to complete the sixty college credits required to earn an associate degree which is tailored toward individual transfer program goals. The Jump Start College Counselor continues to meet with students each semester to advise regarding course selection, degree attainment, and graduation procedures. Second year Jump Start College course offerings vary somewhat depending upon high school location. Jump Start programs that are located at the high school have prescriptive class schedules with their cohort, however these students also have the option to enroll in WNC campus or online courses.

### **Home School Students**

Homeschool students are welcomed and supported at WNC and in the Jump Start College program. Homeschool students follow the same steps and procedures as public school students.

Please contact the WNC Jump Start Counselor for more information. [Tricia.wentz@wnc.edu](mailto:Tricia.wentz@wnc.edu)

### **Student Success**

Student success is a primary goal of all WNC offerings. At the college level, student success requires strict adherence to academic standards and recognition of student responsibilities to help ensure students are prepared to succeed in subsequent WNC courses and at transfer institutions.

All college freshmen experience a period of significant adjustment as they adapt to the expectations of the college classroom, and Jump Start students are no different in this respect. The faster pace of the college schedule, a decrease in seat time in classes, and higher expectations on personal time management can lead to some frustration early on. Students are encouraged to communicate directly with their instructors early and often and to take advantage of coaches and other resources throughout the semester to make effective adjustments in their approach to their own success. There is a complete list of WNC resources on pages 7-8

### **WNC Cohort Coaches and Supplemental Instruction**

WNC Cohort Coaches serve as academic mentors and coaches for students throughout their Jump Start College experience. Initially coaches assist students in learning about college procedures and policies, and making the adjustment to demanding college curriculum. Coaches help by encouraging students to communicate directly with their instructors when they have questions regarding curriculum, assignments, and course expectations. They are also instrumental in referring students to college resources and tutoring services. Cohort Coaches lead weekly Supplemental Instruction (SI) workshops. Supplemental Instruction sessions include curriculum to assist students with time management, study skills, and test taking strategies. SI workshops are also a structured time for course review and planning. The Cohort

Coach/Student relationship and SI sessions are key components of Jump Start College student success and students' adaptation to the level of responsibility in college classes

### **Academic Advising and Counseling**

Jump Start students are required to meet with the WNC Jump Start Counselor every semester. The WNC Jump Start Counselor provides transition to college support as well as academic advising and assistance with course enrollment each semester. Counseling and career planning services are also available.

### **High Schools**

Jump Start students continue to receive support from their high school administrative and counseling team. Dual credit grades and credits are monitored and transcribed for high school graduation. High school student resources and activities continue to be available. The Jump Start College student is responsible for accessing information and resources at the high school in order to stay involved in school events. Students with concerns or complaints about their Jump Start classes should follow WNC guidelines in addressing these with college faculty or staff.

### **Parents/Guardians**

Parents and guardians of Jump Start College students are an essential part of the team that supports student success. It is important to be reassuring to your son or daughter and express confidence that he or she can succeed in the college environment. Talk about study skills and time management, and encourage him/her to utilize WNC campus resources. Also encourage your student to approach his or her instructors for help. Realize that children in college don't become "college students" overnight, and consequently, try not to initially expect the same grades in college that the student got in high school classes. It takes time to learn how to be a college student — how to study, how to manage time, how to understand lower assignment grades and make the adjustments that are necessary. Be patient and understanding – this process requires about one semester by which time students will have studied for and taken major exams, written papers, given in-class reports, messed up, done well, and learned what it takes to balance college classes with the high school experience. Because it is the student's responsibility to communicate with instructors, this change is often a significant adjustment for parents as well. Parents are invited to contact the Jump Start Counselor for assistance with the transition.

## Program Partnerships

SCHOOL	JUMP START COLLEGE LOCATION
CARSON HIGH SCHOOL	JUNIORS - CARSON HIGH SCHOOL SENIORS - WNC CARSON CAMPUS
CHURCHILL COUNTY HIGH SCHOOL	WNC FALLON CAMPUS
DAYTON HIGH SCHOOL	FIRST YEAR STUDENT - DAYTON HIGH SCHOOL SECOND YEAR STUDENTS- WNC CARSON CAMPUS
FERNLEY HIGH SCHOOL	FERNLEY HIGH SCHOOL
HOMESCHOOL	WNC CARSON OR FALLON CAMPUS/ONLINE
NEVADA STATE HIGH SCHOOL	WNC CARSON CAMPUS
NEVADA VIRTUAL ACADEMY	NVA-ONLINE
OASIS ACADEMY	WNC FALLON CAMPUS
PIONEER HIGH SCHOOL	WNC CARSON CAMPUS
PYRAMID LAKE HIGH SCHOOL	WNC CARSON CAMPUS
SMITH VALLEY HIGH SCHOOL	YERINGTON HIGH SCHOOL OR ONLINE
SILVER STAGE HIGH SCHOOL	SILVER STAGE HIGH SCHOOL
VIRGINIA CITY HIGH SCHOOL	ONLINE
YERINGTON HIGH SCHOOL	YERINGTON HIGH SCHOOL/Online

