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Welcome from the Admissions Team

Thank you for your interest in Northcentral Technical College and our various health programs!

You recently completed the first step in our application process by attending a Pathways to Health Careers session either in person or online. You now have the tools you need to begin your journey at NTC.

Since Pathways can be a bit overwhelming with information, we've developed this Health Program Resource Guide to provide you with additional details and quick tips on the application process. It's designed to point you toward the resources you need to complete your Portfolio and get started in your classes.

Be sure to use the Table of Contents on the left to quickly locate the items you need.

At any time, if you have questions or would like clarification on the application process or your Portfolio, contact a member of the NTC Admissions Team at 715.675.3331 or 1.888.NTC.7144.

We wish you all the best and look forward to seeing you on campus in the near future!

NTC Admissions Team

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NTC Health Program Offerings and Career Briefs

The following is information on NTC's various health programs. Please note all salary information is from NTC's 2007 Graduate Follow-Up Summary unless otherwise indicated. NTC Program costs are estimated for the 2008-2009 school year at \$108 per credit with book approximation listed separately.

Clinical Lab Technician (CLT)

The CLT is a member of the health care team who provides clinical information for disease prevention, medical diagnosis and treatment of the patient by processing specimens and performing laboratory tests. They use sophisticated computerized equipment to analyze specimens. They also use microscopes, cell counters and centrifuges. *Successful Traits: Excellent science and math skills; Good verbal and written communication; Ability to work with others*

Salary Range: \$30,410-\$37,440
NTC Program Cost: \$7,128 (class) + \$1,706 (books)
Capacity: fall 12, spring 0
Classes: day, full-time schedule

Dental Assistant

The Dental Assistant program prepares graduates to work with dentists as they examine and treat patients. Assistants with documented skills may also carry out a variety of laboratory, clinical and office duties. *Successful Traits: Enjoy working with a wide variety of people; Detail oriented with good organizational skills; Good hand dexterity*

Salary Range (Career Infonet): \$21,400-\$37,600
NTC Program Cost: \$1,728 (class) + \$1,200 (books)
Capacity: summer 12
Classes: day, full-time schedule

Dental Hygienist

Dental Hygienists function as oral health care professionals involved in the prevention of dental disease and the maintenance of optimum oral health. *Successful Traits: Enjoy working with a wide variety of people; Detail oriented with good organizational skills; Strong reading and problem solving skills; Good hand dexterity*

Salary Range: \$44,161-\$64,000
NTC Program Cost: \$7,452 (class) + \$2,463 (books)
Capacity: summer 24
Classes: day, full-time schedule

Diagnostic Medical Sonography

Diagnostic Medical Ultrasound uses high frequency sounds waves to produce images of organs, masses, fluid collections and vascular structures within the human body. *Successful Traits: Must have good health, emotional stability, individual accountability, personal integrity and a desire to work with sick and disabled people*

Salary Range: \$51,142-\$59,197
NTC Program Cost: \$7,344 (class) + \$1,814 (books)
Capacity: fall 8, spring 0
Classes: day, full-time schedule

Electroneurodiagnostic (END) Technician

END technology is concerned with recording and studying the electrical activity of the brain. The END Technician works in close association with physicians trained in neurological diseases and disorders. Their primary responsibilities include taking END histories, operating END equipment, performing pattern recognition of evoked recordings, conducting sleep disorder studies, managing laboratory and patient, and performance maintenance of equipment.

This program is offered in collaboration with Western Technical College in La Crosse. Your classes will be at the NTC Wausau campus. Contact Western directly at 608.785.9571 or visit westernnc.edu.

Emergency Medical Technician

NTC offers basic through paramedic training within the EMT field. Members of this career field provide emergency medical care to the sick or injured at the scene and en route to the hospital. Interested individuals must first pursue the EMT-Basic license. *Successful Traits: Have a genuine desire to help people; Able to work as part of a team; Willing to work anytime during the day or night and under adverse conditions, without direct supervision*

Salary Range: \$20,000 - \$55,000
Classes: day or evening, full- or part-time schedule

Continued on page 3

Health Unit Coordinator

Learn to coordinate the activities of a hospital nursing unit and other healthcare settings; develop customer service skills and learn clerical and non-clinical functions. Oral and written communication skills, computer operation and medical order transcription will be reviewed.

This program is offered in collaboration with Mid-State Technical College in Marshfield. Your classes will be at the NTC Wausau campus. Contact MSTC directly at 888.575.MSTC or visit mstc.edu.

