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## Student Hanbook 2003-04

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# Student Handbook

**Des Moines Area Community College**

# Table of Contents

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## **Career & Educational Planning**

Career Planning & Decision Making .....	5
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## **Enrollment & Scheduling Tips**

Scheduling Tips .....	7
Course Load .....	7
Tuition & Fees .....	8
Payment Instructions .....	8
Tuition Refund .....	8
Enrollment Changes .....	8
Transferring from DMACC to Another Institution .....	9

## **Academic Information**

Grading System .....	11
Repeat Coursework .....	12
Incomplete Coursework .....	12
Grade Reports .....	12
Scholastic Standards .....	12
Course Substitutions .....	13
Academic Semester Awards .....	13

## **Services for Students**

Academic Achievement Centers .....	15
Campus Security .....	15
Child Care .....	15
College Bookstores .....	16
Counseling .....	16
Dental Services .....	17
Educational Advising .....	17
Emergency Auto Service .....	17
Evening Weekend College .....	17
Financial Aid and Scholarships .....	17
Food Services .....	18
Gymnasium .....	18
Housing .....	18
Student Employment Assistance .....	18
Library .....	19
Lost & Found .....	20

Notary Public	20
Part-time & Off Campus Students	20
Rehabilitation Counseling	21
Students with Disabilities	21
Student Health	22
Testing Center	22
Tutoring	22
Veterans' Services	22

## **Student Life**

Student Activities	25
Student Clubs & Organizations	25
Student Activities Council	25
Voter Registration	25
Ticket Sales	26
Recreation & Wellness	26
Intramurals	26
Intercollegiate Athletics	26
DMACC Choirs	26

## **Graduation**

Degree Audit	29
Application for Graduation & Commencement	29
Graduation with Honors	29
Diplomas	29
DMACC Alumni Association	29

## **Communications on Campus**

Information Center	31
Telephone Usage & Emergency Calls	31
Bulletin Boards	31
Student Publications	31
DMACC Web Site	31
College Closings	32

## **Policies & Procedures**

Student Right to Know	35
Academic Appeals	35
Attendance and Enrollment	36
Conduct/Discipline Appeals	37
Nondiscrimination Policy	40
Parking and Traffic Regulations	40

Reporting Crimes . . . . .	40
Rights & Responsibilities . . . . .	41
Scholastic Standards . . . . .	42
Sexual Harassment . . . . .	44
Confidentiality . . . . .	44
Tobacco & Alcohol . . . . .	44
Weapons & Firearms on Campus . . . . .	45

**Other Helpful Information**

Terminology . . . . .	47
Study Strategies . . . . .	48
Miscellaneous . . . . .	49

**Where to Go for What**

Ankeny Campus . . . . .	52
Boone Campus . . . . .	54
Carroll Campus . . . . .	56
Newton Polytechnic . . . . .	58
Urban Campus . . . . .	60
West Campus . . . . .	62

**Note to Students**

This Student Handbook is intended to provide an overview of DMACC Services, Board Policies and Administrative Procedures most likely to be of interest to DMACC students. This Handbook does not address all of the services available, or the policies and regulations affecting DMACC students. If students have questions or concerns not addressed in this Handbook, it is their responsibility to consult appropriate DMACC staff, or the full text of policies and procedures available at all DMACC campuses. DMACC students are obliged to be familiar with policies and procedures affecting their activities. Ignorance of policies and procedures will not excuse violations.

DMACC reserves the right to change, without notice, the services, policies and procedures of the college.

Date of publication, May 2003.

# Career & Educational Planning

- I'm not sure what I want to do. Where can I get some assistance?  
—Career Counseling
- What skills and education are required for the careers in which I'm interested?  
—Career Resource Center
- What jobs are in demand?  
—Career Resource Center
- Are there any "tests" that will tell me what I "should" do?  
—Career Counseling & Career Resource Center



# Career Planning & Decision Making

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Because many students pursue a general education at DMACC, some may find it advantageous to research the area or areas in which they will be majoring. Students need to gather information, evaluate the information, consider their personal values and goals, and make meaningful decisions based on consideration of alternatives and on the information gathered. They should spend time considering their choices and ask themselves questions such as:

- **What are their long-range goals?**
- **What are the hobbies or interests they would like to pursue at DMACC?**
- **Do they want a major that will teach a specific skill, or one that will lead to a broader education?**
- **What skills and talents do they have?**
- **What do they want out of college?**
- **Have all the possible alternatives been considered?**

For assistance in choosing an educational program or career goal, contact the Counseling, Advising and Placement Offices in Building 1, Ankeny Campus or the Student Services Office at Boone, Carroll, Urban, Newton Polytechnic, or West Campuses.

## Career Assessment Tools to Aid Planning

There are paper and pencil assessment tools that will help students evaluate their interests, experiences, abilities and personality: Career Ability Placement Survey (CAPS), Career Orientation Placement & Evaluation Survey (COPES), Self -Directed Search, and the Myers Briggs Type Indicator.

A computerized career guidance system called CHOICES will identify careers based on a personal interest checklist and provide up-to-date information for approximately 684 occupations. An on-line Strong Interest Inventory is also available. Carroll Campus features the computerized system DISCOVER with information on over 1200 occupations.

The Career Resource Centers located on the Ankeny and Urban campuses provide information about school opportunities and job characteristics. Occupational information builds student awareness of educational requirements, skills needed, job comparisons in similar careers, and employment opportunities. The educational information describes majors available at all Iowa schools, schools outside Iowa, admission processes, costs, and transfer plans. Career counselors will help students further evaluate the information they have obtained and assist them in their career planning process.

# Enrollment & Scheduling Tips

- Do all the tuition and fees have to be paid at once?  
—Payment Procedures
- What do I need to consider if I'm planning to transfer?  
—Transferring From DMACC
- I'm in classes now, but where do I go for help in planning my next term schedule?  
—Counseling/Advising



Scheduling Tips  
Course Load  
Tuition & Fees  
Payment Instructions

Tuition Refund  
Enrollment Changes  
Transferring from DMACC  
to Another Institution



# Scheduling Tips

**The following outline provides tips for planning a student class schedule:**

- Review the course requirements for the specific degree program as listed on the Program Information Brief.
- If the courses for the program are listed term by term, then follow that sequence as closely as possible. Contact an advisor, counselor, or program instructor with any questions or problems.
- Review test scores (ACT/SAT scores or COMPASS scores), high school grades, and relevant college courses to help in determining the level of classes in which to begin. Be honest and schedule adaptor courses if necessary. Remember adaptor courses are remedial classes with the purpose of helping to increase skills in English, mathematics and writing. In other words, skills necessary to complete an educational degree.
- Write down the classes needed or desired for the term. Plan to schedule a balanced load. It is best to fill class schedules with a variety of subjects in order to avoid overloading in one subject area or overloading with classes requiring a lot of reading. For example, a student may choose to register for a math class, an English class, a psychology class, and an interesting elective class.
- Refer to the Course Descriptions in the catalog to make sure all prerequisites have been met.
- Check the Credit Course Schedule to determine which classes are available and how many sections are being offered for each relevant class.
- While planning class schedules, start with the classes that have the fewest sections being offered, and work around those. Then fit in the classes with the most sections being offered.

## Course Load

When planning class schedules and deciding on the number of classes to take, it is important to consider individual abilities, work obligations, family obligations, and commitments to other outside activities.

During a fall or spring term, a course load of 12 credits or more is considered full-time; during the summer term, 8 credits is considered full-time. Suggestions for determining an ideal course load are outlined below. These suggestions refer to the fall or spring terms only, and are not appropriate for determining summer term course load.

<b>High School Record</b>	<b>Suggested Course Load If Not Working</b>
Mostly A's and B's	15 – 16 credit hours
Mostly B's and C's	14 – 15 credit hours
Mostly C's	13 – 14 credit hours
Mostly C's and D's	12 – 13 credit hours
<b>Employment Obligations</b>	<b>Suggested Course Load</b>
40+ hours/week	3 – 4 credit hours (1 course)
30 – 40 hours/week	3 – 6 credit hours (1 – 2 courses)
20 – 30 hours/week	6 – 9 credit hours (2 – 3 courses)
Less than 20 hours/week	12 – 16 credit hours (4 – 5 courses)

# Tuition & Fees

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Please refer to the current Credit Course Schedule for tuition and fee rates.

## Payment Instructions

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Credit classes will be canceled if payment or payment arrangements are not made by the payment due date. Please refer to the current Credit Course Schedule for payment due dates and payment plan options.

## Tuition Refund

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Students who withdraw from a class or classes and complete the formal withdrawal/drop procedure may receive a tuition refund. The amount of refund is dependent upon the number of credit hours dropped and the date notification is received by Student Records. Please refer to the current Credit Course Schedule for tuition refund deadlines.

## Enrollment Changes

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**Adding or Dropping a Course:** Students may add a credit course through the first five days of the semester. Course adds can be in person, by phone, mail, fax, or via the internet. Students are not permitted to attend a course unless officially registered for the course.

Students may drop a credit course through the 50th class day of the fall and spring semesters and the 30th class day of the summer term. The last day to drop a course offered during terms other than fall, spring, and summer semesters depends on the length of the term; the applicable date is published in the schedule of classes and is also available by contacting the registration office. Courses dropped during the first week of the semester will not show on the students' transcript. Courses dropped after the first week and through the deadline will be shown on the transcript and will be assigned a grade of "W".

Deadlines for dropping courses are different than refund deadlines. Information about refund deadlines can be found in the schedule of classes published before each semester, or by contacting the registration office.

Students who withdraw from a course will not be permitted to continue attending the course. Students who have a financial "hold" on their records due to unpaid obligations will not be permitted to drop courses.

Students may be administratively dropped from courses for non-attendance.

**Auditing a course:** Up through the final drop date, students may change a class to audit status by completing a drop/add form or by providing written notification by mail or by fax. Check with the Student Records office for the drop deadline for the course. Tuition and fees for an audit course are the same as for credit. If a student takes a course as an audit, it will not count as credit toward their program of study. Once this procedure is completed, the course may not be changed back to credit status. Students auditing a course are expected to attend the course but are not required to complete regular assignments or exams.

**Changes in major or program:** Students who want to change their major/program should first visit with a counselor/advisor for details about the major, including entry requirements and enrollment availability. Next, students must complete a new admission application. The completed application should be returned to the Admission Processing Office in Building 1 on the Ankeny Campus. Program changes will become effective once students have been officially accepted into the new major/program. Changes in major/program need to be made prior to registering for courses in the new major.

**Enrollment Verification:** Students needing official verification of enrollment statements for insurance purposes, loan deferments, or any other reason, may submit a written request either in person, by mail, or by fax to the Student Records office at their particular campus. Phone requests are not accepted. Student signatures are required for release of information. All enrollment verification requests will be processed through the Ankeny campus.

**Name Changes/Address Changes:** Students wishing to change an address or a name must submit written notification to the Student Records office at their particular campus either in person, by fax or by mail. Student signatures are required before changes are made, therefore telephone requests cannot be accepted.

## Transferring from DMACC to Another Institution

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Students planning to transfer from DMACC to a four-year college should begin preparing for transfer as early as possible to ensure a smooth transition. The following outline provides tips for a successful transfer:

- Meet with a DMACC counselor or advisor each semester to schedule classes for the upcoming semester and discuss transfer plans.
- Keep a copy of all the college catalogs from all colleges attended. These may be needed when discussing transfer credit.
- Students who have not decided on a transfer college should start researching and visiting four-year colleges as soon as possible. Students may research different colleges in the Career Resource Center or on the College Source On-line website at [www.collegesource.org](http://www.collegesource.org).
- Students who have selected a transfer college should set up an "official" campus visit as soon as possible. When scheduling a visit, ask for an appointment with an advisor. It is important to take good notes. Also, remember the names of those people who assist with the college visit.
- Request a college catalog, an application, and scholarship information.
- Complete an application for admission to the selected college or colleges. Apply early! Many colleges set firm application deadlines.
- Request to have all college transcripts sent to the transfer school. In order for transcripts to be sent to the transfer school, students must contact each college attended and request that they release all academic transcripts to the selected transfer college.
- Complete financial aid, scholarship, and housing applications. Watch for deadlines and complete all materials as early as possible.
- Attend an orientation/registration day at the transfer school. Some colleges allow students to pre-register for classes. Be alert to any registration/orientation procedures and stay in touch with the transfer school.

# Academic Information

- What's a G.P.A. and how do I figure it?  
—Computing GPA
- If I haven't done well in my courses this term, what are my options?  
—Repeat, Incomplete, and Scholastic Standards
- Can a course be repeated for a better grade?  
—Repeat Coursework



Grading System  
Repeat Coursework  
Incomplete Coursework

Grade Reports  
Scholastic Standards  
Course Substitutions  
Academic Semester Awards

# Grading System

The grading scale and designations for DMACC coursework are listed below. Please note that it is the option of each faculty member whether or not to incorporate the plus/minus values into their grading scale. The course syllabus should specify the grading scale.

Letter Grade	Numerical Value
A .....	4.00
A- .....	3.67
B+ .....	3.33
B .....	3.00
B- .....	2.67
C+ .....	2.33
C .....	2.00
C- .....	1.67
D+ .....	1.33
D .....	1.00
D- .....	.67
F .....	.00

## Other Grade Designations:

W - Withdrawn	P - Pass
I - Incomplete	T - Testing
N - Audit	L - Life Experience

## Computing GPA

The method of computing grade point average (GPA) is as follows:

- Multiply hours of credit in each course by the appropriate numerical value to find the quality points.
- Total the quality points earned.
- Divide the total quality points earned by the total number of semester hours taken (excluding courses in which a "W", "I", "N", "P", "T", or "L" were received).