## **Additional Information**

### **Program Cost/Financial Assistance**

The estimated cost for tuition and books per semester at Western Nevada College is approximately \$1,900. Most high schools offer some level of tuition and/or textbook assistance, but amounts vary by school and by year. Please contact your high school counselor or administrator for current information.

Scholarships may be available, varies by semester.

### **Billing**

Each Student Center account in MyWNC will show a balance due until the district has been billed for fees that it has agreed to pay. Students will be responsible for any fees that have not been invoiced to the school district. Designated Jump Start students will not be dropped from classes when an amount due is shown on the account, however the balance must be paid prior to registration for the following semester.

Please contact the WNC Business office if you have any questions. 775.445.4221

### **Grade Reporting**

WNC Jump Start instructors use a platform called *CANVAS* for grade reporting and in some cases it is used to communicate announcements regarding assignments and course resources. Jump Start program agreements provide that the Cohort Coach can enter progress grades into the high school grade reporting program. High School counselors also are given access to the WNC *CANVAS* system.

Final official semester grades will be sent from the WNC Admissions and Records office to the high schools following each semester in order for the dual credits/grades to be reported on the high school transcript.

### **Official Transcripts**

As students are preparing to transfer WNC credits to other post-secondary institutions they will request official transcripts on the WNC website, Admissions and Records page:

**<http://www.wnc.edu/admissions/records-transcripts/#transcripts>**

### **School Calendars**

Jump Start College courses are offered during the college semester calendar and therefore may not correspond with high school calendars. Students are expected to attend and participate in courses when the college is in session and their high school is not. Accelerated classes are typically offered for the three week period preceding the regular semester. The Western Nevada College academic calendar can be viewed on the WNC website at this link:

**<http://lr.wnc.edu/calendar/academics/>**

## **[Inclement Weather](#)**

Students should be aware of the procedures that WNC faculty and staff will follow in the event of campus closure due to inclement weather or other emergency. In some cases campus closures do not correspond with high school campus closures. Campus closure notices will be posted on the college home page, and notices will be provided to all major TV and radio stations, as well as local newspapers for online publication.

There are times when the campus is open, but the instructor has cancelled a class. Information about campus closures and cancelled classes can be accessed at this link':

<http://www.wnc.edu/know-wnc-campus-closed-weather-emergency/>

When a Jump Start class is cancelled, every effort is made by the instructor, Cohort Coach, or Jump Start staff to notify the students.

## WNC College Resource

<b>Academic Advising and Counseling</b>	<p><a href="mailto:tricia.wentz@wnc.edu">tricia.wentz@wnc.edu</a></p> <p>The WNC Jump Start Counselor provides academic advising and assistance with course enrollment each semester. Counseling and career planning services are also available.</p>
<b>WNC Canvas-Grade Reporting</b>	<p><a href="https://www.wnc.edu/wnc-online/">https://www.wnc.edu/wnc-online/</a></p> <p>WNC Jump Start instructors use a platform called CANVAS for grade reporting and in some cases it is used to communicate announcements regarding assignments and course resources. CANVAS provides grade access for all WNC classes.</p>
<b>Disability Services</b>	<p><a href="https://www.wnc.edu/dss/">https://www.wnc.edu/dss/</a></p> <p>Jump Start College students may use the services provided by the Disability Support Services office, whose philosophy is to empower students to be successful in obtaining their educational goals. By providing necessary support, the DSS office can help you attain your academic, vocational and personal goals at WNC. Disability Support Services (DSS) provides qualified students with disabilities equal access to higher education through academic support services, techn</p>
<b>Library and Media Services</b>	<p><a href="http://library.wnc.edu/home">http://library.wnc.edu/home</a></p> <p>Students may use the Joe Dini Library and Student Center on the WNC Carson Campus for research, study, and computer access. Students in the Fallon area may use the Beck Library on the WNC Fallon Campus.</p>

