Welcome to the Beginning:

Des Moines Area Community College
### Fall Quarter

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 2 - 3</td>
<td>Registration</td>
</tr>
<tr>
<td>Sept. 8</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Sept. 14</td>
<td>Last day to register or add classes</td>
</tr>
<tr>
<td>Sept. 17</td>
<td>Freshman Mixer Dance</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>All College Dance</td>
</tr>
<tr>
<td>Oct. 16</td>
<td>Midterm</td>
</tr>
<tr>
<td>Nov. 17 - 18</td>
<td>Pre-registration for Winter Quarter</td>
</tr>
<tr>
<td>Nov. 25</td>
<td>End of Fall Quarter</td>
</tr>
<tr>
<td>Nov. 26 - 27</td>
<td>Thanksgiving Vacation - College offices closed</td>
</tr>
</tbody>
</table>

### Winter Quarter

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 30</td>
<td>Registration</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Last day to register or add classes</td>
</tr>
<tr>
<td>Dec. 19</td>
<td>Christmas Dance</td>
</tr>
<tr>
<td>Dec. 21 - Jan. 3</td>
<td>Christmas Vacation</td>
</tr>
<tr>
<td>Dec. 25</td>
<td>Holiday - College offices closed</td>
</tr>
<tr>
<td>Jan. 1</td>
<td>Holiday - College offices closed</td>
</tr>
<tr>
<td>Jan. 4</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Jan. 22</td>
<td>Midterm</td>
</tr>
<tr>
<td>Feb. 13</td>
<td>Miss DMACC Dance</td>
</tr>
<tr>
<td>Feb. 16 - 17</td>
<td>Pre-registration for Spring Quarter</td>
</tr>
<tr>
<td>March 2</td>
<td>End of Winter Quarter</td>
</tr>
</tbody>
</table>

### Spring Quarter

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 4</td>
<td>Registration</td>
</tr>
<tr>
<td>March 8</td>
<td>Classes begin</td>
</tr>
<tr>
<td>March 12</td>
<td>Last day to register or add classes</td>
</tr>
<tr>
<td>April 9 - 12</td>
<td>Easter Vacation - College offices closed</td>
</tr>
<tr>
<td>April 13</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 16</td>
<td>Midterm</td>
</tr>
<tr>
<td>April 19</td>
<td>Faculty Convention - No classes</td>
</tr>
<tr>
<td>May 18 - 19</td>
<td>Pre-registration for Summer Quarter</td>
</tr>
<tr>
<td>May 22</td>
<td>Graduation Ball</td>
</tr>
<tr>
<td>May 28</td>
<td>End of Spring Quarter</td>
</tr>
<tr>
<td>May 28</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 31</td>
<td>Holiday - College offices closed</td>
</tr>
</tbody>
</table>