### Example:

	Semester Hours	Grade	Quality Points
Composition I .....	3	X . . . B+ (3.33) =	9.99
Fundamentals of Speech .....	3	X . . . A (4.00) =	12.00
Finite Mathematics .....	4	X . . . C- (1.67) =	6.68
Intro to Computer Literacy .....	3	X . . . C+ (2.33) =	6.99
Elementary Spanish .....	4	X . . . D+ (1.33) =	5.32

**TOTAL** .....

17 semester hours	40.98
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Divide 40.98 points by 17 semester hours = 2.411

# Repeat Coursework

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Students may repeat a course previously taken at DMACC if the course is currently being offered. When a course is repeated, only the grade point value of the last grade earned will be included in calculating the grade point average. Earlier grades recorded for the repeated course will remain on the transcript record, but will be excluded from the GPA calculation. Withdrawing from a course that is being repeated and receiving a grade of "W" does not constitute a course retake.

## Repeat Symbols

I - Grade value included in the GPA calculation

E - Grade value excluded in the GPA calculation

The repeat symbol will be noted in the far right column on the transcript record next to the respective course.

**Example:**

FL 92-93	PSCH 101	D	3.00	E
SP 95-96	PSCH 101	A	3.00	I

# Incomplete Coursework

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Students unable to complete some portion of assigned coursework during the regular term may sign a contract with the instructor's approval for an "I" (Incomplete grade). Students must complete the course by the deadline established by the instructor and specified in the "I" contract. This date may not exceed the midterm date of the following term. If there are extenuating circumstances an Extension of Time Contract may be filed granting an extension to the end of the following term. No extensions may be granted beyond the end of the following term. "I" grades are automatically converted to F if the grade earned is not recorded within the specified time period.

# Grade Reports

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Final grade reports are issued from the Office of Academic Records approximately one to two weeks after the end of a term.

Progress grade reports are issued from this same office prior to midterm and the deadline for dropping classes. This report notifies students who are not progressing satisfactorily (receiving F, D-, D, D+, or C- grades) of services available to help them improve their academic performance.

# Scholastic Standards

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**Please see the Policies & Procedures section of this handbook.**

# Course Substitutions

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On a limited basis, students may request course substitutions in their programs of study. Course substitution is defined as “the replacement of one course with another.” Course substitutions will be allowed only:

- In clearly warranted situations, such as a scheduling conflict beyond the student’s control.
- When the student clearly demonstrates knowledge/competency in the subject area for which the substitution is requested and when such knowledge/competency is accurately assessed through measures such as testing, documentation of prior coursework, or certification.
- When the substituted course reflects similar or complementary content/skills.
- As a reasonable accommodation for a student with a disability. (See the procedure titled Reasonable Accommodations for Applicants for Admission and Students with Disabilities.)

Non-core courses may not be substituted for courses designated as core requirements for a particular academic award. Adjunct courses may not be used to meet degree requirements other than electives. In programs exceeding twenty-four (24) semester credit hours, no more than one-eighth (1/8) of the total number of credits may be substituted. In programs of fewer than twenty-four (24) semester credit hours, only one (1) course of up to four (4) semester credit hours may be substituted.

Students who wish to request a course substitution should contact the program chairperson in their area of study.

# Academic Semester Awards

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**Dean’s List:** Students who have earned 6 credits in any term with a 3.500 to 3.99 grade point average are honored by being named to the Dean’s List. Students are mailed a certificate from their respective Dean and the names of students on the list are published in their “hometown” newspaper.

**President’s List:** Students who have earned 6 credits in any term with a 4.00 grade point average are honored by being named to the President’s List. Students are mailed a certificate from the president and the names of students on the President’s List are published in their “hometown” newspaper.



# Services for Students

- What is the application process for financial aid?  
—Financial Aid
- Where can I find out about part-time jobs or workstudy?  
—Job Placement
- How do I get help with my resume and interviewing questions?  
—Job Placement
- Where can I get some help with my coursework if I'm having problems with a class?  
—Academic Achievement Center or Tutoring
- I have no health insurance, what kind of assistance is available?  
—Student Health
- I'm not certain what courses should be taken next. Can I get some help in planning?  
—Counseling/Advising
- What accommodations are available for students with disabilities?  
—Services for Students With Disabilities

Academic  
Achievement Centers

Campus Security

Child Care

College Bookstores

Counseling

Dental Services

Educational Advising

Emergency Auto  
Service

Evening/Weekend  
College

Financial Aid and  
Scholarships

Food Services

Gymnasium

Housing

Library

Lost & Found

Notary Public

Part-Time and Off  
Campus Students

Rehabilitation  
Counseling

Students with  
Disabilities

Student Employment  
Assistance

Student Health

Testing Center

Tutoring

Veteran's Services



# Academic Achievement Centers

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The Academic Achievement Centers located on each campus are available to all full-time and part-time students in the following categories:

1. Students seeking assistance with college course work, especially in the areas of math, science, English, reading, and study skills.
2. Adults working toward high school completion (GED or adult high school diploma) or completing a program of basic literacy skills (ABE).
3. Students pursuing studies for academic upgrading, prerequisites, or enrichment.

Instructors will diagnose academic skill levels, establish individual programs of study, and assist in the learning process. Students progress at a pace based on ability, interest, needs, and time available for learning.

Computer services are also available in the Academic Achievement Centers. These services include various educational and support programs in many areas, and a computer-based educational system (PLATO).

Contact the Academic Achievement Centers at each campus for additional information.

## Campus Security

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Law enforcement and security are provided as warranted by existing conditions to help ensure the safety and security of our campuses. DMACC provides 24-hour/7 day security officer patrol of the Ankeny Campus. At the Urban Campus, security officer patrol is 7 a.m. through 10:30 p.m., Monday through Thursday; 7:00 a.m. through 3:00 p.m. Friday; and 8:00 a.m through 12:30 p.m. Saturday. Security measures may include uniformed security guards, closed circuit television, building security systems, exterior lighting, courtesy phones, and attention to landscape materials. In addition, the Ankeny, Des Moines, Boone, Carroll, Newton and West Des Moines Police Departments patrol and assist the College in their respective jurisdictions. DMACC Security personnel administer traffic and parking regulations and provide assistance to the college community.

## Child Care

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The DMACC Child Development Center on the Ankeny Campus provides child care for the children of students and staff. Children ages 2 - 5 are eligible for child care during normal College business hours. Children must attend on a full or part-time regularly scheduled basis. The child care center is open year around on student contact days only. There is generally a waiting list. To make application or for more information call 515-964-6588.

# College Bookstores

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The College bookstores are located at all DMACC campuses to serve students, faculty, and staff.

In addition to course requirements, the bookstores stock supplemental study aids, paper products, office supplies, calculators, cassette recorders, computer supplies, seasonal and everyday greeting cards, imprinted gift items, and up-to-date college fashions.

Hours of operation vary at each campus. Check with each bookstore for more information. During the first week of each semester, hours will be extended to accommodate evening and weekend students. During student breaks all bookstores will close early. Hours will be posted.

A cash register or financial aid receipt is required for a full refund or exchange of any textbook. Textbooks may be returned within 14 days from the beginning of each semester, as long as the textbook is in the same condition as when purchased. Check with the bookstore for further details of the Bookstore Return Policy. Materials purchased with a check require ten working days for a cash refund.

Students whose books do not qualify for a refund are encouraged to use the book buyback at the end of each semester. Check with the bookstore about further details regarding the Buyback Policy. Representatives from wholesale companies may be present at the beginning of the semester and mid-term. Notices will be posted at least two weeks before the end of the semester with all necessary information.

Textbook purchases should be made at the campus location of the class. Students with classes in Des Moines should purchase their books at the Urban Campus bookstore. Mail orders from the Ankeny Campus bookstore are available for other off-campus courses. MasterCard, VISA and Discover charge cards are accepted. A picture I.D. is required when writing a check in the bookstore. Students with prewritten checks from parents must also present a picture I.D. Checks must be written for the amount of purchase only and payable to DMACC or Knowledge Knook Bookstore.

Students receiving funds from an agency must pick up a voucher in Student Accounts before purchasing books and supplies.

Picture IDs are required for all Financial Aid and Voucher purchases.

# Counseling

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The College provides professional counselors to assist students in career and educational planning and in solving problems of a personal nature. Counselors help students make decisions and plan for a successful future. Counselors are available to help students choose an educational program or career direction, recommend and interpret career tests and inventories, examine mid-career options, discuss anticipated academic difficulties, and develop an appropriate course of study.

Students who experience difficulty or dissatisfaction with their curriculum are encouraged to make use of the counseling services to explore options or an alternative course of action with a counselor. Counselors can also provide assistance with study skills, developing satisfying personal and social relationships, solving financial problems, and getting through a crisis.

Counselor services are available to assist all students including those in evening classes and at off-campus sites. Contact the most convenient campus for further information.

# Dental Services

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Dental Hygiene students on the Ankeny Campus provide the following preventive dental services for DMACC students and the community at a reduced fee: Cleaning of teeth, home care instruction, sealants, polishing fillings, fluoride treatment, x-rays, study models, nutritional counseling, blood pressure, and oral cancer screenings. To schedule an appointment call 964-6280.

## Educational Advising

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Educational advisors are available to assist students in planning their educational programs, meeting graduation requirements, further developing their academic skills, and using resources of the College to meet their educational needs. Assistance is given in selecting a transfer institution and the transferring of credits. The value of the degree, diploma, and certificate programs is explained. For more detailed information on advising services, please go to our advising website at [www.dmacc.edu/advising](http://www.dmacc.edu/advising).

## Emergency Auto Service

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On the Ankeny Campus, students with cars that won't start, have low tires, or locked keys in their car should contact campus security at Ext.#6500 (964-6500 off campus). Assistance may be obtained from the Security officer or, if Security is not available, a commercial car service in Ankeny may be called. DMACC security service is provided free of charge, but charges of any commercial car service will be the full responsibility of the student. At the Boone and Carroll Campus, maintenance staff will assist with starting cars. At the Newton Campus, jumper cables may be borrowed from the Newton SAB through the Information Desk. At the Urban Campus, jumper cables may be borrowed from Security.

## Evening Weekend College

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Courses offered evenings and weekends provide opportunities for degree completion, career development/enhancement and cultural enrichment, in both credit and continuing education format, for students who are unable to take classes during the day.

The Evening/Weekend College provides support to the full range of services offered for students, faculty and staff during evening and weekend hours. Support is also provided for the Television, Iowa Communication Network (ICN), On-line, Off-Campus Credit, and Continuing Education courses. For further information on the Ankeny Campus, call (515) 964-6286 or 1-800-362-2127 ext. 6286. For services available at the Boone, Carroll, Newton Polytechnic, Urban, and West Campuses, call their main campus numbers (See "Where To Go For What" section).

## Financial Aid and Scholarships

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For current scholarship opportunities and financial aid information, please visit our website at [www.dmacc.edu/financial.htm](http://www.dmacc.edu/financial.htm).

# Food Services

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Vending machines are available at each campus. The Ankeny, Boone, Urban and West Campuses have food services where food is prepared on site. For formal dining, the Culinary Arts students on the Ankeny campus operate the Bistro located in Building 7.

# Gymnasium

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There are indoor recreational facilities on the Ankeny and Boone Campuses. Schedules of the events and guidelines for utilization of the facilities are available.

Recreation/Wellness Services serve students' recreational needs. All current Des Moines Area Community College students are eligible to participate in Recreation/Wellness Activities.

At the Ankeny Campus, indoor facilities accommodate basketball, volleyball and indoor track. Free weights, CYBEX equipment, exercise bikes, stair climbers, treadmills, and locker rooms are also available for student use. Lockers, padlocks, and towels may be rented on a daily or semester basis.

Gym and Exercise Room Schedules are available at the Gym office and schedules may vary due to special events.

Open Recreation: Facilities may be used by current students, staff/faculty and alumni.

Family Recreation: Facilities may be used by current students, staff/faculty and alumni. Members may bring only their immediate family or one guest.

Please do not bring children before 5:00 P.M., as they will not be permitted in the facilities until then. Students, staff/faculty, and alumni MUST be with their family when using the facility. Evening gym hours will be posted on the bulletin boards around campus.

# Housing

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For student housing options and area apartment information please refer to DMACC's website at [www.dmacc.edu/student\\_services/housing.htm](http://www.dmacc.edu/student_services/housing.htm).

# Library

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Library services are provided at the Ankeny, Boone, Carroll, Urban, Newton and West Campuses. The DMACC Libraries' Web page at <http://www.library.dmacc.edu> provides students with access to INNOPAC, the library online catalog, numerous research databases, including EbscoHost, which includes full text articles from over 3,000 periodicals as well as abstracting and indexing for over 6,000 titles, and Lexis/Nexis Academic, links to Internet search tools and other useful Web sites, links to other Iowa libraries, "Ask a Librarian" e-mail reference service, and more detailed information about the library and its services. Students with Internet access at home can access our research databases using their name and library barcode number. The DMACC Libraries are full members of the Online Computer Library Center, Inc. (OCLC), an internationally recognized bibliographic utility, which provides important products and services to libraries and their users. DMACC is a member of the Polk County Biomedical Consortium, a group of health science libraries affiliated with the National Library of Medicine. DMACC also

participates in the State Library of Iowa's Open Access Program, which allows our cardholders to borrow materials from other participating libraries.