Medical Assistant (MA)

Medical Assistants handle both clerical and clinical duties in doctors' offices. Although duties may vary, most medical assistants take patients' vital signs, weight and measurements, and prepare them for medical exams.

Successful Traits: Have a genuine desire to help people; Able to work as part of a team; Willing to perform repetitive, routine tasks

Salary Range:	\$14,400-\$28,872
NTC Program Cost:	\$3,564 (class) + \$728 (books)
Capacity:	fall 22, spring 22
Classes:	evening, full-time schedule or hybrid online with Saturday classes

Associate Degree Nursing

Registered nurses provide expert health care, support, assistance and information to patients and their families. They manage care of individual patients in both medical and non-medical settings while consulting with attending physicians, other nurses, therapists, patients and families. *Successful Traits: Critical thinking skills; Accountability; Commitment to the value of caring; Good physical and mental health; Genuine desire to work with people; Strong reading, writing and math skills*

Salary Range:	\$25,771-\$71,552
NTC Program Cost:	\$7,560 (class) + \$2,716 (books)
Capacity:	fall 56, spring 56
Classes:	day, full-time schedule

*Note: Upon completing the first year of the Nursing program, students have the option of testing for their LPN. Student may choose to stop at that point or continue on through the second year to obtain their RN.

Pharmacy Technician

If you're ill or injured, you have access to an enormous variety of therapeutic medications, and you trust your pharmacy to correctly interpret and fill your prescriptions. Pharmacy technicians contribute to our safety by assisting pharmacists in a variety of technical tasks. If you're attentive to detail, organized, a good communicator, and like math, science, and working with people, a career as a pharmacy technician may be your prescription for success.

This program is offered in collaboration with Lakeshore Technical College in Cleveland. Your classes will be at the NTC Wausau campus. Contact LTC directly at 888.468.6582 or visit gotoltc.edu.

Phlebotomy

The phlebotomy certificate provides practical training in the collection of blood specimens by venipuncture and routine capillary puncture, and includes a 100-hour clinical phlebotomy experience.

Radiography (X-Ray)

This program prepares students for a career in diagnostic radiology (x-ray imaging). Student radiographers will learn to perform basic routine radiographic examinations, as well as the more complex procedures involving the heart, brain and spinal cord. *Successful Traits: Must be able to work as a part of a team, handle emergency situations and work under pressure*

Salary Range:	\$33,197-\$38,168
NTC Program Cost:	\$7,344 (class) + \$1,224 (books)
Capacity:	fall 20, spring 0
Classes:	day, full-time schedule

Surgical Technologist

This program prepares students to assist the physician with the instrumentation of surgery. They work side by side with the physician throughout the surgical procedure to ensure a smooth operative procedure and to maximize patient safety. *Successful Traits: Possess a strong sense of responsibility, considerable patience and concern for others; Possess manual dexterity and fine motor coordination; Perform accurately and efficiently under pressure*

Salary Range:	\$27,846-\$39,707
NTC Program Cost:	\$3,888 (class) + \$641 (books)
Capacity:	summer 18
Classes:	day, full-time schedule

Career Decisions

Career Decisions in a comprehensive self-assessment workshop that, through a series of aptitude, personality, and lifestyle tools, helps establish a focus for your future. The class consists of four sessions that are three-and-one-half hours each. Participants are offered an individual follow-up session with a program counselor. **\$30 class fee must be paid at time of registration.**

To register, contact our Registration Team at 715.675.3331, ext. 5861.

Class: 22645

Aug. 7, 14, 21, 28 (Thurs)
5:30 pm to 8:30 pm

Class: 22646

Sept. 4, 11, 18, 25 (Thurs)
9:00 am to noon

Class: 22647

Oct. 7, 14, 21, 28 (Tues)
5:30 pm to 8:30 pm

Class: 22648

Nov. 4, 6, 11, 13 (Tues/Thurs)
1:30 pm to 4:30 pm

Class 22649

Dec. 2, 4, 9, 11 (Tues/Thurs)
9:00 am to noon

Cancellation and Refund Policy
To cancel your registration and receive a refund, contact the Registration Team at 715.675.3331, ext. 5861. Except in the case of cancellation or discontinuance of courses, students must request a refund. Students who are no-shows or cease to attend without notifying the Registration Team will not receive a refund and are responsible for fees. In some cases, you may simply transfer to another section of the course.

Health Career Online Resources

Career Assessments: Check out these online assessments to help you determine the right career!