### Summer Quarter

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3</td>
<td>Registration</td>
</tr>
<tr>
<td>June 7</td>
<td>Classes begin</td>
</tr>
<tr>
<td>June 11</td>
<td>Last day to register or add classes</td>
</tr>
<tr>
<td>June 28 - July 9</td>
<td>Summer Vacation Period - No classes</td>
</tr>
<tr>
<td>July 5</td>
<td>Holiday - College offices closed</td>
</tr>
<tr>
<td>July 12</td>
<td>Classes resume</td>
</tr>
<tr>
<td>July 28</td>
<td>Midterm</td>
</tr>
<tr>
<td>Aug. 24 - 25</td>
<td>Pre-registration for Fall Quarter</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>End of Summer Quarter</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Commencement</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Holiday - College offices closed</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>COLLEGE CALENDAR 1970-71</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>1</td>
</tr>
<tr>
<td>THE COLLEGE</td>
<td>1</td>
</tr>
<tr>
<td>PURPOSE AND PHILOSOPHY</td>
<td>2</td>
</tr>
<tr>
<td>HISTORY</td>
<td>2</td>
</tr>
<tr>
<td>ACCREDITATION</td>
<td>3</td>
</tr>
<tr>
<td>THE CAMPUS</td>
<td>3</td>
</tr>
<tr>
<td>THE CITY</td>
<td>4</td>
</tr>
<tr>
<td>COLLEGE DIRECTORY</td>
<td>5</td>
</tr>
<tr>
<td>BOARD OF DIRECTORS</td>
<td>6</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>7</td>
</tr>
<tr>
<td>STUDENT PERSONNEL SERVICES</td>
<td>8</td>
</tr>
<tr>
<td>INSTRUCTIONAL STAFF</td>
<td>9</td>
</tr>
<tr>
<td>POLICIES AND PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>ADMISSIONS</td>
<td>11</td>
</tr>
<tr>
<td>REGISTRATION</td>
<td>11</td>
</tr>
<tr>
<td>LATE REGISTRATION</td>
<td>12</td>
</tr>
<tr>
<td>CHANGES IN REGISTRATION</td>
<td>12</td>
</tr>
<tr>
<td>GRADING SYSTEM AND GRADE REPORTING</td>
<td>13</td>
</tr>
<tr>
<td>GRADING SYSTEM</td>
<td>13</td>
</tr>
<tr>
<td>GRADE REPORTING</td>
<td>13</td>
</tr>
<tr>
<td>INCOMPLETE AND FAILING MARK POLICIES</td>
<td>13</td>
</tr>
<tr>
<td>PROBATION</td>
<td>13</td>
</tr>
<tr>
<td>SUSPENSION</td>
<td>13</td>
</tr>
<tr>
<td>CHANGE OF NAME OR ADDRESS</td>
<td>14</td>
</tr>
<tr>
<td>WITHDRAWAL POLICY</td>
<td>14</td>
</tr>
<tr>
<td>GRADUATION APPLICATION AND FEE</td>
<td>14</td>
</tr>
<tr>
<td>REQUEST FOR TRANSCRIPTS</td>
<td>15</td>
</tr>
<tr>
<td>TUITION AND FEES (1970-71) CAREER EDUCATION</td>
<td>15</td>
</tr>
<tr>
<td>TUITION AND FEES (1970-71) GENERAL EDUCATION</td>
<td>15</td>
</tr>
<tr>
<td>TYPICAL EXPENSES (1970-71)</td>
<td>15</td>
</tr>
<tr>
<td>REFUND OF TUITION</td>
<td>15</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>15</td>
</tr>
<tr>
<td>STUDENT CONDUCT AND DISCIPLINE</td>
<td>15</td>
</tr>
<tr>
<td>SCHOOL CLOSINGS</td>
<td>15</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS (Cont.)

TORNADO WARNINGS & EMERGENCY PROCEDURES ........................................... 16
BULLETIN BOARDS ............................................................................................... 16

COLLEGE BOOKSTORE ....................................................................................... 17
SELECTIVE SERVICE ............................................................................................ 17
FIRE DRILLS ........................................................................................................ 17
HOW TO LOCATE A CLASSROOM ..................................................................... 17
ATTENDANCE POLICY ......................................................................................... 17

ATTENDANCE POLICY ......................................................................................... 18

TRAFFIC AND PARKING REGULATIONS ............................................................. 19
TRAFFIC AND PARKING REGULATIONS ............................................................. 20

STUDENT SERVICES ........................................................................................... 21
   COUNSELING SERVICE
   VETERANS AFFAIRS

IDENTIFICATION CARDS .................................................................................. 22
FOREIGN STUDENT AFFAIRS .......................................................................... 22
PLACEMENT SERVICES ....................................................................................... 22
LEARNING LAB .................................................................................................... 22
TELEPHONES ....................................................................................................... 22
CANTEEN AREAS ............................................................................................... 22

SAFETY ................................................................................................................ 23
STUDENT HOUSING ......................................................................................... 23
STUDENT ACCIDENT INSURANCE .................................................................... 23
SICKNESS OR ACCIDENT EMERGENCY PROCEDURE ..................................... 23

SICKNESS OR ACCIDENT EMERGENCY PROCEDURE ..................................... 24

STUDENT LIFE .................................................................................................... 25
   STUDENT SENATE
   STUDENT CLUBS AND ORGANIZATIONS

HOW TO FORM A CLUB ..................................................................................... 26
STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNANCE ......................... 26
STUDENT PUBLICATIONS ................................................................................. 26

SOCIAL PROGRAM ............................................................................................. 27
SCHOOL COLORS ............................................................................................... 27
WHERE-TO-GO ................................................................................................... 27

SUGGESTIONS FOR IMPROVING YOUR STUDY SKILLS .................................. 28
HINTS ON PLANNING A STUDY SCHEDULE .................................................. 28

COLLEGE CALENDAR 1971-72.......................................................................... 29

INDEX
Welcome to you who are on the campus for the first time and welcome back to those who are returning.