## **Ankeny Campus**

The Ankeny Campus Library has 36,000 volumes in the book collection, 250 active periodical subscriptions, and 2,500 videos and other non-print materials. The collection emphasizes subjects related to the College curriculum, including the Humanities, Social Sciences, Natural and Health Sciences, business and technology. Interlibrary loan service is available at no charge to DMACC students and staff for books and articles not owned by our libraries. Facilities include research workstations with Internet access, photocopiers, color printer and scanner, media viewing/listening, study carrels, tables, group study rooms and lounge seating. Library orientation sessions for individual classes are available upon request of the instructor.

## **Boone Campus**

The Boone Campus Library has a collection of approximately 19,000 circulating and reference books, 175 periodical subscriptions, compact discs, audio books, and a large collection of videos. Material not owned by the Library can be obtained through interlibrary loan at no charge. It also participates in the Open Access program through the State Library. The Library also provides access to the 40-station student computer lab at the Boone Campus. In addition, Library Instruction classes (LIBS120) and Internet Research classes (LIBS123) are offered by the staff each semester.

## **Carroll Campus**

The library at the Carroll campus has a collection of books, periodicals, audiovisual materials and electronic resources. The library collections of all DMACC campuses are located on the INNOPAC, the electronic database, and students can intra-campus loan these materials. Library orientation classes and additional instruction on computer database searching are provided upon request at the Carroll Campus Library. These resources provide students with the tools to locate the materials needed for assignments and life long learning. The Carroll Campus Library facilities include a computer lab, the testing center, academic achievement center, an elementary curriculum library and multi-media storage area for media equipment availability and check out.

## **Newton Polytechnic**

The Interactive Learning Center (ILC) at the Newton Polytechnic campus houses a growing collection of academic, research, and leisure reading books, as well as a number of periodical, newspaper, and audiovisual titles. Students may conduct on-line research via the DMACC Library website ([www.library.dmacc.cc.ia.us](http://www.library.dmacc.cc.ia.us)) at the computer stations located in the ILC or from their home computers. The ILC also houses instructor reserve materials and is the designated location for students to take make-up exams and quizzes. Students who enrolled in telecourses may view telecourse videotapes for these courses in the ILC. Students may borrow materials housed at any of the other DMACC libraries by processing an interlibrary loan request at the ILC.

## **Urban Campus**

The library at Urban Campus has a book collection of more than 13,000 volumes. This collection reflects the courses of study for the College, including a reference collection unique to the Urban Library that compliments the legal assistant program.

In addition to the book collection, the Urban Campus Library subscribes to a large number of periodicals

and has many more periodicals available on-line along with other reference databases. There is a collection of video tapes that supplements the textbooks in accounting and mathematics, video tapes for the telecourse division of the College, and video tapes to amplify a variety of subjects. There is a pamphlet file of materials to use in research.

Students can access materials from other libraries through interlibrary loan services. Study facilities and audio-visual equipment are available in the Library. Assistance in the use of the library and its materials can be obtained from the library staff.

## **West Campus**

The Interactive Resource Center (IRC) at West Campus will assist students in accessing the resources available through the Ankeny campus and other participating libraries.

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## **Lost & Found**

If students lose or find an item on campus, contact the Student Activities Office at the Ankeny Campus, the main office at Boone, Carroll, Urban, or West and the Information Desk at the Newton Campus, where the "lost and found" service is maintained.

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## **Notary Public**

Free Notary Public service is located at both the Information Center and the Student Activities Office on the Ankeny Campus, the main office at the Carroll Campus, the Business Office at the Urban Campus, the Information Desk at the Newton Campus, and the Executive Dean's Office at the West Campus.

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## **Part-time & Off Campus Students**

DMACC part-time and off-campus students, including those who are registered for an evening/weekend or off campus, TV, on-line, or Iowa Communication Network (ICN) class, are encouraged to utilize the College's services, and they are obliged to be familiar with the College's policies and procedures.

Departments that may be of particular assistance include:

- Evening /Weekend College, Ankeny Campus .....515-964-6286
- Off-Campus Credit, District Wide .....515-964-6491
- TV Courses, District Wide .....515-964-6422
- ICN, District Wide .....515-964-6856
- Educational & Career Planning (All Campuses) .....800-362-2127
- On-line Courses .....515-964-6699

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## **Rehabilitation Counseling**

Through a special agreement with the Iowa Division of Vocational Rehabilitation Services, a rehabilitation counselor is assigned to the College to provide rehabilitation services to eligible disabled students. These services include assistance in obtaining Vocational and Learning Disability evaluations, physical restoration, job training, financial aid, and job placement.

Facilities constructed by the College have been designed to be accessible for students with mobility impairments.

# Students with Disabilities

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DMACC is committed to providing an accessible environment which supports students with disabilities in reaching their full potential. Support services are available for students who have visual, hearing, mobility, learning, or other types of disabilities to ensure equal access to educational opportunities. Specialized software, adaptive equipment, alternative testing, classroom accommodations, and oral interpreting are examples of the support services offered.

DMACC employs a special needs coordinator to work with students to develop and coordinate services based on individual student need. Any student with a disability who requires reasonable accommodation to participate fully at DMACC should follow the steps listed below.

1. Contact the special needs coordinator at (515)964-6850 V, (515)964-6809 TTY or the counseling and advising office on any of the six campuses for an Application for Accommodations.
2. Submit the completed application and supporting documentation to:  
  
Des Moines Area Community College  
2006 South Ankeny Boulevard, Bldg. 6-30d  
Ankeny, Iowa 50021-3993  
Attention: Special Needs Coordinator
3. Schedule a time to meet with the special needs coordinator, counselor, or advisor to discuss coordination of these services.
4. Contact the special needs coordinator with any questions during this process.

## Student Employment Assistance

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Placement services include: lists of job openings (full-time and part-time) available in the area; assistance to students wanting to obtain work in the College Work-Study Program; referrals for internship and summer employment; on-campus recruitment and interviews by employers; and information about companies and the labor market.

Individual assistance with resume writing, application letters, interviewing, and job seeking skills is readily available.

For further information contact the Ankeny Placement Office (515-964-6463), or the Student Services Offices on the Boone, Carroll, Newton, Urban and West campuses.

## Student Health

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Student Health Services is located on the Ankeny Campus in Building 5 with some services extending to other campus locations.

Student Health Services offers medical care and emergency treatment for students and staff who become ill or injured while on campus. A registered nurse is on duty part-time during student contact

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days. A physician is available one hour, one day per week during the fall and spring semesters. Check with the Campus Nurse for time and day.

Student Health Insurance is available for both full-time and part-time students.

Students and staff members are encouraged to stay healthy through preventative measures including blood pressure monitoring and weight control.

Confidential counseling and referral for health related problems are available from the campus nurse.

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## Testing Center

The Testing Center provides a site for make-up testing when students have missed class on a test day. The center also serves as a site for administering correspondence tests for courses taken at other institutions and challenge tests for DMACC courses.

Students must arrange with their instructors to have tests sent to the Testing Center. When they arrive to take their exams, they will be required to present picture identification, such as a driver's license. For Testing Center hours, students should contact the Information Desk at the Newton Campus and the Testing Center or Academic Achievement Center at the Ankeny, Boone, or Urban campuses, and the Interactive Resource Center at the West campus.

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## Tutoring

The Tutoring Office provides peer tutors to assist students who have difficulty with a particular course or courses. Knowledgeable tutors can assist students by reviewing the course material, answering questions, and reviewing for exams. Students can be scheduled individually or with a group. For more information call the Tutoring Office on the Ankeny campus at 515-965-7004 or stop by Building 6, room 30. Students interested in tutoring on the Boone, Carroll, Newton, Urban and West campuses should contact the Academic Achievement Center at the campus attended. The College cannot guarantee the availability of tutors.

The Tutoring Offices hire students as peer tutors. Come work in a fun, flexible environment and earn extra money while on campus. Contact the Tutoring Office on the Ankeny Campus at 515-965-7004 or the Academic Achievement Center on the Boone, Carroll, Newton, Urban and West campuses.

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## Veterans' Services

For information on Veterans' Benefits please refer to our website at [www.dmacc.edu/student\\_services/veterans\\_affairs.htm](http://www.dmacc.edu/student_services/veterans_affairs.htm).

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## Student Activities

Much of a student's growth is the result of participation in activities, clubs, and organizations. It is the philosophy of the College that co-curricular activities complement the academic program. The activities are financed by a portion of the service fee which is charged each term in addition to regular tuition. Student representatives elected to the Student Activities Council are responsible for assessment and disbursement of these funds.





# Student Life

- Does the college have an intramural program?  
—Recreation and Wellness
- Where do I find information on extracurricular activities?  
—Student Activities
- I enjoy singing. What opportunities are available at DMACC?  
—DMACC Choirs and Student Activities
- I'm interested in Student Government. How do I get involved?  
—Student Activities Council



Student Activities  
Student Clubs & Organizations  
Student Activities Council  
Voter Registration

Ticket Sales  
Recreation and Wellness Services  
Intramurals  
Intercollegiate Athletics  
DMACC Choirs

# Student Clubs & Organizations

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Students are encouraged to participate in student clubs and organizations. Students may form a new club by contacting the Student Activities Office for information. Most recognized organizations fall into one of the following classifications:

1. Pre-professional and departmental clubs are joined by students wishing to pursue interests which contribute to the development of career fields.
2. Service organizations have as their primary purpose activities which will contribute positively to the College and the community.
3. Scholastic honorary organizations offer membership on the basis of academic excellence and performance.
4. Special interest organizations are planned by students who desire to develop or broaden their interest in some particular aspect of their lives.

## Student Activities Council

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The Student Activities Council, as the primary student body representative, is an integral part of the College. Through its work, students are provided an opportunity to participate in the democratic process. Meetings are held on a regular basis. The Council serves as a liaison between the administration, faculty, staff and the student body in areas of mutual interest. The purpose of the organization is to promote college spirit, provide a focal point for discussions between students and the college staff, and to give students a representative voice in college affairs. Any student, administrator, or faculty member may attend meetings of the Student Activities Council and take part in discussion, but only members may vote.

## Voter Registration

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Students wishing to become registered voters can visit the Federal Elections Commission internet site ([www.fec.gov/votregis/vr.htm](http://www.fec.gov/votregis/vr.htm)). A listing of states can be found at the bottom of the page. Click on Iowa. Print out the document. Instructions for mailing begin on page 4 of the document. Specific mailing addresses are listed in alphabetical order by state. Those wishing to vote may also visit the following locations: County Clerk's office, city and community offices, military recruitment offices, and the Iowa Drivers' License facilities.

## **Ticket Sales**

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Discount tickets to various activities and attractions are available at the Student Activities office at Ankeny, the Advising Office at Carroll, or the Business Offices at Boone, Urban, Newton, and West campuses. The Ankeny Campus offers discount tickets to Civic Center events, Worlds and Oceans of Fun, Adventureland Park, White Water University Park, Ankeny Springwood Theater, Copper Creek Theater in Pleasant Hill, Woodland Hills Golf Course, and Carmike Movie Theaters in Des Moines. The Carroll Campus offers Worlds of Fun, Oceans of Fun and Carroll Theater V discounted tickets. Urban Campus offers discount tickets to Adventureland Park, White Water University Park, Carmike Theaters and discounted bus passes for Metro Transit Authority. Ticket offerings vary at the Boone, Newton and West campuses. Check in the main offices for details. Cash and personal checks are accepted.

## **Recreation & Wellness**

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Des Moines Area Community College offers well-rounded athletic, intramural, and campus recreation programs, plus physical education classes. Complete details can be obtained from the Recreation Services office on each campus.

## **Intramurals**

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Intramural activities provide an opportunity for students to participate in a wide variety of sports activities on a recreational basis. A variety of sports and recreational equipment is available for check-out. A year-round program of tournaments and team sports provides for participation on an individual or team basis.

## **Intercollegiate Athletics**

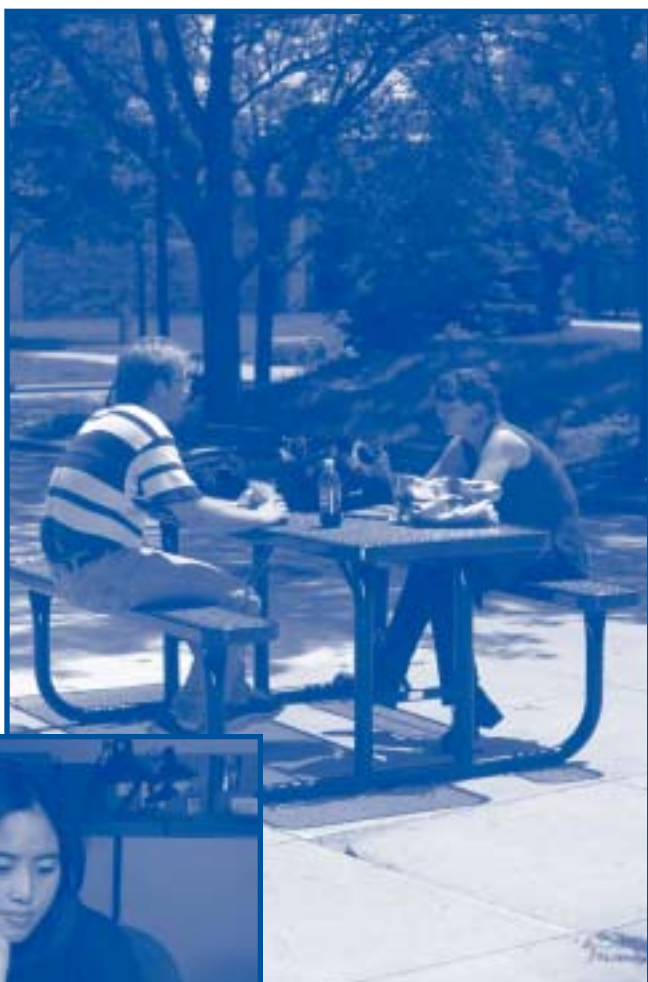
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Des Moines Area Community College is a member of the National Junior College Conference. Currently, the College offers women's intercollegiate athletics in basketball and volleyball as well as men's intercollegiate athletics in basketball and baseball on the Boone Campus.