- Career Key - www.careerkey.org
- UW Help - www.uwhelp.wisconsin.edu/majorcareers/career/assess.asp
- Wisconsin's Worknet – <http://worknet.wisconsin.gov/worknet>

Health Career Sites: For specific information on careers within the medical professions, please visit the following websites. While some are directed toward a specific career field, many offer general information about health occupations.

- Health Careers Information Center - www.wihealthcareers.org
- Health Opportunities for Today and Tomorrow (HOTT) - www.mihott.com
- Northern Wisconsin AHEC - www.nahec-wi.org
- Choose Nursing Site - www.choosenursing.com
- Discover Nursing - www.discovernursing.com
- Wisconsin Society of Radiologic Technologists - www.wsrn.net
- Association of Surgical Technologists - www.ast.org

Education Sites: The following websites are online resources for information on education for health careers.

- Northcentral Technical College (NTC) - ntc.edu
- American Association of Colleges of Nursing - www.aacn.nche.edu
- Careers And Colleges - www.careersandcolleges.com
- Peterson's - www.petersons.com
- University of Wisconsin Higher Education Location Program - www.uwhelp.wisconsin.edu
- University of Wisconsin Transfer Information Site - www.uwsa.edu/tis
- Wisconsin Technical College System (WTCS) - www.witechcolleges.com

General Sites: These general links offer everything from career research and salary info to career descriptions and job listings.

- ****America's Career InfoNet - www.careeronestop.org**
- Bureau of Labor Statistics - www.bls.gov
- Careers 4 Wisconsin - www.careers4wi.org
- Career Builder - www.careerbuilder.com
- Career Consulting Corner - www.careercc.com
- Career Journal - www.careerjournal.com
- Career One Stop - www.careeronestop.org
- Career Pro News - careerpronews.bridges.com
- Career Surf - www.careersurf.com
- CollegeBoard - www.collegeboard.com/splash
- Job Star - <http://jobstar.org/tools/career/career.php>
- MSN Careers - www.careers.msn.com/
- My Salary - www.salary.com/salary/layouts/scripts/sall_display.asp
- Occupational Information Network (O*NET) - www.onetcenter.org
- ****Occupational Outlook Handbook - www.bls.gov/oco**
- Quintessential Careers - www.quintcareers.com
- Vault - www.vault.com
- Vocational Information Center - www.khake.com
- Vocation Vacations - www.vocationvacations.com
- Wisconsin Department of Workforce Development - www.dwd.state.wi.us

I've Attended Pathways. What are my next steps?

So, you've attended Pathways and know the program(s) for which you want to apply. What happens next? As outlined during Pathways you now need to create an application Portfolio. A portfolio refers to your application and additional materials required to apply to a program.

The Admission Guidelines you picked up at the Pathways session (or printed out from the online version) outline the documentation you need in order to apply. Most program Portfolios will consist of the following materials:

- Proof of completing Pathways (write the date of your attendance on your application OR include your completion confirmation from the online session)
- Copy of your high school transcripts and/or GED/HSED scores
- Copy of your college transcripts, if applicable (including NTC's transcripts if you have previously attended here)
- Proof of completing appropriate prerequisite courses
 - Biology
 - Chemistry
 - Physics
- ACT or Accuplacer test scores from within the last five years (unless you already have an associate degree or higher)
- Proof of remediation for low test scores, if applicable
- Completed application for admission
- \$30.00 application fee

Once you have completed your portfolio, mail the entire packet of materials to:

Northcentral Technical College
Attention: Admission Office
1000 West Campus Drive
Wausau, WI 54401

**** Note hand-delivered packets will not be accepted. ***
Your Portfolio must be submitted by mail.*

Upon receipt, we will review your portfolio and send you a letter confirming your pre-program acceptance status.

Please note if you submit an incomplete Portfolio or attempt to apply online, your materials will be returned to you and you will not be pre-program accepted. You will need to reapply using the correct Portfolio process.

Be sure to review the appropriate sections of this Resource Guide to help you complete your Portfolio in a timely and correct fashion.

What's In the Portfolio?

The Admission Guidelines, which you received at Pathways, serve as your checklist to ensure your application Portfolio is complete. If you decide to apply for a different program or you misplace your Guidelines, you are able to download these items directly from the NTC website by following these steps:

- Visit ntc.edu.
- From the top navigation bar select "Courses and Programs."
- From the left navigation bar select "Associate Degree/Tech Diplomas."
- Using the left navigation bar, search alphabetically or by division for your program of choice.
- Within the program information, click the "Admission Guidelines" link.

If you contact us, we are also happy to mail or email these items to you.

