

With the goal of stimulating the economy through education, West Virginia Northern Community College will provide free tuition and fees to dislocated workers who are West Virginia residents who wish to register for classes in one of a wide range of programs at the institution.

The offer is for those workers who have been laid off or dislocated within the past 180 days. Participants will be asked to begin courses of study by the summer '09 term which begins May 26 or the fall '09 term which begins Aug. 22.

Additional details on the tuition and required fee funding are available by attending one of three open houses scheduled from 2-6 p.m. as follows: Tuesday, May 5, Wheeling campus, B&O Building auditorium; Wednesday, May 6, Weirton campus, open lounge area; or Monday, May 11, New Martinsville campus, Room 115.

“Dislocated workers often find the job market is closed to them because of a lack of education; they are forced to re-invent themselves,” Dr. Martin J. Olshinsky, Northern’s president, said. “This tuition-free program is a viable and valuable option for them.”

According to Janet Fike, dean of enrollments management at Northern, the college will be providing free tuition and fees for the courses required, including developmental courses, to complete these programs to students who want to begin one of the following:

Degree-seeking Certificate Program (CP) in Appliance Repair, Business Career Studies, Computer Information Technology, Culinary Arts, Health Care, Industrial Maintenance, Medical Assisting, Paralegal, or,

Continuing Education online programs of study in Home Inspector Career Skill-set, Real Estate Online, Medical Transcription, Office Administrator Training, Office Specialist Certification Training, Medical Billing Career Skill-set.

Fike explained many of the CP classes are offered on any of the WVNCC campuses (Wheeling, Weirton and New Martinsville) but some programs such as Appliance Repair and Culinary Arts have classes that only are available in Wheeling.

The dean explained, “Students must apply for federal and state financial aid and those eligible for aid will be awarded those dollars prior to any free institutional dislocated worker money.” Fike added, “This program is not designed for students who will be receiving Trade Adjustment Assistance or Workforce Investment Act funds which would affect their eligibility for those programs.”

The open house informational sessions will be conducted by campus staff and will include academic counseling, financial aid information and assistance, admissions application assistance and program brochures with specific course requirements available.

Funding for the program is substantial but limited and college officials urge those interested to act quickly. Interested persons who are not able to attend one of the events should contact their nearest campus at 304-233-5900, Wheeling; 304-455-4684, New Martinsville; 304-723-2210, Weirton, extensions 8838/8848.

## West Virginia Northern Dislocated Worker Program Notes

- Tuition and fees to West Virginia residents who have been laid off or dislocated within the past 180 days. Need letter from employer.
- Begin courses of study by the summer '09 term (May 26) **OR** the fall '09 term (Aug. 22).
- Three open houses scheduled from 2-6 p.m. as follows:
  - Tuesday, May 5, Wheeling campus, B&O Building auditorium;
  - Wednesday, May 6, Weirton campus, open lounge area; or
  - Monday, May 11, New Martinsville campus, Room 115.
- Tuition and fees for the courses required, *including developmental courses*, to complete the following programs:
- All can be completed in two semesters or less attending full-time.
- **Students must apply for federal and state financial aid. Those eligible for aid will be awarded those dollars prior to institutional funds.**
- *This program is not designed for students who will be receiving Trade Adjustment Assistance (TAA) or Workforce Investment Act (WIA) funds.*
- The open house informational sessions will include:
  - Admissions application assistance
  - Specific program course requirements
  - Academic counseling,
  - Financial aid information and assistance,
- Interested persons who are not able to attend one of the events should contact their nearest campus:
  - Wheeling - **304-233-5900**;
  - New Martinsville - **304-455-4684**
  - Weirton - **304-723-2210**
    - Extensions: **8838/8848.**

## West Virginia Northern Dislocated Worker Program Notes

### Programs Available:

#### On Campus:

- **Appliance Repair Certificate Program (CP)** – 10 classes (34 semester hours)
- **Business Career Studies:**
  - **Accounting CP** – 16 classes (36 semester hours)
  - **Business Office CP** – 15 classes (36 semester hours)
  - **Legal Office CP** – 15 classes (36 semester hours)
  - **Small Business Management** – 15 classes (35 semester hours)
  
- **Computer Information Technology:** 16 classes (35-37 semester hours)
  - **CISCO Networking**
  - **Systems Development** (Web, Programming, & Database Options)
  - **A+ Computer Repair**
  - **Microsoft Applications**
  - **Microsoft Networking**
  
- **Culinary Arts** – 13 classes (35-38 semester hours)
- **Health Care** – 12 classes (33-35 semester hours)
- **Industrial Maintenance** – 10 classes (33 semester hours)
- **Medical Assisting** – 14 classes (36 semester hours)
- **Paralegal-** 13 classes (36 semester hours)

Appliance Repair and Culinary Arts have classes that only are available in Wheeling.

### Online programs through Continuing Education in: (details in fall schedule)

- **Home Inspector Career Skill-set** - 7 courses (200 contact hours)
- **Real Estate Online** – 2 courses, 6 credits
- **Medical Transcription** - 2 courses, 20 credits
- **Office Administrator Training** – 8 courses
- **Office Specialist Certification Training** – 12 courses
- **Medical Billing Career Skill-set.** – 7 courses, 16 credit hours

Date

Address

Salutation

Thank you for taking the time to attend the information session at West Virginia Northern Community College recently. We hope you were able to get useful information to assist you with your future plans. Please contact us if you need more help with the application process.

Please that documentation of your status with your former employer must be on file before WVNCC can disburse funds for the Dislocated Worker tuition assistance program. This documentation may be a company form or simply a statement on company letterhead summarizing your status and the effective date. You can send the document to our office or leave them at any of the campus service centers.

Again, we appreciate your interest in the programs at West Virginia Northern Community College and hope we are able to help you during this period of uncertainty.

Sincerely,

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