## **DMACC Choirs**

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For students interested in choral music DMACC Ankeny Campus offers two student choral group experiences. The Concert Choir (MUSI 144) meets on MWF from 11:15 AM until 12:10 PM. This group, the larger of the two choirs, is available to everyone. No audition is required and no experience is necessary. The Chamber Choir (MUSI 145) is selected by audition from the Concert Choir membership. Chamber Choir rehearses MWF from 12:40 PM until 1:15 PM. Both choirs sing a wide variety of music ranging from serious to pop selections. Concert Choir is a 2 hour elective credit course. Chamber Choir is a one hour elective credit course. Students interested in Concert Choir should register for MUSI 144. Students may not register for Chamber Choir until after they have auditioned and been accepted.



# Graduation

- How close am I to graduating?  
—Degree Audit
- I'm graduating next term. What procedures do I need to follow?  
—Application for Graduation



Degree Audit  
Application for Graduation

Graduation With Honors  
Diplomas  
Alumni Association

# Degree Audit

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Degree audits assist students in determining their progress toward completion of program requirements. Degree Audits are available through the Counseling/Advising offices and the Credentials/Graduation Office.

## Application for Graduation & Commencement

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Candidates for graduation must complete an application for graduation in order to receive their diploma. Students who plan to participate in one of the Annual Commencement Ceremonies indicate their intent on the application for graduation. There is no graduation fee. Students who plan to receive more than one degree, diploma or certificate need to complete a graduation application for each program. Candidates for graduation should submit their applications to the Credentials/Graduation office at the Ankeny Campus or the Student Services Office at the other DMACC campuses by the following dates:

<b>Fall</b>	<b>October 1</b>	
<b>Spring</b>	<b>February 1</b>	
<b>Summer</b>	<b>February 1</b>	(if student plans to participate in the Annual Commencement Ceremonies for Ankeny, Urban, Newton, Carroll, Boone or West)

**Summer June 1**  
Students who graduate at the end of Fall, Spring and Summer terms are invited to participate in the Annual Commencement Ceremonies in May. Students who do not complete requirements for graduation in the term which they have applied must submit a new application.

## Graduation with Honors

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Students who earn a program grade point average of 3.5 or higher in their program of study will graduate with honors. Honor students may wear a gold cord at the commencement ceremony. Their distinction may be noted in the printed commencement program and recorded on their final transcript.

## Diplomas

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Diplomas are mailed to students approximately three to four weeks after final grades are posted. Students seeking degree verification may request a copy of their transcript showing the degree awarded and date granted from the Academic Records Office. Transcripts may be ordered prior to the end of the term to be sent once grades and graduation status are finalized.

## DMACC Alumni Association

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Des Moines Area Community College has an active Alumni Association. Headed by a volunteer Alumni Board of Directors, the Association strives to remain in contact and provide service and benefits to alumni. Through annual fund-raising activities, the Association provides scholarships and grants to deserving DMACC students. For more information, contact the Alumni Office.

# Communications on Campus

- Are there any student publications?  
—Student Publications
- I've got questions about a lot of things. Where do I start to get some answers?  
—Information Center
- What if the college closes due to bad weather?  
—College Closings



Information Center  
Telephone Usage  
& Emergency Calls

Bulletin Boards  
Student Publications  
DMACC Web Site  
College Closings



# Information Center

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The Center provides general DMACC information, specific program descriptions and current course listings. Information can also be obtained at the Student Life or Student Development/ Counseling & Advising offices of the Boone, Carroll, Newton, Urban, and West Campuses.

## Telephone Usage & Emergency Calls

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Outgoing calls may be made on any of the pay phones provided for students' use. Office phones are for the use of DMACC staff.

Incoming calls to students should be restricted to emergency situations (death, illness or accident). Students are rarely called out of class to answer a call. To facilitate student contact in an emergency situation, the student's name AND social security number or class schedule should be provided by the caller.

## Bulletin Boards

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Bulletin boards are for information or announcements relevant to the College, students and staff. Items for posting must be approved, stamped and dated by the Student Activities Office on the Ankeny campus, the Student Life Office at the Urban and Boone campuses and the Information Desk at the Newton and West campuses. The Student Activities Council Advisor approves items for posting at the Carroll campus. Items must not be applied to glass or painted surfaces.

## Student Publications

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On the Boone Campus students publish the "Bear Facts" and on the Ankeny Campus students publish "The Chronicle." Publications emphasize news features, entertainment, sports, and college events. For additional information, contact the publications advisors at the Ankeny or Boone Campus.

## DMACC Web Site

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DMACC's web site (<http://www.dmacc.edu>) offers a wide variety of information about the College's educational offerings and services. Students may obtain a PIN (Personal Identification Number) to access student records, personal or financial aid information or register for classes.

**All official communication with students will be done through the student's DMACC e-mail address.**

- For Ankeny campus students, contact the computer lab in bldg. 6, 515-965-6007 for login information. The Ankeny campus computer lab is open Monday through Thursday 7:30 a.m. - 10:00 p.m., Friday 7:30 a.m. - 4:00 p.m., and Saturday 9:00 a.m. - 1:00 p.m. The lab is closed on Sunday. For students attending other campuses, contact the LAN Equipment Specialist during regular office hours at the campus you attend.
- Students who are enrolled in TV courses should receive a packet in the mail with course information. If you DO NOT receive a packet, contact the Distance Learning Office at [rkchildreth@dmacc.edu](mailto:rkchildreth@dmacc.edu) or call 515-964-6422.
- Students enrolled in Online courses will receive login information via the DMACC webmail. If you DO NOT receive you information through DMACC webmail, contact the Distance Learning Office at [pathieben@dmacc.edu](mailto:pathieben@dmacc.edu) for assistance with student login information. If you have trouble accessing webmail, please contact the helpdesk at [helpdesk@dmacc.edu](mailto:helpdesk@dmacc.edu).

# College Closings

If there is inclement weather such as a blizzard or ice storm, DMACC students, faculty and staff should listen to radio or television stations for possible college closing announcements. If DMACC is not mentioned, students may call the following phone numbers for a message regarding college closing:

Ankeny . . . . .(515) 964-6200	Newton . . . . .(641) 791-3622
Boone . . . . .(515) 432-7203	Urban . . . . .(515) 244-4226
Carroll . . . . .(712) 792-1755	West . . . . .(515) 633-2407

## DO NOT CALL THE RADIO OR TV STATIONS!

WOI-TV . . . . .CH. 5 . . . . .Ames	KMDX-FM . . . . .100.3 . . . . .Des Moines
WOI-AM . . . . .640 . . . . .Ames	KJY-FM . . . . .92.5 . . . . .Des Moines
WOI-FM . . . . .90.1 . . . . .Ames	KCCI-TV . . . . .CH. 8 . . . . .Des Moines
KLRX-FM . . . . .96.1 . . . . .Ames	WHO-TV . . . . .CH. 13 . . . . .Des Moines
KEZT-FM . . . . .104.1 . . . . .Ames	KAZR-FM . . . . .103.3 . . . . .Des Moines
KASI-AM . . . . .1430 . . . . .Ames	KHKI-FM . . . . .97.3 . . . . .Des Moines
KWBG-AM . . . . .1590 . . . . .Boone	KLYF-FM . . . . .106.3 . . . . .Des Moines
KCIM-AM . . . . .1380 . . . . .Carroll	KRKQ-FM . . . . .98.3 . . . . .Des Moines
KKRL-FM . . . . .93.7 . . . . .Carroll	KGRN-AM . . . . .1410 . . . . .Grinnell
WHO-AM . . . . .1040 . . . . .Des Moines	KNIA-AM . . . . .1320 . . . . .Knoxville
KXTX-AM . . . . .940 . . . . .Des Moines	KRLS-FM . . . . .92 . . . . .Knoxville
KIOA-FM . . . . .93.3 . . . . .Des Moines	KCOB-AM . . . . .1280 . . . . .Newton
KGGO-AM . . . . .94.9 . . . . .Des Moines	KRTI-FM . . . . .95.9 . . . . .Newton
KRNT-AM . . . . .1350 . . . . .Des Moines	KDLS-AM . . . . .1310 . . . . .Perry/Jefferson
KSTZ-FM . . . . .102.5 . . . . .Des Moines	KDLS-FM . . . . .101.7 . . . . .Perry/Jefferson

### INTERNET

- DMACC [www.dmacc.edu/](http://www.dmacc.edu/)
- KCCI [www.theiowachannel.com/](http://www.theiowachannel.com/)
- WHO [www.whotv.com/](http://www.whotv.com/)
- WOI [www.woi-tv.com/](http://www.woi-tv.com/)

There are no specific guidelines for college closing in terms of inches of snow or temperature since many factors including time of day, total snow fall, intensity of snow fall, wind, visibility, etc. all affect this decision.

DMACC gives very serious consideration to all inclement weather and is committed to making decisions to close the college as soon as possible. Weather conditions are monitored continuously in advance of winter storms and decisions are targeted to be made by 6 a.m. for day classes and 4 p.m. for evening classes. However, weather conditions often change very quickly, both for the worse and for the better. It may not be possible to make a closing decision by the target times.

Weather forecasts can often be inaccurate in predicting the severity of winter storms. Consequently, the decision to close a campus is based more on actual weather conditions, current Doppler Radar and short term forecasts rather than on weather forecasts more than 2 to 4 hours in advance.

Individual circumstances such as those caused by health, child care responsibilities, rural roads, distance from the college, etc. can vary greatly. It is always DMACC's intention to provide safe learning conditions as well as provide the opportunity for students to complete their classes on a timely basis. The intent is to provide the opportunity for students to attend classes when the vast majority are able to safely attend. The final decision to come to classes when DMACC remains open can only be made by the individual based on the specific or extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty have been considerate of students who were unable to attend classes due to extenuating circumstances.

When the College is closed at a particular DMACC campus due to inclement weather, all classes and special non-traditional events occurring on that campus will also be canceled. Credit and/or non-credit classes that are held off campus will abide by each local site's decision to remain open or cancel classes.



# Policies & Procedures

- What is sexual harassment?  
—Sexual Harassment
- I don't want my phone number released, how can I restrict access?  
—Confidentiality of Student Information
- Are registered firearms allowed on campus?  
—Weapons and Firearms on Campus
- Can a student "get by" with only attending classes when there are tests?  
—Attendance Policy
- If I am unhappy with a grade I received, what rights do I have?  
—Academic Appeals & Final Grade Appeal
- What are my responsibilities as a DMACC student?  
—Your Rights and Responsibilities as a DMACC Student
- Can I smoke on campus?  
—Use of Tobacco and Alcohol

Student Right to Know  
Academic Appeals  
Nondiscrimination Policy  
Sexual Harrassment  
Scholastic Standards Policy  
Weapons and Firearms on Campus

Use of Tobacco & Alcohol  
Confidentiality of Student Information  
Attendance Policy  
Student Academic Appeals  
Rights & Responsibilities  
Conduct/Discipline & Appeals

# Student Right to Know

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Institutions are required to provide students with information regarding campus security, alcohol and drug use, crime prevention, reporting of crimes, sexual assaults, Equal Employment Opportunity and Affirmative Action, college policy regarding HIV/AIDS, graduation rates and transfer data, and drug free schools and campus information. This data can be obtained at the Student Services or Dean's office of each campus. It is also available on DMACC's webpage.

DMACC students are expected to be familiar with policies and procedures affecting their activities. Ignorance of policies and procedures will not excuse violations.

Information concerning sex offences in DMACC district may be accessed at the following website:

[www.iowasexoffenders.com](http://www.iowasexoffenders.com)

## Academic Appeals

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**Students may appeal the following actions related to their academic performance:**

### 1. Assignment of a final grade

Students should first attempt to resolve the matter with their instructors. If unsuccessful the students may proceed through the steps outlined in The Appeal Process for Final Grades. A copy of this outline is available at any DMACC Student Services Office.

### 2. Sanctions taken for academic misconduct

The following acts by students are considered academic misconduct and are prohibited:

- Plagiarism.
- Falsifying an exam, paper, project, transcript, etc. (or assisting another student to do so).
- Unauthorized use of materials or collaboration with another person during a test or assignment.
- Substituting for a student, or permitting a substitute for oneself, to take an exam, course or test, or to provide the work for any assigned project.
- The acquisition of grades, academic credits, degrees, honors, awards, certification, or professional endorsements by means of cheating.
- Failure to comply with the policies of the student's program or department.

Sanctions may be appealed through the steps outlined in The Appeal Process for Academic Misconduct. A copy of this outline is available at any DMACC Student Services Office.

### 3. Other faculty/staff actions

Students who feel they have been mistreated, feel departmental policies have been inconsistently applied, or believe they have extenuating circumstances that affect their educational progress, may appeal through the steps outlined in The Appeal Process for a General Complaint. A copy of this outline is available at any DMACC Student Services Office.

#### 4. Enrollment denial or drop

Faculty/staff may deny enrollment or drop students in a course for either of the following reasons:

- Prerequisites for a course have not been completed
- Presence of the student would present a health or safety risk

Students who have been denied access to a course may appeal through the steps outlined in The Appeal Process for a General Complaint. A copy of this outline is available at any DMACC Student Services Office.