Portfolio Pointers

- Mail your Portfolio as soon as you have completed everything on the Admission Guidelines.
- If you are still in high school, the earliest you can mail the Portfolio is at the end of your junior year.
- There is no deadline for application. We simply accept materials on an on-going first-come, first-serve basis.

You've Got Mail! Once you have registered for Pathways, you will have access to an NTC student email account. Visit ntc.edu and click **Student Email** (top right, white text) to check your messages. Your username is your nine digit student ID number (which can be found on the top of your schedule or by calling the NTC Admissions Team) and your password is the first two characters of your first name followed by the first two characters of your last name and the last four digits of your social security number. Stay tuned to your email for the latest NTC news and updates.

Prerequisite Prompts

Please keep in mind each health program requires specific courses which must be completed before you mail your Portfolio. Check your Admission Guidelines to determine the courses you need.

NOTE the following information is for the Wausau campus classes in the upcoming fall 2008 (August 18 - December 16) semester. NTC is still determining course selection for spring 2009. If you need to take one of these courses, you are encouraged to do it over the fall.

To sign up, please contact our Registration Team at 715.675.3331, ext. 5861.

77-856-772 - Biology

Class: \$6.50 Book: \$125
22799 W 5:30p-9:30p
22793 F 8:00a-12:30p

77-856-773 - Chemistry

Class: \$6.50 Book \$115
22801 M 5:30p-9:30p
22802 Tu 5:30p-9:30p
22803 F 1:00p-5:00p
22800 Sa 8:00a-12:30p
22809 Sa 8:00a-12:30p

77-856-702 - Physics

Class: \$4.00 Book \$115
22792 M 5:30p-9:30p

For course offerings at our Regional Campus locations, please visit ntc.edu and search My>NTC.

Transcript Tips

Regardless of the time passed or the grades received, you will need to include both high school and college transcripts with your Portfolio.

There are two types of transcripts: official and unofficial. Official transcripts are sent directly from the high school or college to NTC, while unofficial transcripts are sent directly to you the student.

At the time you submit your Portfolio, unofficial transcripts and/or copies of transcripts may be used.

To obtain unofficial transcripts, contact your high school and/or previous colleges and request transcripts be sent to your home address. The school(s) may require a signature to release your name and charge a small processing fee (\$2.00 to \$5.00). If this is the case, you may also stop in at the school or send them a letter outlining your request.

If you have attended NTC, you may obtain a copy of your NTC transcripts by using My>NTC (also see page 9):

- Visit ntc.edu.
- Click My>NTC (top right of screen, white text)
- Follow the instructions to "Create Your Student Account"

If you have attended a college-level institution and would like to have your previous courses evaluated for transfer credit, you will need to request official transcripts at the time you petition for your core program classes.

Nursing Assistant (CNA) Know How

If you plan to apply to the Nursing Associate Degree program, you will need to complete a Nursing Assistant (CNA) course prior to petitioning for acceptance into core program classes and clinicals. The first step in enrolling in this class is to apply for the Nursing Assistant program. To do so, complete an application for admission (available at ntc.edu) and submit your high school transcripts. Because this is a short term program, the \$30 application fee is waived and admission testing will not be required.

The 3-credit course will last approximately 8 to 11 weeks and contains 65 hours of lecture/lab with 45 hours of supervised, hands-on experience with patients in a nursing setting. Sessions are run during the week and may be offered as day or evening courses. Typically the class/clinicals run for five to six hours per day and two to four times per week.

Once you have completed the course, you will be eligible to take the state competency written and skills exam to be certified and placed on the state and federal Nursing Assistant registry. If you intend to apply for a nursing intern job while still in school, you must be on the NA registry in order to accept such a position.

Please note you are not required to test for your CNA to apply for the Nursing Associate Degree program. You simply need to complete the course. If you intend to work as a CNA, it is required that you take the test.

Tackling Admission Testing

Prior to submitting your Portfolio you will need to complete admission testing in the form of an Accuplacer or ACT assessment.

If you are a high school student and plan to apply to four-year schools as well, you are encouraged to complete ACT testing through your high school. If you have graduated and/or do not plan to apply to four-year schools, you are encouraged to complete Accuplacer testing.

To schedule an appointment to take Accuplacer through NTC, please contact the Testing Center at your specific NTC campus of interest. Note there is a \$15.00 testing fee due at the time of testing.