<p style="text-align: center;"><b>WNC Bookstore</b></p>	<p><a href="https://www.wnc.edu/bookstore/">https://www.wnc.edu/bookstore/</a></p> <p>WNC has bookstores on the Carson campus and on the Fallon campus. The bookstores offer more than just textbooks – shop for Wildcats gear, gifts, and school supplies.</p>
<p style="text-align: center;"><b>Academic Skills Center</b></p>	<p><a href="https://www.wnc.edu/academic-skills-center/">https://www.wnc.edu/academic-skills-center/</a></p> <ul style="list-style-type: none"> <li>● FREE tutoring</li> <li>● Computer use.</li> <li>● Workshops: The centers offer occasional workshops on study skills topics such as time management and finals week preparation.</li> </ul>
<p style="text-align: center;"><b>Student ID Cards</b></p>	<p><a href="https://www.wnc.edu/student-life/student-id-cards/">https://www.wnc.edu/student-life/student-id-cards/</a></p> <p>A WNC identification card allows access to Dini Student Center services as well as discounts from local businesses.</p> <p>ID cards can be obtained at the Student Center Desk, located in the Dini Building at WNC Carson City. A current government issued form of identification, such as a driver’s license or passport is required.</p>

# **JUMP START** *your college degree*

## **Jump Start Career: Career and Technical Education (CTE)**

The CTE Division at Western Nevada College has a Jump Start Career program for qualified high school and homeschool students. The Jump Start Career program offers classes and certifications in:

- Advanced Manufacturing
- Automotive Technology
- Computer Information Technology
- Construction Management

CTE program offerings vary by school and location.

Interested students and parents may contact the Career and Technical Education office for detailed information about the Jump Start Career and Technical Education program.

Contact: **775.445.4272**

## Western Nevada College Contacts

WNC Personnel	Contact Information	WNC Jump Start Role
<b>Wylecia Johnson</b> <i>Fallon Outreach and Access Counselor</i>	<a href="mailto:wylecia.johnson@wnc.edu">wylecia.johnson@wnc.edu</a>	Fallon program coordination, outreach, academic advising, and counseling
<b>Tricia Wentz:</b> <i>Jump Start Counselor, Outreach Coordinator</i>	<a href="mailto:tricia.wentz@wnc.edu">tricia.wentz@wnc.edu</a>	Program coordination, academic advising, and counseling
<b>Claudette Dutra:</b> <i>Jump Start College Specialist</i>	<a href="mailto:claudette.dutra@wnc.edu">claudette.dutra@wnc.edu</a>	Cohort Coach training and support/Jump Start program assistant
<b>Piper McCarthy:</b> <i>Director of Counseling Services</i>	<a href="mailto:piper.mccarthy@wnc.edu">piper.mccarthy@wnc.edu</a>	Counseling Department Jump Start program management and supervision; Cohort Coach supervision
<b>Dianne Hilliard:</b> <i>Director of Admissions and Records</i>	<a href="mailto:dianne.hilliard@wnc.edu">dianne.hilliard@wnc.edu</a>	Admissions and Records policies and procedures, transcripts, graduation application.
<b>Kim Desroches:</b> <i>Interim Director of Liberal Arts</i>	<a href="mailto:kim.desroches@wnc.edu">kim.desroches@wnc.edu</a>	WNC liberal arts curriculum, instruction, and faculty management and supervision
<b>Dr. Georgia White:</b> <i>Director of Career and Technical Education</i>	<a href="mailto:georgia.white@wnc.edu">georgia.white@wnc.edu</a>	WNC CTE curriculum, instruction, and faculty management and supervision
<b>Cherrice Dotson:</b> <i>Accounting Assistant, WNC Business Office</i>	<a href="mailto:cherrice.dotson@wnc.edu">cherrice.dotson@wnc.edu</a>	Contact person for Jump Start College financial accounts and payments

### Non-discrimination

WNC does not discriminate on the basis of race; color; national origin; sex; disability; age; gender, including a pregnancy-related condition; gender identity or expression; sexual-orientation; protected veterans status; genetics; or religion in its programs and activities and provides equal access to facilities to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations in all programs and activities, including, but not limited to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation. Inquiries concerning the application

of non-discrimination policies and/or questions as to how to file a complaint of discrimination may be referred to the following individuals: *Title IX Coordinator*: **(775) 445-4231**; OR *Dean of Student Services*: **(775) 445-3271**; OR *Assistant Director of Human Resources*: **(775) 445-4231**; Western Nevada College, 2201 West College Parkway, Carson City, NV 89703. For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. (Rev. 09/16)