#### 5. Sanctions taken for failure to make satisfactory academic progress

Sanctions include academic probation, conditional enrollment, and academic suspension.

Academic suspension may be appealed through the College's Judicial Board. Students who wish to consider an appeal should contact the ombudsperson on the campus they attend.

## Attendance and Enrollment

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- The Financial Aid Office and the Academic Records Office will send preliminary rosters to all faculty at the beginning of each term. Faculty are asked to check these rosters to identify any students who never attended class and return the roster to the Academic Records Office or report over the internet. Students who were reported as never attending will be sent a letter. Students may remain in class if they obtain instructors' signatures and return the letters to the Information Center on the campus they attend by the deadline stated in the letter. Students who do not return the letter may be administratively dropped from the class(es) they did not attend. If students decide not to attend Des Moines Area Community College, it is still their responsibility to drop their classes. The Financial Aid Office may adjust the financial aid of students who were administratively dropped.
- When one-third of the term has passed (i.e., 5th week of a regular term; 3rd week of a summer term), a progress report will be sent to all faculty. Faculty members will report students with grades less than 2.0 ("C-" or less) and report students who stopped attending class. If students quit attending class, the instructor will indicate the last day the students attended class according to their records. The faculty will return the completed roster to the Academic Records Office or report students over the internet within a week after receipt of the progress report.
- The Financial Aid Office and Academic Records Office will notify the students of reports of low grades or that it was reported they stopped attending class(es). The Financial Aid Office will determine which students have quit attending all classes or have "unofficially withdrawn".
- If students have stopped attending all classes and receive financial aid, they will be withdrawn as of the most recent date of attendance or as of midterm if the date is unknown. Financial aid programs will be refunded accordingly. Any cash payments awarded to students will be repaid according to the federal repayment formula. The Financial Aid Office will notify the students of the amount to be repaid.
- If students wish to re-enroll after an administrative withdrawal has taken place, they will need the written permission of instructor(s) and will need to pay tuition and fees in full.

- The students will have the established options to an appeal in writing to the Financial Aid Appeals Committee or Policy Waiver Committee.

# Conduct/Discipline Appeals

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## Statement of General Expectations

All students are responsible for knowledge and compliance of all college policies, rules and regulations and are expected not to violate municipal, county, state or federal law. All students are expected to conduct themselves in such a manner as to show respect for faculty, staff and other students, exhibit and maintain integrity and honor in all matters related to the College, and not interfere with or disrupt the orderly educational processes of the College.

## Student Conduct Subject to Sanctions

- A. Intentional disruption of the orderly process and educational atmosphere of the college, both in the classroom and on all college property, including, but not limited to: Refusal to comply with faculty or staff direction regarding vocal or physical behavior, unauthorized entry into, obstruction of, or occupation of any room, building or area of the college.
- B. Acting or failing to act in a manner, which causes concern for the health and safety of oneself or others. Assaulting; threatening; verbally or physically abusing; or endangering in any other manner the health or safety of (1) a college student, staff member, or instructor, or (2) any person on the campus or at a college-sponsored supervised function or event.
- C. Misusing or misappropriating college property or private property on campus or at off-campus college activities, including, but not limited to, theft or attempted theft, burglary, possession of stolen property, and destruction, damage, defacement, or mutilation of property belonging to or in the custody of the College or member of the college community or cooperating agencies.
- D. Using or possessing any alcoholic beverage or other intoxicating beverage on college property or at college-sponsored functions except as authorized by college regulations or college authority.
- E. Manufacturing, processing, selling, providing, using, or possessing any narcotic drug, marijuana, or other addictive, dangerous, or controlled substance on college property or at college-sponsored functions.
- F. Violating the provisions of Procedure CM 1001 relative to Weapons and Firearms on Campus; Misconduct, Threats and Crises, the contents of which are hereby adopted by reference the same as if fully set out herein.
- G. Intentionally engaging in a false alarm of a fire, bomb threat, or other catastrophe by verbally reporting one or by tampering with an alarm system or safety equipment. Engaging in the intentional setting of fires or explosions within college buildings or on the campus without proper authority. Threatening to place or attempting to place any incendiary or explosive device or material in or about the college premises or at the site of a college-sponsored activity.
- H. Engaging in forgery, alteration, or misuse of any college records or documents, college keys or keycards, computer user IDs or codes of any kind, or student or staff identification cards.
- I. Failing to identify oneself by name and/or to comply with a proper order of any faculty

- member or other college official, properly identified (by stating his or her name and title if requested by a student) and acting within the scope of his or her authority.
- J. Disrupting the orderly processes of the College, or obstructing or denying access to services or facilities by those entitled to use such services or facilities. Interfering with the lawful rights of other persons on the campus. Inciting others to do any of the above.
- K. Intentionally disrupting access of other students, faculty, or staff members to college computer and other technology resources. Knowingly obtained without authorization access to a computer account assigned to another person. Knowingly using an account belonging to another student, faculty, staff, department, or organization for other than its intended purpose without permission from the owner. Intentionally using any unauthorized account. Using college computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records, creating fraudulent documents, damaging programs belonging to another, sending harassing or threatening material, or duplicating copyrighted software unlawfully. Violating the provisions of Board Policies 2002, 6021 and Procedures I665, B 230.
- L. Operating a motor vehicle recklessly, so as to pose a threat to the safety of others, on campus or at college-sponsored activities off-campus. (The Campus Traffic Appeals Committee generally deals with other violations in this area.)
- M. Making noise in the vicinity of the College or college-sponsored activities, which disrupts the orderly, efficient, and disciplined atmosphere of the College, or college-sponsored activity.
- N. Engaging in willful misrepresentation of any material fact to faculty or college staff or to others about one's status or academic performance within the College or of the support, sponsorship, or approval by the College of the services or activities of any person, group, or organization.
- O. Disorderly conduct, lewd, indecent or obscene conduct.
- P. Any other willful or intentional conduct which seriously threatens (1) any educational process or other functions of the College, or (2) the health or safety of any member of the academic community.
- Q. Illegal or unauthorized use of college property.
- R. Engaging in behavior which is discriminatory, including harassment of other students and staff, based on race, color, creed, gender, national origin, religion, age, disability, or to the extent covered by law, veteran status; behavior of this nature will be dealt with in accordance with the procedures set forth in the Discrimination Complaint Procedure, H-793, a copy of which is attached to this procedure. Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature (as found in Board Policies 3002 and 3003, and Procedure Number H 791).
- S. Charges of a serious or aggravated misdemeanor or felony that results in notoriety disruptive to the classroom.



## **Actions That May Result in Immediate Suspension and Removal:**

A faculty or staff member may immediately remove a student from a class, office, or facility for disciplinary reasons. These include:

1. An attempt or threat by words or actions to cause bodily harm to anyone on campus.
2. Possession, use, sale, or purchase of illegal drugs on campus.
3. Destruction or theft of college property or another person's personal property.
4. Possession of intoxicating beverages on campus.
5. Any activities causing a major disruption or disturbance.
6. Possession on-campus of any object appearing to be a potentially lethal weapon unless approved in writing by the appropriate Dean.
7. A violation of the student code of conduct (Section VI).
8. Ignoring a summons for a hearing.

## **Additional Sanctions:**

Sanctions may include any or all of the following:

1. Removal from a class, building, facility or campus.
2. Suspension from a class or campus activity.
3. Suspension from all classes.
4. Suspension from a program of study.
5. Mandatory counseling or participation in a behavior modification program.
6. Permanent suspension from attendance at DMACC.

## **Appeal Process:**

The student may appeal a disciplinary/conduct decision.

1. Appeals must be made in writing and delivered to the Senior Vice President of Academic Affairs within five (5) full class days of the decision or action is served on the student or mailed to the student's last known address by certified mail. The notice of appeal shall contain the student's name, the date of the decision or action, and a simple request for appeal.

Notice of a timely appeal suspends the imposition of penalty until the appeal is finally decided. However, a notice of appeal does not affect an immediate suspension imposed under these procedures. An immediate suspension will continue in effect until an appeal is finally decided.

2. After reviewing the evidence and the appeal, the Senior Vice President of Academic Affairs shall set the time and the place for a hearing and shall send a Notice of Hearing to the student charged and the Executive Dean of Student Services. The Notice of Hearing shall be sent by certified mail or served personally. If the student charged or the Executive Dean of Student Services cannot appear at the time specified, the student or the Executive Dean of Student Services must contact the Senior Vice President of Academic Affairs at least two (2) full college class days before the hearing is scheduled to arrange a different time for the hearing.
3. If the student has not contacted the Senior Vice President of Academic Affairs and/or does not appear at the hearing, the Senior Vice President of Academic Affairs may make a decision on the charge and the sanction.

# Nondiscrimination Policy

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Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Human Resources Department, the campus Dean's office, or the EEO/AA Coordinator. Persons who wish additional information or assistance may contact the EEO/AA Coordinator, Human Resources, Bldg. 1, 515-964-6301.

## Parking and Traffic Regulations

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Parking regulations apply at the Ankeny, Boone, Carroll, Newton, Urban and West Campuses. The registered holder of a parking permit, regardless of who drives the vehicle, is responsible for that motor vehicle complying with all regulations. Violating parking regulations will result in fines.

Parking lots are marked with signs designating areas for student, visitors, disabled and staff/faculty parking.

Ankeny, Boone, Newton, Carroll Campuses: Parking permits are required for all vehicles driven by daytime students. Stickers and Parking Regulations are available at no charge from the Security Office in Building 12 and at the Information Desk in Building 1 on the Ankeny Campus, and at the Business Office on the Boone, Newton, and Carroll Campuses. Evening and Saturday students are not required to register their vehicles unless parked on the campuses during daytime hours, Monday through Friday.

Urban Campus: Parking permits are required for all vehicles driven on the Urban Campus by students and staff, including evening and Saturday students and staff. Stickers will be provided by the Business Office at the Urban Campus at no charge.

Skate boarding, roller blading, roller skating, bicycle stunt riding, or similar activities are prohibited on all DMACC buildings and grounds, including roads, drives, parking lots and sidewalks. Exceptions may be allowed for official DMACC sponsored programs.

## Reporting Crimes

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Students, staff, and faculty are encouraged to report all criminal incidents and/or suspicious activity to the following:

- **Ankeny Campus** - Security Department-964-6500/cellular phone 24 hours a day (6500 on Campus), or 964-6259 7:30 a.m. through 4:30 p.m., Monday through Friday. Contact for the Evening/Weekend Dean is 964-6441 or 964-6286 (6441 or 6286 on campus) 4:00 through 9:00 p.m. Monday through Thursday; and 7:30 a.m. through 12:30 p.m. Saturday
- **Urban Campus**-Security - 248-7200 (7200 on campus), 7:00 a.m.-10:30 p.m., Monday through Thursday; 8:00 a.m.-3:00 p.m. Friday and 8:00 a.m.-12:30 p.m. Saturday

- **Boone Campus**-Campus Dean - 515-432-5020 (or Building and Grounds Supervisor @ Ext.#5052 or 515-290-0553 cell phone)
- **Carroll Campus**-Campus Operator - 712-792-1755
- **Newton Campus**-Campus Operator - 641-791-3622
- **West Campus**-Campus Operator - 515-633-2407

In the event of an emergency situation, call 911 to expedite the appropriate response by authorities.

All criminal and suspicious incidents reported to the Security Department will be investigated. The local Police Department will be immediately notified of all incidents of murder, rape, robbery, assault, burglary, motor vehicle theft, and any theft over \$150 in value.

Timely warnings about crimes considered to be a threat to students and employees will be disseminated to the college community by methods which may include the student newspaper, College Bulletin announcements, press releases for local newspapers, radio, TV and/or posted notices. Copies of the DMACC Safety and Security Brochure containing Security and Personnel Safety information are available in numerous locations on all campuses.

## **Rights & Responsibilities**

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DMACC offers students the freedom to learn and the freedom to enjoy community college life in an orderly and lawful manner. In return, DMACC expects students to assume the obligation and responsibilities that accompany those freedoms.

By voluntary enrollment at DMACC, students voluntarily assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of DMACC in its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the institution.

### **Rights**

1. Students are guaranteed those rights and freedoms contained in the laws of the United States and the State of Iowa.
2. Students have the right to due process.
3. Students have the right to not be discriminated against or harassed because of race, color, national origin, creed, religion, sex, age or disability or disabled veteran or Vietnam era veteran status.
4. Students have the right to privacy of their records unless they consent in writing to have contents released.
5. Students have the right to be evaluated in the classroom solely on the basis of academic achievement and fulfillment of educational requirements with freedom of expression protected and respected.

## Responsibilities

1. Students are expected to be aware of student conduct that is subject to sanctions.
2. Students are expected to exhibit proper behavior at all times. Unacceptable behavior includes, but is not limited to, verbal abuse, profanity, public disturbance, fighting, destruction of property or interference with class activity.
3. Students are expected to read the course syllabus to find out the attendance and grading policies for the course.
4. Students are expected to act in a manner that does not cause concern for the health and safety of themselves or others.
5. Students are expected to complete their work without cheating or committing plagiarism.
6. Students are expected to follow College regulations against possession or use of alcoholic beverages, drugs firearms, fireworks or other dangerous articles on campus.
7. Students are expected to follow motor vehicle safety and parking rules and regulations.
8. Students are expected to comply with reasonable and appropriate instructions and directives given by College faculty, staff and administrators within the scope of their duties for the purpose of maintaining a productive and safe educational environment.

## Scholastic Standards

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The following applies only to credit enrollment at DMACC.