Antigo	715.623.7601	Ext. 6020
Medford	715.748.3603	Ext. 7100
Phillips	715.339.4555	Ext. 7600
Spencer	715.659.5120	Ext. 7900
Wausau	715.675.3331	Ext. 1748
Wittenberg	715.253.3500	Ext. 7307

The following high school students can also schedule and take the Accuplacer through their guidance departments: Abbotsford, Antigo, Colby, DC Everest, Edgar, Loyal, Marathon, Medford, Merrill, Mosinee, Prentice, Rib Lake, Rosholt, Spencer, Tigerton, Wausau East.

For an Accuplacer preparation guide with sample questions and websites from which to study, visit ntc.edu/pdf/get_accuplacer.pdf.

Learning Center: Offering Skill Support

The Learning Center helps students brush up on math, reading, writing and study skills. Reviewing the basic skills will help you meet the testing standards for your program and get you down your chosen pathway.

The Learning Center has flexible hours, and you can set your own time and schedule within these hours.

Wausau Learning Center Summer Hours (May 20 - August 8)

Monday through Thursday

9:00 a.m. - 1:00 p.m.

5:00 p.m. - 7:00 p.m. (not on Thursday)

Friday

Closed

For additional information about the Learning Center in Wausau or at any of our Regional Campuses, Ext. 4970. **High school students, please see additional notes on page 7.**

Life After Testing

Here are a few noteworthy tips for life after testing:

If you've met the minimum test requirements, include a copy of your scores in your Portfolio.

If you haven't met testing requirements, you have the following options:

Option 1: Remediation

Remediation may be completed self-paced through the NTC Learning Center or a GOAL lab at another technical college. During your first session, you are given a short assessment (TABE) in each area requiring remediation. The assessment determines which specific skills (i.e. fractions, decimals, punctuation, etc.) need to be raised for your success.

Next, the Learning Center instructors will work with you to develop a plan to complete the remediation. Through a combination of workbooks, self-study and short reviews at the end of each workbook chapter, you will successfully recall from memory or learn for the first time the necessary skills.

Upon completion of each area of remediation, the Learning Center instructors will sign off on a progress report. Once each area has been completed, include the progress report in your portfolio and submit.

Option 2: Retest

Unless it was a bad test day, we strongly discourage you to just retest. Often times students score about the same. *Note: There is an additional \$15 test fee for each retest.*

If you have taken college-level classes it may be possible to use these classes in place of the initial testing. See your Admission Guidelines or contact NTC Admissions for guidance.

Student Support Services

In addition to the Learning Center, the following support services are available to assist you along your learning journey at NTC. For more information, call 1.888.NTC.7144.

Counseling Services

NTC Counselors provide resources, guidance and support to enable learners to succeed in achieving their individual academic, personal, career and learning goals by:

- Assist with coordinating and preparing for job shadow
- Administering career and academic planning
- Contributing counseling on personal and educational issues
- Developing goal setting
- Encouragement and motivation
- Supporting with classroom concerns and faculty communication
- Assisting with navigating NTC programs and policies

To schedule an appointment with a counselor, please call Ext. 1029.

Center for Students with Disabilities (CSD)

The Center for Students with Disabilities can assist with accommodations (i.e. alternative testing, enlarged print materials, note takers, interpreters, etc.) for students with documented disabilities. For additional information please contact the Center at Ext. 1085.

TRIO Student Support Services

TRIO Student Support Services (SSS) is Federally funded by the Department of Education and is designed to provide free academic support to college students. The Trio SSS program helps students adjust to college life by providing specialized classes and workshops. Staff members assist students with academic advising, personal and career counseling, free tutoring resources, and financial assistance information. Staff members also maintain information on campus and community resources and refer students to appropriate offices and agencies. For information, please call Ext. 4353.

Minority Student Coordinator/Advisor

Services include advisement of entry requirements, orientation to college activities, program resources and procedures and financial aid assistance for minority students. For assistance, contact Houa Lee at Ext. 1788.

Transfer & Placement Office

The Transfer & Placement Office staff helps students establish career goals or maintain a career path and offers assistance with employment searches. Additionally, they provide services for students looking to further their NTC education by transferring on for a bachelor's degree. Contact the Office at Ext. 1767.

High School Students and the Learning Center

If you are a high school student and plan to enter a health program, you can attend the Learning Center if you

- Are on track to graduate
- Have completed your junior year
- Have attended Pathways
- Have taken the Accuplacer

When visiting the Learning Center, you must present documentation from NTC's Student Services showing you have completed Pathways and the Accuplacer.

High school students meeting these criteria will be able to attend the Learning Center after 3:00 during the school year. You may also attend after 3:00 on early release days or holidays during the school year. You will be able to attend any time the Learning Center is open during the summer.

Not sure what program you want to pursue? Take an upcoming Career Decisions class. See more information on page 3.