## Jump Start Checklist for Students

Months (s)	√	Activity
Fall of Algebra II math year		Make an appointment to meet with your high school counselor to determine your potential eligibility to participate in the Jump Start College program. Attend informational events provided by WNC or your high school.
February/March		Complete the Accuplacer writing/reading assessment to determine your English 101 readiness.
February/March		Upon verification of English 101 eligibility, complete the WNC Admissions Application. <a href="http://www.wnc.edu/admissions/">http://www.wnc.edu/admissions/</a>
February/March		Access personal email for WNC "Welcome" message which will include your student Nevada System of Higher Education ID number. Follow the WNC email message directions to create a personal password. The ID and password will allow access to the WNC online "Student Center" for course enrollment and account management.
March/April		Attend the mandatory Jump Start information night with a parent/guardian and complete the Jump Start application (parent and student signatures required)
April/May		Parent and Student make an appointment with the high school and WNC counselors for program intake approval and course registration.
May/June		Complete the semester with the Algebra II grade requirement for Jump Start final approval.
July		Pay WNC tuition fees through <i>MyWNC</i> student center account for any charges not paid by the high school. Purchase textbooks for courses if school district does not provide books.
July <b>SPECIAL NOTE REGARDING PROGRAM WITHDRAWAL</b>		Withdraw from accelerated course and semester courses prior to the start date if plans to attend have changed. Students will be assessed the tuition fees if withdrawal occurs after the course start date. Refer to the academic calendar for important enrollment and withdrawal dates. <a href="http://lr.wnc.edu/calendar/academics/">http://lr.wnc.edu/calendar/academics/</a>
Late July		Check out textbooks from High School designee, if provided by school.
Late July		Participate in the mandatory "New Student Orientation" and begin the accelerated WNC Jump Start course
Late August		Begin regular WNC semester Jump Start courses.

## Jump Start College - Student/Parent Agreement

Initials are confirmation of understanding and agreement with statement.

Student Initial	Agreement	Parent Initial
	Western Nevada College and your high school (or school district office) reserve the right to determine admission to the college.	
	Student and parent understand the Acknowledgements, Student's Right to Fail, and the Authorization to Release High School Records agreements on the signed Jump Start Application. Students may be exposed to adult material, subject matter, and language.	
	In order to authorize an individual WNC staff member or department to disclose information about the student's WNC educational record to another individual or agency, students should designate Admissions And Records, Financial Aid, the Business Office, and/or Counseling Services to disclose information in myWNC under "Manage Third Party Release" in the Student Center.	
	The high school is the final authority on high school graduation requirements. Students must work closely with the high school counselor to ensure that graduation requirements are met. <b>It is the student's responsibility to ensure that the college courses completed as part of the Jump Start program will also meet high school graduation requirements.</b>	
	If the student does not successfully complete the Jump Start course(s) the student may not meet high school graduation requirements.	
	Jump Start students have the same rights and responsibilities as all Western Nevada College students. <a href="http://www.wnc.edu/policy-manual/">http://www.wnc.edu/policy-manual/</a>	
	The WNC calendar for classes usually does not align with the school district calendar. Students agree to attend WNC classes as required following the college schedule..	
	Final semester grades are recorded on the official Western Nevada College transcript as well as the high school transcript.	
	Student/parent will access information from the high school regarding any fee support and understand the conditions of the fee and textbook support. WNC balances due must be paid prior to course registration for the following semester.	
	Student and parent(s) acknowledge that they will be financially responsible for failed or withdrawn/audit classes and may be required to reimburse their high school for these classes. Withdrawals, Audits, or Fail grades will be recorded on the official transcript and may impact future financial aid.	
	Student and parent agree that both high school and Jump Start counselors will be consulted if student plans to participate in the Jump Start program have changed, and prior to altering	

	course enrollment. Following consultation, the student must withdraw from courses. Counselors do not have access or authority to add or drop classes.	
	Due to transition to college level curriculum and performance expectations, college progress grades are often initially lower than earned high school grades. High school sport and extracurricular participation eligibility could be affected.	
	Weekly class attendance hours are very different in college. Full time college students are in class from 12-15 hours per week. A rule of thumb for college study is that for every hour in class, 2-3 hours are spent reading and studying. Jump Start students will manage their time to study outside of class between 24 and 45 hours each week.	
	Student will access course instructor as advised on the course syllabus, with questions or concerns about assignments, tests, or curriculum. Parents will not contact instructors, but are encouraged to contact the WNC Jump Start support staff for assistance with questions or concerns.	
	Student agrees to be an active participant in weekly Supplemental Instruction sessions as they are a proven resource to enhance academic success.	
	Student agrees to access college resources such as free tutoring, online tutoring, and writing lab services, and library/media services to support academic success.	
	Student agrees to consult with the Jump Start counselor for student support services such as counseling and advisement as needed.	
	Student and Parent(s) will contact Jump Start personnel as questions or concerns arise.	

**My signature on this form constitutes acceptance and approval of the statements listed above.**

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
Date

Representative of Western Nevada College \_\_\_\_\_

Date \_\_\_\_\_