Passing grades are required in all courses outlined in the program of study. The cumulative grade point average of 2.000 in all course work applicable to the degree, diploma or certificate of specialization is required for satisfactory completion or progress.

Students who have attempted 12 or more credits with grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or P at Des Moines Area Community College are subject to the following academic progress standards:

1. Satisfactory academic progress is indicated by a cumulative grade point average (GPA) of 2.000 or higher.
2. Guidelines for placing a student on "ACADEMIC PROBATION":
  - a. A student whose cumulative GPA falls below 2.000 at the end of any term will be placed on ACADEMIC PROBATION for the next term of enrollment.
  - b. Students on ACADEMIC PROBATION who are assigned more than one D or F grade at progress report time will be restricted from registering for future credit coursework until they have developed an Educational Achievement Plan with a counselor, advisor and/or program chairperson and obtained the appropriate signatures for approval.
  - c. A student on ACADEMIC PROBATION will return to a status of "good academic standing" when his/her cumulative GPA is raised to 2.000 or higher.
  - d. A student on ACADEMIC PROBATION will continue on probationary status if his/her term

GPA for the term following his/her placement on probation is 2.000 or higher but the cumulative GPA remains below 2.000. This same rule will apply for the next term of enrollment.

- e. The College will not award a Certificate of Specialization, Diploma or Degree to a student who has a GPA below 2.000 in his/her chosen program of study. Only grades for coursework applicable to the chosen program of study will be calculated in the program GPA.

### 3. Guidelines for placing a student on "CONDITIONAL ENROLLMENT:"

- a. A student on probation who earns a term GPA of less than 2.000 will be placed on CONDITIONAL ENROLLMENT for the next term of enrollment.
- b. If the student is registered for the following term and is placed on CONDITIONAL ENROLLMENT for that term, he/she will be required to meet with a counselor/advisor no later than the first day of the CONDITIONAL ENROLLMENT term to review his/her course selections. Failure to comply will result in canceled classes.
- c. If the student placed on CONDITIONAL ENROLLMENT is not registered for the next term, he or she must meet with a counselor/advisor prior to re-enrolling in credit coursework.
- d. A student on CONDITIONAL ENROLLMENT who is assigned more than one D or F grade at progress report time will not be allowed to register for the following term until his/her conditional enrollment term final grades are recorded.
- e. A student on CONDITIONAL ENROLLMENT who earns a term GPA of 2.000 or higher, but the cumulative GPA remains below a 2.000, will be placed on ACADEMIC PROBATION.
- f. A student on CONDITIONAL ENROLLMENT who earns a term GPA and a cumulative GPA of 2.000 or higher will be placed in good standing.

### 4. Guidelines for placing a student on "ACADEMIC SUSPENSION": A student on CONDITIONAL ENROLLMENT who earns a term GPA of less than 2.000 will be placed on ACADEMIC SUSPENSION and will not be allowed to enroll in credit coursework for a period of one term.

### 5. Guidelines for RE-ENROLLMENT OF SUSPENDED students:

- a. After non-enrollment for a minimum of one term, a student on ACADEMIC SUSPENSION may apply for re-enrollment.
- b. In all instances, a readmitted student will be placed on CONDITIONAL ENROLLMENT.
- c. A student seeking re-enrollment must develop an Educational Achievement Plan with a counselor/advisor and/or program chairperson and obtain the appropriate signatures for approval.
- d. Individual programs may impose additional re-enrollment requirements.
- e. A student on Academic Suspension for a second or subsequent time may re-enroll only after receiving the written approval of the Director of Student Development.

6. A student placed on ACADEMIC SUSPENSION may appeal that placement to the Director of Student Development. The appeal must be made in writing, and must at a minimum explain the reasons for the past unsatisfactory academic performance and how the student proposes to improve his/her performance. The Director may grant or deny the appeal based on the written statement or may choose to conduct a personal interview with the student or require the student to undergo counseling or academic

assessment before making a decision. If the appeal is granted, the Director is authorized to impose reasonable restrictions on the student's subsequent enrollment.

7. Establishing additional Academic Progress Standards:

- a. No program of study at Des Moines Area Community College may establish academic progress standards lower than those specified above.
- b. A program of study at Des Moines Area Community College may establish academic progress standards higher than those specified above, but such standards must first be recommended by the respective academic dean or campus executive dean, approved by the Academic Standard Commission, and approved by the Senior Vice President, Academic Affairs.

## Sexual Harassment

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Sexual harassment is a form of discrimination which is prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sexist nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The academic or campus dean should be contacted immediately.

## Confidentiality

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Des Moines Area Community College complies with the laws of the United States and the State of Iowa in the maintenance of, access to, and release of student records.

No third-party access to non-directory information is allowed without the student's written consent, except as allowed by law. At its discretion, the institution may provide Directory Information which is defined as: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, participation by the student in officially recognized activities and sports, and weight and height of members of athletic teams.

More detailed information concerning the confidentiality of student information can be obtained by contacting the Registration Office on the Ankeny Campus.

# Tobacco & Alcohol

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On Campus smoking shall be prohibited in all DMACC buildings. "No Smoking" signs are posted at the entrance to all buildings.

The use of alcohol and other controlled substances specified in the Iowa Code is prohibited at all attendance centers of the College district.

## Weapons & Firearms on Campus

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Students are prohibited from having weapons and firearms on campus except in the following instances:

- The student holds a valid weapon permit and completely conceals the weapon at all times.
- The weapon or firearm is kept in accordance with state and federal law in a closed vehicle located on street, drive or parking facilities on College property, and is completely concealed at all times.

Violations of this procedure will result in the following sanctions, subject to the review of the President.

### **VIOLATION & SANCTION**

- Possession of firearms
  - Suspension for not less than one year
- Display of weapons other than firearms in a threatening manner
  - Suspension for not less than one year
- Use of weapons other than firearms to inflict harm or injury
  - Suspension for not less than one year
- Display of weapons other than firearms
  - Suspension for not less than ten days
- Possession of weapons other than firearms
  - Suspension for not less than five days

Firearms are any weapons which are designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapons, a muffler or silencer of such weapons, or any explosive, incendiary, or poison gas.

Weapons include, but are not limited to, knives having a blade exceeding five and a half inches in length, guns, firearms, fireworks, explosives or other chemicals, or any simulations of any such items. Canisters of mace, pepper gas and other such commercially available defensive devices carried and used by students or employees exclusively for personal protection are not deemed to constitute weapons unless displayed or used for purposes other than personal defense.

# Other Helpful Information

- What does the term “credit” mean?  
—Terminology
- What can I do about my test anxiety?  
—Test Taking Strategies, Preparation & Anxiety
- Where’s the bookstore?  
—Where To Go For What and Maps
- I’m a little overwhelmed. Any helpful hints?  
—Miscellaneous Information
- Where do I find course descriptions?  
—See DMACC College Catalog



Terminology  
Time Management  
Note Taking Tips

Test Preparation  
Test Taking Strategies  
Miscellaneous



# Terminology

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**Adaptor** - courses designed to aid students whose educational background requires additional strengthening to achieve success in regular college level courses. Adaptor course credit does not transfer or apply to a student's program of study.

**Application** - a form that must be completed for admission to the college.

**Audit** - to attend a class without receiving credit.

**Core** - those courses that constitute the body of traditional liberal arts curriculum in the first two years of a baccalaureate degree. Essentially, these courses have universal transfer status among receiving institutions.

**Corequisite** - a course that must be taken concurrently with another course.

**Course Description** - statements identifying the contents of a course. Course descriptions are found in the college catalog and on-line.

**Cross Enrollment** - under a special agreement, students may cross enroll in a class at Drake, Grand View or Iowa State. Students must have earned 12 semester hours at DMACC and be a current, full-time student in good standing. The credits earned while on the cross-enrollment plan will be added to the DMACC transcript. Not available summer term.

**Degrees** - a title conferred by a college or university upon completion of a particular program of academic work. Some typical college degrees are Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Bachelor of Arts (BA) and Bachelor of Science (BS).

**Drop/Add** - after completing registration, students may change their schedules by "adding and/or dropping" classes. Students may add a class during the first week of classes and drop a class up to the end of the tenth week of the term for a full semester class. The drop period is pro-rated for classes with a duration less than the full term.

**Elective** - courses students elect to take outside of the core requirements. Depending on the number of elective courses required, electives may cover a variety of subject areas or concentrate on one major area.

**Full-time Student** - to be classified as full-time, students must take a minimum of 12 credit hours during the fall and spring terms. During summer term, 8 hours is considered full-time.

**Part-time Student** - to be classified as part-time, students carry from 1 through 11 credit hours during the fall and spring terms. During the summer term 1 to 7 credit hours is considered part-time.

**Prerequisite** - successful completion of a course or other criterion necessary for students to succeed in a higher level course.

**Semester Credit Hour** - a unit of measurement used to determine approximately how many hours students are required to spend in class each week, and how many units will be accumulated toward graduation.

**Term or Semester** - an enrollment period (15 weeks in the fall and spring sessions and 10 weeks in the summer).

**Transfer** - the conveyance of students' credits from one college to another.

# Study Strategies

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## Time Management

Record all weekly commitments on a schedule:

- Classes
- Meetings
- Extra curricular activities
- Appointments
- Work schedule
- Study time
- Leisure time

Make a "To Do" list and prioritize tasks using the A, B, C Method:

**A-Highest priority**

**B-Medium priority**

**C-Lowest priority**

**Notetaking Tips** include the following:

- Separate page of notes for each class or topic covered, including date taken
- Use outline form (main points and supporting ideas)
- Utilize common abbreviations
- Use left margin of paper to expand on material, clarify, add missing information
- Watch for instructor emphasis: repetition, change in tone of voice, pauses, board writing
- Record notes in wide column
- Review notes and summarize in own words at bottom of each page, anticipating possible test questions

## Test Preparation

### Before test

- Attend every class period
- Practice good notetaking skills
- Review notes daily
- Seek out study groups
- Explore support services on campus
- Cover all sources for test questions: lecture notes, study guides, handouts, text books
- Make flashcards
- Predict test questions
- Contact Counseling/Advising for dates and times for Test Anxiety Seminars
- Attend ALL classes and be prepared (most test anxiety comes from lack of preparation)
- Review at frequent, spaced intervals over a period of time so information will more likely enter long term memory and be more easily recalled under testing conditions
- Avoid long cramming sessions at the last minute
- Practice relaxation techniques
- Visualize success
- Go to bed early and eat breakfast

## Test Taking Strategies

- Arrive early
- Practice relaxation techniques
- Reduce internal mental distractions
- Combat negative self statements with positive feedback
- Scan entire exam
- Plan the time
- Listen carefully to all verbal directions
- Read directions carefully
- Underline key words
- Use clue words (all, never, sometimes, always)
- Skip difficult questions and come back to them later
- Outline answers to essay questions
- Use erasable ink

## After the Exam

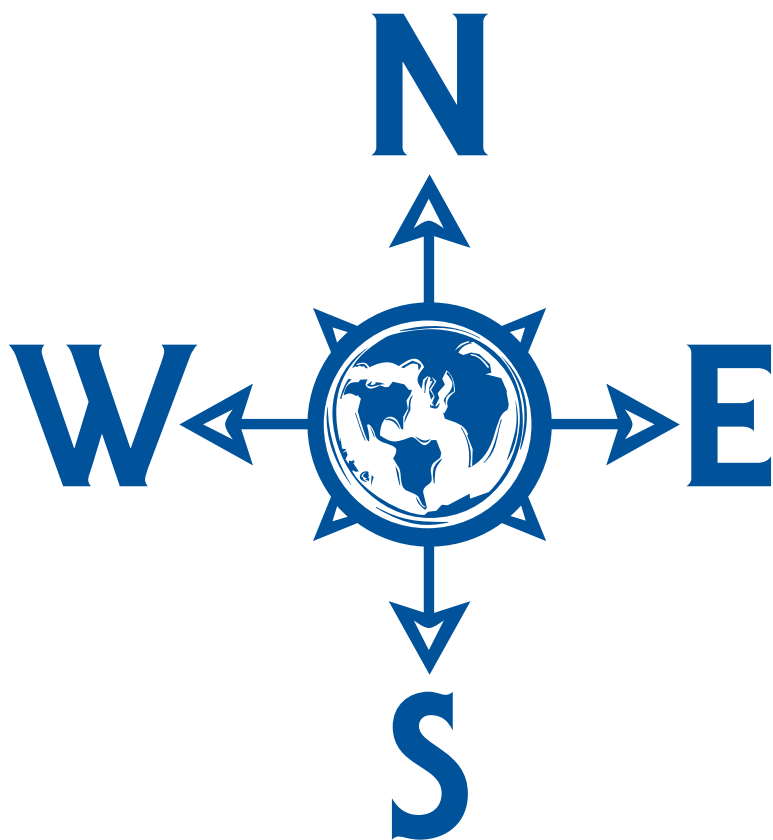
- Examine missed questions
- Determine the source of questions
- Consider what study technique did or did not work
- Explore support services on campus

# Miscellaneous

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- Most **forms** and **procedures** can be found in Bldg 1 of the Ankeny Campus or the Administrative/Student Services Office of each campus.
- **Class attendance** is vital to student academic success. If classes are missed students must assume responsibility for make-up coursework.
- **Important dates** (i.e. payment due date, holidays, drop date) are published in the credit schedule each term.
- Students should hold on to a **copy of term schedule**. It's needed often.
- Always find out the course **instructor's name**, phone number and office hours.
- For emergencies give **child care providers** schedule and/or phone numbers.
- **Study groups** can be very helpful.
- Students should try to memorize their **social security number**.
- When **coursework is becoming a problem**, talk to the instructor first if possible. If that's not possible contact the Academic Achievement Center, Advising or Counseling, or the Tutoring Office. Don't "hope" it will get better. Do something.
- Allow a minimum of **2 hours of study** for every hour of class per week.
- **Ask questions**. Students should not assume they already know or will be told everything of importance.
- **Enjoy the time** at Des Moines Area Community College.
- **Never** begin a conversation with a faculty member by saying, "I wasn't in class last time. Did I miss anything?"
- Students **MUST** withdraw from a course they are not attending. Drop/add forms are available at all campuses.