Day Care Services

NTC is pleased to offer childcare for children age 2½ through 12 years through the YWCA Kanga Room located on the NTC Wausau campus.

The Kanga Room offers services Monday through Thursday, 6:30 am – 10:00 pm and Friday, 6:30 am – 4:00 pm.

For additional information including pricing and availability, please contact the YWCA at 715.842.3381.

My>NTC: Your Online Portal to Northcentral Technical College

To Get to "my>NTC"

1. Use Internet Explorer
2. <http://www.ntc.edu>
3. Click **my>NTC**

Login in to "my>NTC"

There is a box under the my>NTC logo where you will **enter your username and password**:

Username: 9-digit student ID (Example: 2000xxxxx)

Password: (lower-case) 1st 2 characters of first name, 1st 2 characters of last name and last 4 digits of Social Security Number (Example: John Doe's password would be jodo9999)

Click **Sign In**.

Login Problem?? Activate/Reset your Password (ie. If you can't remember ID or Password)

1. Click **Activate/Reset Password**.
2. Read the NTC Policy and click, **I Agree**.
3. **Image Validation:** Type the characters above the box, into the box. Click **Move to Next Step**.
4. Enter **Student ID OR** Social Security Number, **NOT BOTH**, then **Date of Birth**. Click **Move to Next Step**.
5. Verify the Information on the screen. Click **Move to Next Step**. (Click Cancel to quit).
6. Verify your **Email Address**. The system will default your student email into the boxes but you can change these email addresses, if desired. A confirmation email will be sent to the email address displayed. Click **Move to Next Step**. (Click Cancel to quit).
7. To confirm and process your request, click **Move to Next Step**. Select Password Display or Email Option. This designates if you will see your Password in the next step. (Click Cancel to quit).
8. **Process is Completed**. Your Email Address, Student ID and Password (if Password Display was selected) will show on the screen.
9. Click the **my>NTC** button at the bottom of the page, then login to my>NTC (see instructions above).

Signing Out

Click **Sign Out** located in the upper right hand corner of the page (Above **Submit a Comment**).

Need Additional Help?

NTC has a **Student Help Desk** to assist with problems. Please feel free to contact them with your questions.

Telephone: &15.803.1660 or 1.888.682.7144, Ext. 1660

E-mail: studenthelpdesk@ntc.edu

Degree Progress Report (unofficial NTC transcript):

A report that compares the courses needed to complete your degree to the courses you have already taken. It is useful in determining what you still need to meet the requirements of your program. It is advised that you run this report prior to online registration.

After you have logged in to my>NTC, click **View My Degree Progress**.

The report type defaults to:
Transcript & Advisement Report.
(do not change)

Click **Go** to generate a Degree Progress Report in your current academic program. Periodically, click **Check Status** until the report finishes. The system automatically transfers you to the page where you will view your report.

The **transcript** will be displayed at the top of the report, so you must scroll down to see the **degree audit** section of the report. It begins after the bolded paragraph, which is titled "**Academic Advisement Report**."

To Print Your Degree Progress Report:

1. Click the **Create PDF** button to print the report.
2. Periodically, click the **Check Status** button until the report finishes.
3. A "View PDF" link will appear to the right of the **Check Status** button.
4. Click on the **View PDF** link.
5. Click the printer icon on the tool bar to print the report.
6. Finally, click "X" in the upper right hand corner to close the report.

Petition Process: Frequently Asked Questions

Transition FAQs

Why is the process changing?

Approximately 50% of the students accepted to NTC's health programs defer or decline attendance prior to the start of classes. For a variety of reasons the waitlist has not proven to be a good barometer of when you will actually enter the program. Students place their names on more than one list and at more than one school causing a list inflation not providing an accurate reflection of anticipated start dates.

The petition process allows YOU to make the decision about when YOU are ready to start core program courses and clinical.

How does this affect my waitlist position?

Because you will now be notifying us when you are ready to begin core courses, NTC will no longer maintain a waitlist.

If you are currently on the waitlist: Your acceptance status is now as a pre-program student. You will no longer have a waitlist position or anticipated start date as start dates will be based on your pre-program acceptance date and your petition submission.

If you are submitting a Portfolio for the first time: Typically within two weeks of NTC's receipt of your Portfolio, you will be contacted by mail with your pre-program acceptance status. You will be eligible to apply for Financial Aid and begin taking general studies courses.

How do I know if I am ready to petition?

