



## START COLLEGE NOW CHECKLIST

Use this checklist to move through the Start College Now process to insure you complete all steps

- Visit [www.fvtc.edu/startcollegenow](http://www.fvtc.edu/startcollegenow) and complete the Start College Now Interest Form
- Once you receive your welcome email, log-in to Blackboard, FVTC's online learning platform, and view the Processes & Deadlines, FAQs, and Start College Now Orientation (Step 1)
- Review the Start College Now Course Guide (Step 2) and finalize class selections with high school counselor
- Print the Start College Now application. Complete and submit form to your high school by March 1<sup>st</sup> for fall or October 1<sup>st</sup> for spring eligibility.
- Submit admission application for Nursing Assistant or EMT-Basic and complete all admission requirements
- Submit pre-requisite items (ACT scores, high school transcripts, etc.), if required. This will be communicated to you in an email.
- Register for approved classes during our Start College Now open registration period
- Continue to monitor your email inbox for updates and communications from Start College Now staff and instructors



## Frequently Asked Questions:

### **Q. What is the difference between MyFVTC and Blackboard?**

A. **MyFVTC** is an online account where a student will add/drop classes, apply for admission, add or update contact information, and access their class schedule. **Blackboard** is Fox Valley Technical College's web-based learning environment used to deliver online courses by posting course materials, class discussions, assignments, and assessments on the web.

### **Q. Can I enroll in classes that are not approved on my Start College Now application?**

A. You can enroll in classes that are not approved by FVTC and/or your high school, however, these classes will not be covered under the Start College Now program; you will be responsible for full payment of tuition and materials (i.e. uniform, textbooks). You also must meet all pre-requisites listed for the class, just as you would for a Start College Now class.

### **Q. Why was my class denied by Fox Valley Technical College?**

A. Your class was most likely denied by FVTC because it was not listed in the Start College Now Course Guide or if it is not being offered in the term it was requested. Classes taken for Start College Now must be selected from this guide. The Start College Now Course Guide is designed with the success of our students in mind and the courses offered are hand-picked by each department.

### **Q. Why was my class denied by my high school?**

A. There are several reasons that a high school may deny a class – please check with your high school counselor to see why your class was denied.

### **Q. After I registered in classes, I received a bill in the mail. Am I required to pay?**

A. You do not need to pay for a course as long as it was approved by FVTC and your high school. If you enrolled in a course that was *not* approved by FVTC and/or your high school, you will be responsible for tuition and fees for that particular course.

### **Q. What is a pre-requisite? What is a co-requisite?**

A. A pre-requisite is a requirement that must be completed before you can enroll in a class. A co-requisite is a requirement that must be completed at the same time as (or, in some cases, prior to) the class you're enrolling in.

### **Q. Am I guaranteed to get into the class(es) I have been approved to take?**

A. No – Unfortunately, class sizes are limited and class times/offerings will vary, which may affect the ability of Start College Now students to enroll. In the event that space is not available or a student's preferred course(s) cannot be conveniently scheduled, the student is encouraged to list alternative courses on the application so that the school board is able to determine the acceptability of those courses when reviewing the application.

### **Q. How do I get my textbooks?**

A. FVTC uses an online bookstore called eCampus. It will be communicated in an email when textbooks are available for purchase on the eCampus website. This date can also be viewed on the Calendar on the Start College Now Blackboard. Starting on the communicated date a student can log-in to their MyFVTC Account and visit the *Manage Classes* tile and select *View my Textbooks*. This will re-direct students to eCampus and have required textbooks pre-loaded and read for checkout. SCN student will have been assigned a \$500 credit under the financial aid category to purchase their textbooks against. eCampus will then ship the textbooks directly to the student's house.