# Where to Go for What



Ankeny Campus  
Boone Campus  
Carroll Campus

Newton Polytechnic  
Urban Campus  
West Campus



# Ankeny Campus

2006 S. Ankeny Blvd., Ankeny Iowa 50021

515-964-6200

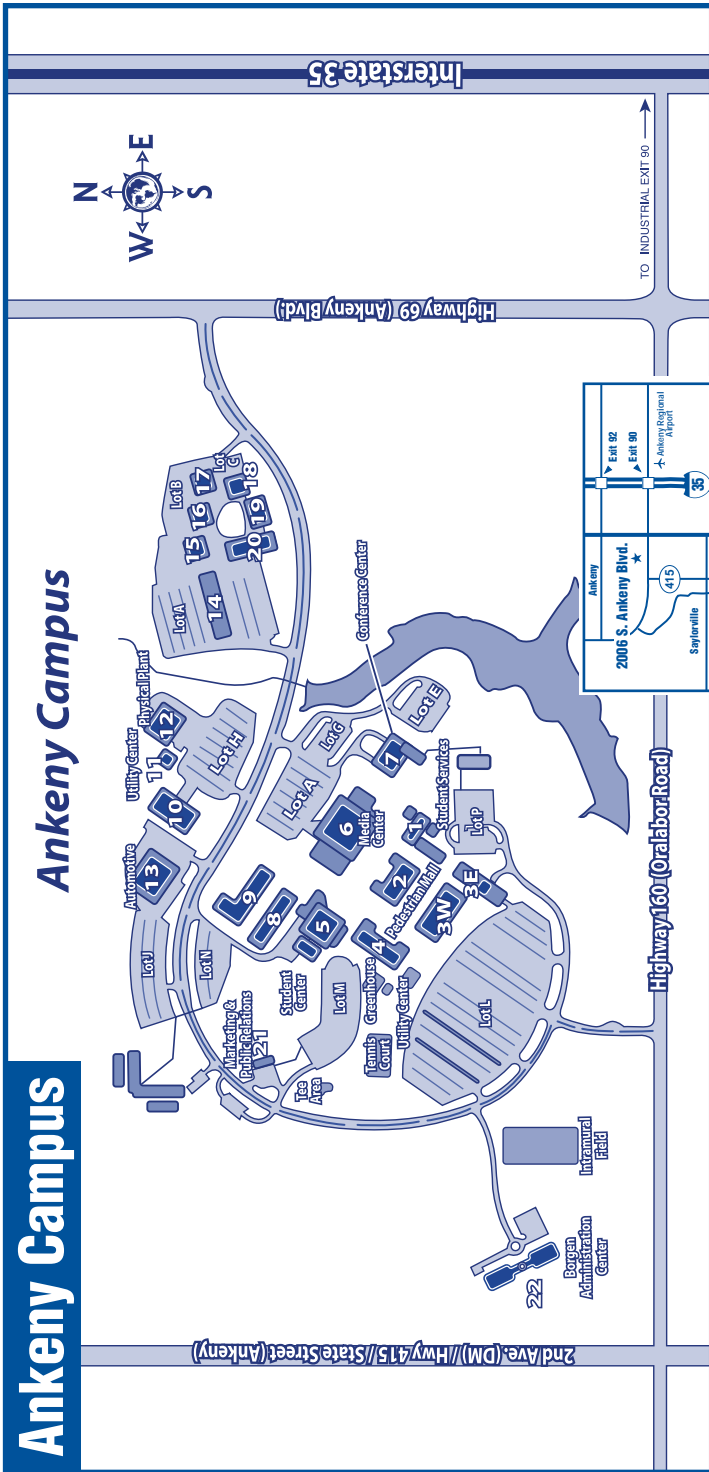
Long Distance Call, 1-800-362-2127, Campus Code # 1, and the Ext#

	Ext #
Academic Achievement .....	6558
Accidents-Auto (On Campus) .....	6500
Address Changes.....	6565
Advising .....	6200
Alumni Association.....	6376
Assessment Center.....	6595
Athletics/Recreation .....	6333
Bookstore .....	6682
Campus Clubs .....	6359/6376
Campus Events.....	6200
Campus Nurse.....	6352
Career Planning/Counseling .....	6200/6246
Career Resource Center .....	6474
Drops/Add .....	6800
Emergencies.....	6246/6500
Information Center .....	6200
Financial Aid/Scholarships .....	6282/6283
Graduation.....	6647/6507
Health Insurance/Services .....	6352
International Students .....	6471
Job Placement.....	6215
Library.....	6317
Lost & Found.....	6359
Program Changes.....	6495
Scholarships.....	6278
Security .....	6500
Services/ Students w/ Disabilities.....	6850
Student Accounts .....	6446
Transcripts .....	6800
Transfer Evaluation.....	6647
Tutoring Services .....	*7004
Veterans Services .....	6284

**\*965 (all other numbers have a 964 prefix)**

# Ankeny Campus

# Ankeny Campus



# Boone Campus

1125 Hancock DR., Boone, Iowa 50036

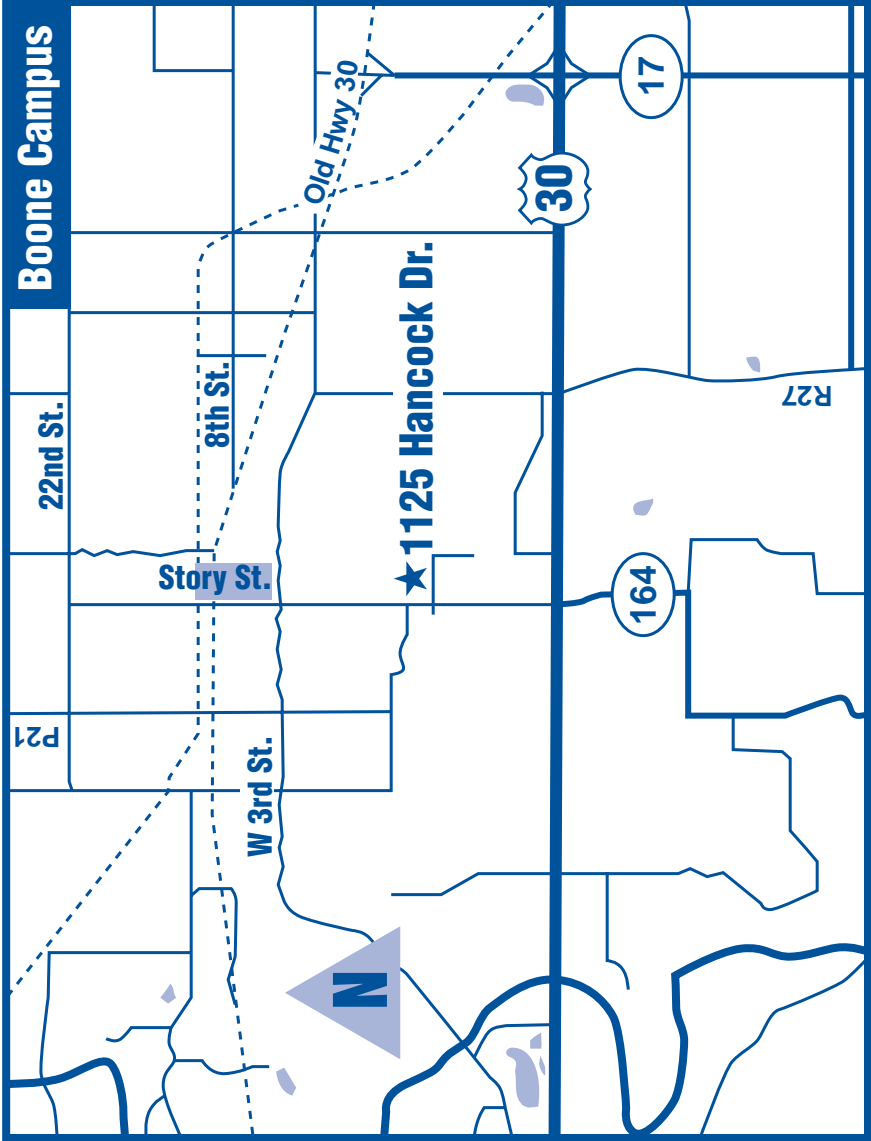
515-432-7203

Long Distance Call, 1-800-362-2127, Campus Code #3, and the Ext #

	Ext #
Academic Achievement .....	5096
Address Changes .....	5026
Advising .....	5024/5030
Assessment Center .....	5096
Athletics/Recreation .....	5050
Bookstore .....	5034
Campus Clubs .....	5024
Campus Events .....	*7203
Career Planning/Counseling .....	5025
Drop/Add .....	5026/*7203
Emergencies .....	*7203
Financial Aid .....	5023/5022
Graduation .....	5026
Information .....	*7203
International Students .....	5030
Job Placement .....	5025
Library .....	5040
Program Changes .....	5024/5025/5030
Security .....	5052
Services for Students w/ Disabilities .....	5024
Student Accounts .....	5022/5023
Transcripts .....	5026
Tutoring Services .....	5096
Veterans Services .....	(Refer all inquiries to: 964-6284 or 800-362-2127 Ext.#6284 Ankeny Campus)

**\*432 (all other numbers have a 433 prefix)**





# Carroll Campus

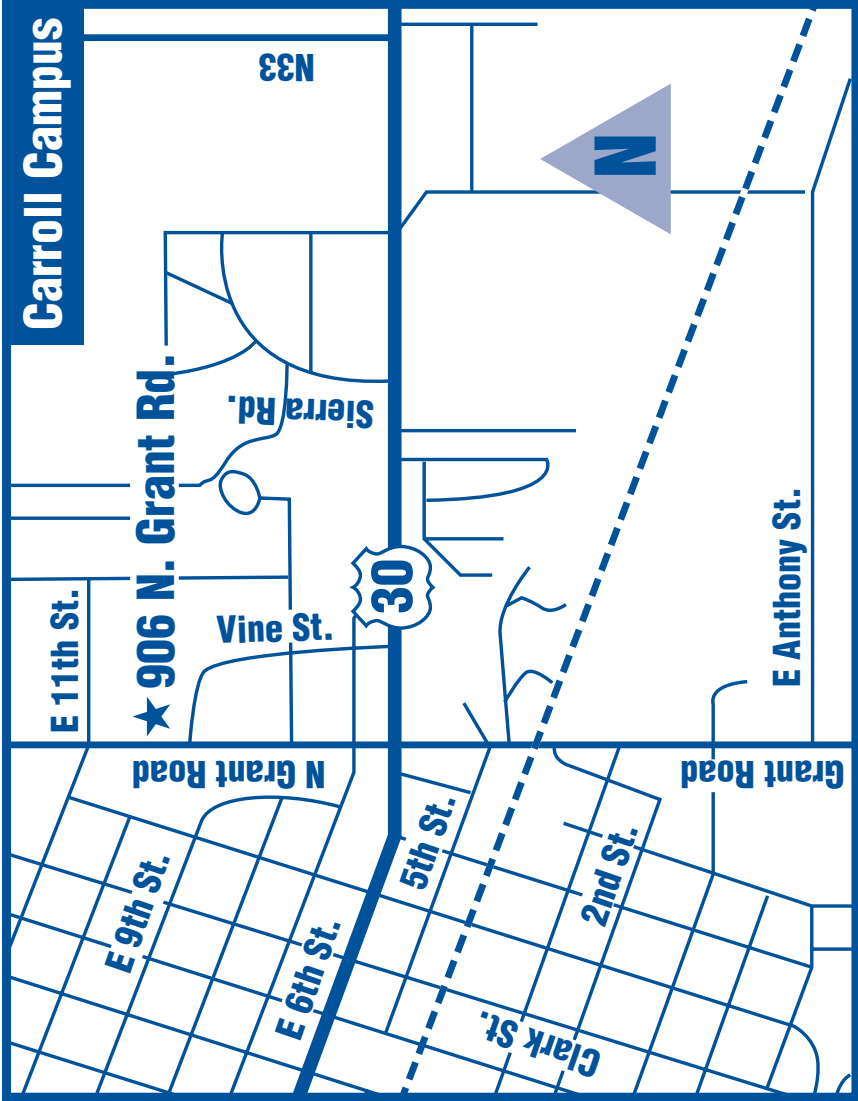
906 North Grant Rd., Carroll, Iowa 51401

712-792-1755

Long Distance Call, 1-800-362-2127, Campus Code #4, and the Ext #

	Ext #
Academic Achievement .....	8333
Accidents-Auto (On Campus) .....	Operator
Address Changes .....	8331/8332
Advising .....	8331/8332
Assessment Center .....	8303
Bookstore .....	8310
Campus Clubs .....	8303/8331/8332
Campus Events .....	8303/8331/8332
Career Planning/Counseling .....	4350
Drop/Add .....	4350/8331/8332
Emergencies .....	Operator
Financial Aid .....	8305
Graduation .....	8303/8331/8332
Health Insurance .....	8331/8332
International Students .....	8331/8332
Job Placement .....	8331/8332
Library .....	8316/8317
Lost & Found .....	Operator
Program Changes .....	8331/8332
Security .....	8312
Services for Students w/Disabilities .....	8331/8332
Student Accounts .....	8305
Tech. Resource Center .....	1906
Transcripts .....	8331/8332
Transfer Evaluation .....	8331/8332
Tutoring Services .....	8333
UNI/DMACC 2+2 Elementary Education .....	8332
UNI/DMACC 2+2 Industrial Tech. ....	4350
Veterans Services .....	(Refer all inquiries to: 964-6284 or 800-362-2127 Ext.#6284, Ankeny Campus)