In addition to meeting the requirements outlined in the Petition Instructions, please consider the rigor of the program, how education fits into your life at this time, dedicated time to study, childcare arrangements, etc. If

you feel you need additional assistance with making this decision, please schedule an appointment with an NTC Counselor.

When do I petition?

Students wishing to begin courses will petition in February for the following fall semester (ie. February 2009 to begin core classes August 2009).

Additionally, Nursing and Medical Assistant students may petition for spring entry in September (ie. September 2009 to begin core classes January 2010).

Requirements FAQs

Why do I have to take CPR?

(Required for Dental Hygiene, Nursing, and Surgical Tech.)

CPR is required for clinical.

Why do I have to take General Anatomy & Physiology?

(Required for Dental Hygiene, Diagnostic Medical Sonography, and Nursing.)

By requiring some classes prior to petitioning, we can better assist you with scheduling, advising, and ensure you have the skills you need to be successful in your courses. Your first semester core classes will draw heavily on your knowledge base from General A&P.

Why do I have to take Microbiology?

(Required for petitioning to Dental Hygiene)

Your first semester core classes will draw heavily on your knowledge base from Microbiology.

Why am I submitting or resubmitting transcripts?

You are required to submit transcripts so we can verify coursework taken since pre-program acceptance.

Instruction FAQs

Why can't I submit my petition to my instructor or at a regional campus?

We want to ensure petition packets are received in a timely fashion and not misplaced at another campus or

through interoffice mail. To ensure your packet is received by the deadline, please drop it off directly at the NTC Admissions Office at the Wausau campus or mail your packet from a secure postal location (not a grocery or retail store).

Can I petition to more than one program?

Yes, however, you must submit a separate petition package for each program for which you wish to be considered. Please indicate your order of preference in the appropriate step of each petition form. Your order of preference should be consistent for each petition you submit.

Selection FAQs

How will students who petition be selected to start core program courses? Am I guaranteed to start when I submit my petition?

We anticipate receiving more petitions than clinical spots allotted. Therefore, we will accept students based on the following criteria:

- Students who petition will be selected based on pre-program acceptance date.
- Verification you have submitted all the required petition documents and have met all petition requirements
- Residency: Students who live within the NTC district are given first priority, followed by Wisconsin state residents. Out-of-state residents will be selected last.

These criteria are also outlined in the SELECTION section of the Petition Instructions. Students who are not selected must re-petition.

How do I know if I am in NTC's district?

NTC's district encompasses all or part of the following counties: Clark, Langlade, Lincoln, Marathon, Menominee, Portage, Price, Shawano, Taylor, and Waupaca.

While waiting to petition...

General Studies Recommendations: While you may have to wait to petition, you do not have to wait to begin your education. Prior to the petition window you can complete general studies requirements, which will lighten the load once you are in your core program classes.

Communication and Social Science Recommendations

10-801-195	Written Communication
10-801-196	Oral/Interpersonal Communication
10-809-198	Introduction to Psychology
10-809-188	Developmental Psychology
10-809-196	Introduction to Sociology
10-809-195	Economics

Science Based Recommendations

10-501-101	Medical Terminology
10-806-110	Body, Structure & Function
10-806-177	General Anatomy & Physiology
10-806-179	Advanced Anatomy & Physiology
10-806-197	Microbiology
31-806-311	Applied Microbiology
10-806-186	Introduction to Biochemistry

Computer Class Recommendations

10-501-104	Principles of Customer Services
10-501-107	Introduction to Computing

Since the classes listed above are not required for all health programs, please confirm your program curriculum to ensure you take the appropriate general requirements. This can be obtained by visiting your program through ntc.edu or by contacting the NTC Admissions Team.

Additional Training Options: The following are additional recommendations on short-term certificates and diplomas you may want to consider. Many of these will allow you to complete training in a year or less and then work in the medical field to gain experience.

Health Insurance Business, Technical Certificate

This certificate is designed to prepare you for employment in all types of health care organizations, insurance companies or government agencies associate with reimbursement.

Health Services, Technical Certificate

This certificate provides you with a broad overview of the health care services industry. Once complete, you will be able to work in a medical business office setting.

Health Unit Coordinator, Technical Diploma

This diploma prepares you for a non-clinical career in the ever-changing environment of healthcare. Learn to

coordinate the activities of a hospital nursing unit and other healthcare settings. You will learn clerical and non-clinical functions and develop customer service skills.

Medical Coding Specialist, Technical Diploma

This diploma prepares you for employment as entry-level coding specialists in health care facilities such as hospitals, clinics and physician practice groups, surgery centers, long-term care facilities and home health care agencies.