## START COLLEGE NOW APPLICATION

### I. STUDENT INFORMATION

*This section completed by student / parent*

Student Name <i>First, Middle, Last</i>	Student's Birthdate <i>Mo./Day/Yr.</i>	Gender M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
Parent/Guardian Name <i>First, Last</i>		
Address <i>Street, City, State, Zip, County</i>		

Student Phone <i>Area/No.</i>	Student Email
Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email

High School Student Attends & Projected Graduation Year	School District in Which Student Resides
Technical College to Which You Are Applying to	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input type="checkbox"/> 12
Number of College Credits Earned to Date	

Semester for which applying: <input type="checkbox"/> Spring <input type="checkbox"/> Fall    Year 20XX				<b>II. BOARD ACTION</b> <i>Completed by HS district</i>			
Check if Alternate	Technical College Course Name	Technical College Course Number if avail.	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit	No. of HS Credits
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### III. STUDENT & PARENT / GUARDIAN SIGNATURES

*This section completed by student / parent*

**STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT**, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature <b>Required</b>  ➤	Date Signed <i>Mo./Day/Yr.</i>
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**PARENT/GUARDIAN SIGNATURE—Required if student is under 18.**

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14)
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature <b>Required</b>  ➤	Date Signed <i>Mo./Day/Yr.</i>
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	<b>IV. STUDENT NAME</b> <i>This section completed by student / parent</i>	
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Student Name *First, Middle, Last*

	<b>V. HIGH SCHOOL BOARD APPROVAL</b> <i>This section completed by district</i>	
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Named student is approved to enroll for courses marked "Approved" in Section II:

Yes     No. *If no, indicate reason for denial:*

Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority <p style="text-align:center;">Robert Van Den Elzen</p>	Phone <i>Area/No.</i> <p style="text-align:center;">920-779-7900</p>
High School Board Approval Authority Signature <p>➤</p>	Date Signed <i>Mo./Day/Yr.</i>

	<b>VI. TECHNICAL COLLEGE APPROVAL</b> <i>This section completed by college</i>	
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Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Eligible to enroll    **I CERTIFY** that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).

Not eligible to enroll    **I CERTIFY** that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of Technical College Representative and Title	Phone <i>Area/No.</i>	Email
Technical College Representative Signature <p>➤</p>	Date Signed <i>Mo./Day/Yr.</i>	

	<b>VII. APPEALS</b>	
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Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.

# WISCONSIN TECHNICAL COLLEGES

## START COLLEGE NOW PROGRAM GUIDELINES FOR STUDENTS AND PARENTS

Please read carefully, check the appropriate response(s) to both sets of statements, sign, and return to the Counseling Office with the application. Applications will not be processed unless this form is returned.

If the School District pays for a Start College Now course, the course will appear on the high school transcript and the grade will be averaged into the student's GPA. If the student/parent pays for the course, it will be the parent's option to have the course listed on the transcript and included in the GPA. **THIS DECISION MUST BE MADE AT THE TIME OF APPLICATION.**

**Please check appropriate response and move onto the next section.**

\_\_\_\_ The School District is paying for my student's class(es) and the class(es) will appear on the transcript and be included in the high school GPA.

\_\_\_\_ I am paying for my student's classes, and I request that they not be included on my student's transcript or GPA.

\_\_\_\_ I am paying for my student's classes, and I request that they be included on my student's transcript and included in GPA.

\*\*\*\*\***Additionally**\*\*\*\*\*

**Please acknowledge by checking the below responses and sign below.**

\_\_\_\_ If approved for classes, the **student** agrees to attend all the Start College Now classes.

\_\_\_\_ **Student** acknowledges that he/she knows that he/she is responsible for the selection of courses, as well as checking the transferability of credits to the post-secondary institution(s) of his/her choosing.

\_\_\_\_ If my student is approved to take classes, but does not attend or withdraws before the end of the class or fails a class, we, as **parents**, are responsible for reimbursing Hortonville High School for the cost of tuition, applicable fees and textbooks.

\_\_\_\_\_  
**Parent Signature**

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

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

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

\_\_\_\_\_  
**Best Contact for Parent Email or Phone**

\_\_\_\_\_  
**Date**

**This form must be returned to the Counseling Office with your application.**