**Carroll Campus**



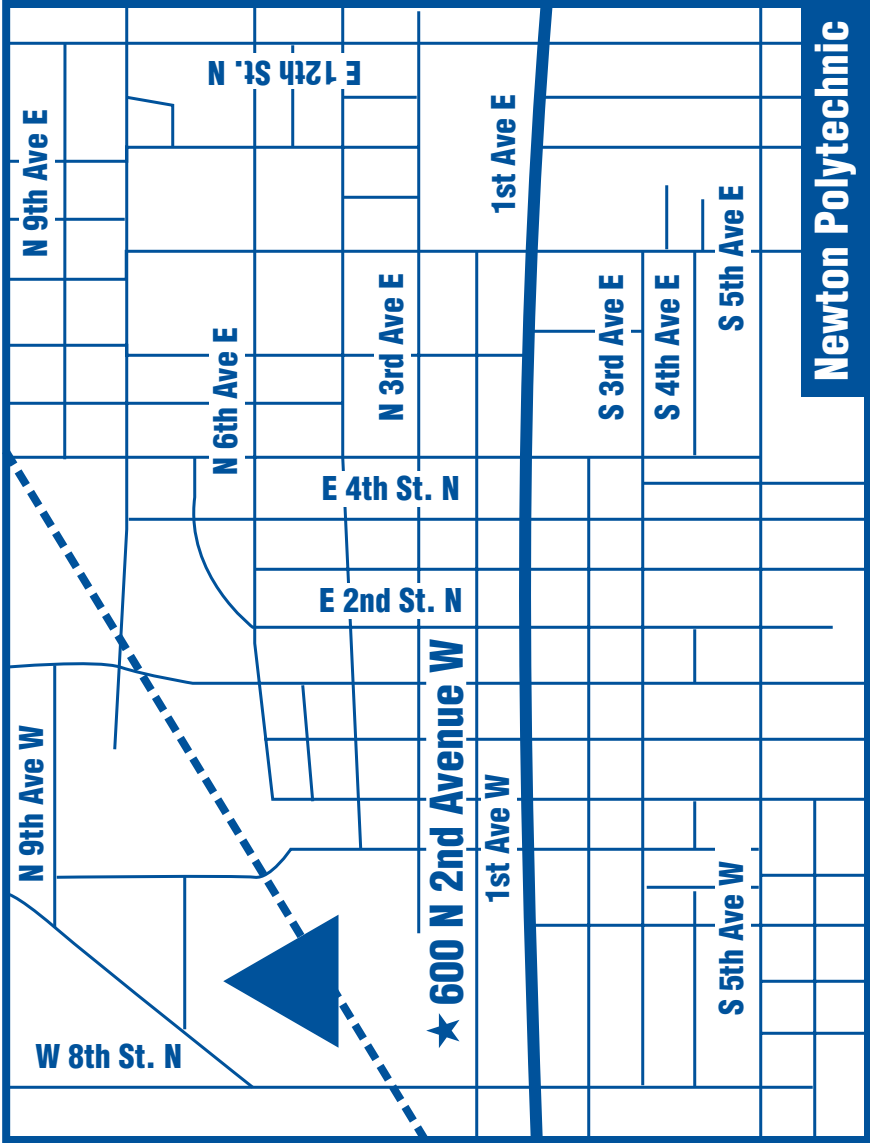
# Newton Polytechnic

600 N. 2nd Ave. W, Newton, Iowa 50208-3049

641-791-3622

Long Distance Call 1-800-362-2127, Campus Code #5, & the Ext #

	Ext #
Academic Achievement .....	1730
Accidents-Auto (on Campus) .....	3622/1720
Address Changes .....	3622
Advising .....	1722/1723
Assessment Center .....	1730
Athletics/Recreation .....	3622
Bookstore .....	1770
Campus Clubs .....	1722/1723
Campus Events .....	3622
Career Planning/Counseling .....	1722/1723
Drop/Add .....	1726
Emergencies .....	3622
Financial Aid .....	1725
Graduation .....	1722/1723
Health Insurance/Services .....	3622/1725
International Students .....	1722/1723
Job Placement .....	1722/1723
Lost & Found .....	3622
Program Changes .....	1722/1723
Security .....	1795
Services for Students W/ Disabilities .....	1730
Student Accounts .....	1725
Transcripts .....	3622
Transfer Evaluation .....	1722/1723
Tutoring Services .....	1730
Veterans Services .....	(Refer all inquiries to: 964-6284 or 800-362-2127 Ext.# 6284, Ankeny Campus)



**Newton Polytechnic**

# Urban Campus

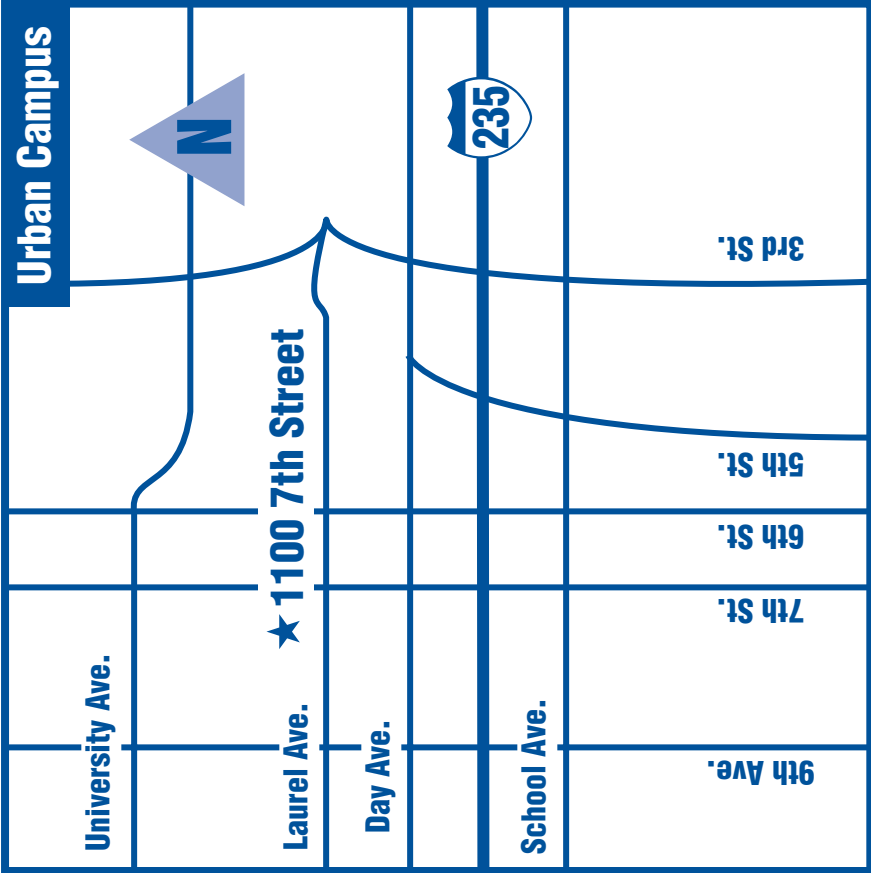
1100 – 7th St., Des Moines IA 50314

515-244-4226

Long Distance, Call 1-800-362-2127, Code #2, and the Ext #

	Ext #
Academic Achievement .....	7204
Address Changes.....	*4226
Advising .....	*4226
Assessment Center/GED.....	7218
Bookstore .....	7212
Campus Campus Clubs .....	7234
Campus Events.....	*4226
Career Planning/Counseling .....	7505
Drop/Add.....(Ankeny Campus, 964-6800 or 800-362-2177 ext. 6800)	
Emergencies.....	*4226
Evening/Weekend Services Director .....	7512
Financial Aid .....	7202
Graduation.....(Ankeny Campus, 964-6647 or 800-362-2177 ext. 6647)	
Health Insurance/Services .....	*4226
Information.....	*4226
International Students/ESL.....	7515
Iowa New Choices .....	7520/7239
Job Placement.....	7505
Library.....	7210
Lost & Found.....	*4226
Program Changes.....	*4226
Security .....	7200
Services/ Students w/ Disabilities.....	7505
Student Accounts .....	7202
Student Support Services.....	7516
Transcripts .....	(Ankeny Campus, 964-6800 or 800-362-2177 ext. 6800) *4226
Transfer Evaluation.....(Ankeny Campus, 964-6647 or 800-362-2177 ext. 6647)	*4226
Tutoring Services .....	7501
Veterans Services .....	(Refer all inquiries to: 964-6284 or 800-362-2127 Ext.#6284, Ankeny Campus)
Youth At Risk .....	7229/7245

**\*244 (all other numbers have a 248 prefix)**



**Note: Watch for I-235 Construction updates**

# West Campus

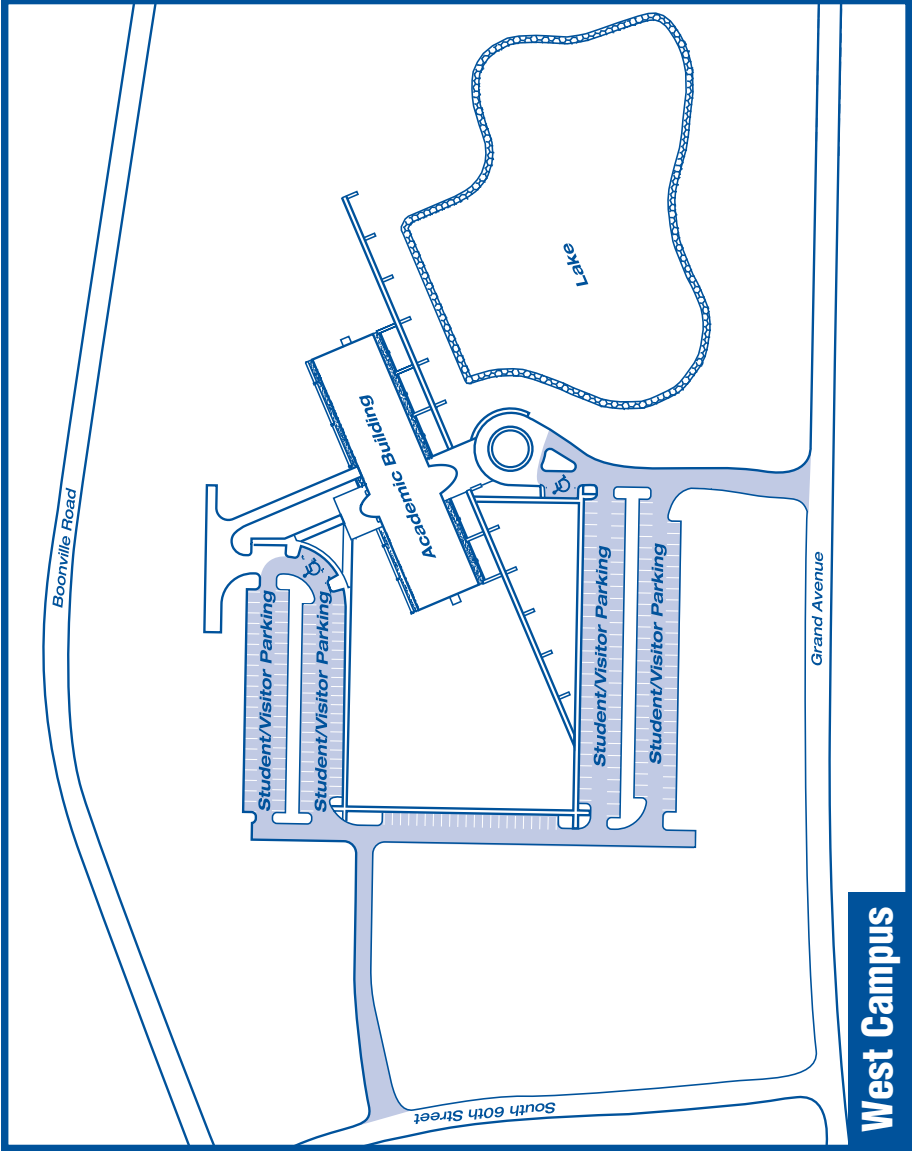
**5959 Grand Ave., West Des Moines, IA 50266-5302**

**515-633-2407**

**Long Distance, Call 1-800-362-2127, and the Ext. 2407**

	Ext #
Academic Achievement Center .....	2472
Accidents on Campus .....	2400
Address Changes .....	2408
Advising .....	2405
Assessment Center .....	2426
Bookstore .....	2423
Campus Clubs/Events .....	2407
Career Planning/Counseling .....	2405
Drops/Adds .....	2408
Emergencies on Campus .....	2400
Information .....	2407
Financial Aid .....	2411
Graduation .....	2407
Health Insurance .....	2407
International Students .....	2407
Job Placement .....	2405
Lost & Found .....	2407
Program Changes .....	2408
Resource Center .....	2426
Security .....	2400
Services/Students with Disabilities .....	2405
Student Accounts .....	2411
Transfer Evaluation .....	2405
Tutoring Services .....	2472
Veteran Services – Ankeny .....	964-6284





**West Campus**

# Notes

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