Medical Transcription, Technical Diploma

This diploma prepares you to function as a medical transcriptionist with training in medical terminology and word processing. Included is on-the-job experience. Good hearing, excellent keyboarding skills and strong grammar/spelling skills are important to be successful in this career.

Additional Education: Here are some additional certificates that are nice add-ons to a health program. As a stand-alone they do not prepare you for specific employment, rather look good on a resume and provide you with additional knowledge related to the helping professions. Additionally they can assist with your maintenance of full-time student status.

Human Services, Technical Certificate

Certificate completers will be able to demonstrate sensitivity to individuals with disabilities and/or mental illness, apply appropriate and empathetic interviewing techniques when working with persons in a human services setting, demonstrate awareness of the challenges of working in the human services field and recognize the impact of outside influences and barriers to service for consumers of human services. This certificate ladders into NTC's Human Services associate degree program.

Psychology, Technical Certificate

This certificate is for individuals in fields dealing directly with people. Surveys of employers indicate the need for employees with "soft skills," including excellent human relationship skills. This certificate is especially designed to improve "soft skills" by expanding the understanding of human behavior.

Substance Abuse Education, Technical Certificate

This certificate provides students with foundational knowledge of issues related to the abuse of alcohol, tobacco, and other drugs.

Financial Aid

What is the federal financial aid program?

Financial aid is awarded by the federal government based on your financial need and can include grants, loans, and/or workstudy dollars.

What is a grant?

A grant is very similar to a scholarship in that it is money you receive to help pay for your education. Grants are typically awarded in larger amounts (\$1000+) and may be used to pay for your classes, books, and supplies. If there is grant money left over after you have paid your initial school costs, you will receive a check for the remaining balance to be used toward living costs and necessities while you are receiving your education.

Grants are often referred to as "free money" as they are dollars you never have to repay, with the exception of your failing or dropping out of your classes. In those instances, the government would come back and ask you to repay the grant money.

What is a loan?

Accepting a loan through the federal financial aid program is just like obtaining a loan through a bank or financial institution. This is money you will receive which you will be required to pay back over a specified amount of time.

The advantage of a loan through the federal financial aid program is there is usually a smaller interest rate (sometimes no interest at all) and you generally do not begin paying the loan back until around six months after you have stopped taking classes.

What is workstudy?

Workstudy is another form of financial aid through the federal government. If you are awarded workstudy, you can obtain a job on campus and work to earn the money, just like a regular job. The advantage is the job is on campus, so you can work in between, before, and/or after your classes. It saves you from driving across town to/from another job site. Additionally, your workstudy employer knows you're going to school. If you have a big test tomorrow and you're scheduled to work this afternoon, you can talk with your workstudy employer and they will be flexible with you to give you the time off to study and prepare for your classes.

How do I apply for (grants, loans, workstudy)?

To apply for financial aid through the federal government, you will complete a form called FAFSA. FAFSA is free to complete and you will complete once each academic school year.

FAFSA will ask about your financial situation and the financial situation of your parents until you've reached the age of 24 (unless you meet other criteria identified on the form).

Once complete, you will submit FAFSA to the federal government (not NTC). They will review your financial situation and the schools/programs to which you are applying and determine your need for financial assistance. The government will then award dollars in the form(s) of grants, loans and/or workstudy.

You may be awarded each type of assistance or only one form. Then, you may choose to utilize one, some or none of the types you are awarded.

A FAFSA (financial aid application) may be obtained at any of NTC's campuses or it may be completed online at <http://www.fafsa.ed.gov>. Note: If you elect to complete the online application, you must first request a pin number at <http://www.pin.ed.gov>.

How will I know what type of aid I will receive?

The financial aid program will contact you with your award allotments once you have registered for classes. You can also use the following link to obtain an EFC (estimated family contribution) which is used to determine your aid eligibility: <http://www.fafsa4caster.ed.gov>.

When can I apply for financial aid?

You may apply for financial aid at any time. Please be aware that you will not hear from financial aid until you have been accepted to a program at NTC or another college. We encourage students to submit their FAFSA at the same time they mail their portfolio to NTC.

Scholarships

Through the NTC Foundation Office you may apply for scholarships each semester by completing a **FREE** application. Your application will be reviewed and compared with the criteria donors set for someone to receive their scholarship. You will be notified of your scholarship award and invited to attend a scholarship banquet where you will receive the award in the form of tuition vouchers. Scholarship dollars (ranging from \$25 to \$5,000) can then be used the following semester to offset the cost of your classes, books, and supplies.

Apply in late January and late August each year.