We will do all possible to assist you in the achievement of your educational goal. A well qualified staff, modern buildings with the latest in teaching aids, and shop and lab equipment are at your disposal. I challenge you to make the most of them.

You are a part of the beginning of a new college. We ask your patience as we wait for more space in the new buildings being completed. We also ask for your suggestions and assistance in making Des Moines Area Community College a better college for you and for those who will follow.

The information on the following pages has been designed to guide you during your stay at Des Moines Area Community College. An early understanding of how the college operates will enhance your ability to make the association with the college a meaningful experience for you.

Paul Lowery
Superintendent
THE COLLEGE

Des Moines Area Community College is a publicly supported two-year institution serving the Des Moines metropolitan area and surrounding counties. The college district (Merged Area XI) includes all or major portions of Audubon, Boone, Carroll, Dallas, Guthrie, Jasper, Madison, Marion, Polk, Story, and Warren counties and minor parts of eleven adjacent counties. It encompasses 6,559.9 square miles or approximately 11 per cent of the land area of the state. Approximately twenty percent of the state's population resides within the district.

The college is a multi-campus institution with the central campus and administrative offices located at Ankeny, Iowa, a branch campus at Boone, and three attendance centers within the cities of Des Moines and West Des Moines.

A nine-member board of directors elected by the residents of the merged area governs the college.

PURPOSE AND PHILOSOPHY

Des Moines Area Community College has opened the doors of educational opportunity for many serious-minded students. It offers a wide variety of educational programs designed to meet the different interests, abilities, and personal objectives of adults of all ages and levels of prior educational achievement.

Legislation creating the community colleges of Iowa directs the institutions to provide when possible, the following: the preparation necessary for productive employment of every citizen; vocational and technical training for persons who wish to enter the labor force; educational opportunities for persons already employed who need additional training or re-training, or who are handicapped; programs for the first two years of college-parallel study; programs for high school completion; student personnel services and community services. Within the framework of existing legislation, the Des Moines Area Community College exists to:

1. Prepare or re-train students for employment and advancement in their chosen occupation through career education.

2. Prepare or re-train students for employment and advancement through occupationally oriented associate degree programs.

3. Prepare students for transfer, typically as juniors, to four year colleges and universities.

4. Assist students to become active, responsible citizens in our democratic society through a program of practical education.

5. Provide extensive personnel services which assist the students in exploring their interests, identifying their aptitudes, and selecting the programs of study which best meet their needs and interests.

6. Provide counseling services readily available to all students.

7. Provide placement services for all students seeking full-time or part-time employment.

8. Provide intellectual and cultural programs for the entire community.

9. Contribute to the economic life of the community through services to business, industry and labor.

10. Provide opportunities for adults to complete their high school education.
II. Provide off-campus adult and continuing education programs as need and interest is expressed.

II. Provide a comprehensive program of Student Personnel Services designed to enhance the student's personal growth through in-class and out-of-class activities.

HISTORY

Planning for the creation of the college began in the spring of 1965 with a comprehensive study initiated by the county superintendents of Boone, Dallas, Guthrie, Jasper, Madison, Marion, Polk, Story, and Warren counties. Extensively involved were members of county boards of education, local school boards of education, superintendents of local districts, lay citizens, and representatives of business, industry and labor. The result was a proposal entitled, An Area Vocational School Proposal for South Central Iowa, which was submitted to the State Board of Public Instruction on September 9, 1965.

Official approval for the creation of a merged area community college was granted on March 18, 1966 by the State Board of Public Instruction. At the time, it was officially designated as merged Area XI. A nine-member Board of Directors was elected and formally installed on May 23, 1966.

The first students were enrolled in four career programs which began in rented facilities in February, 1967. Based upon a comprehensive occupational needs survey conducted by the district in the first six months of operation, career programs were expanded in the fall of 1967 to fifteen.

In December, 1967, the Des Moines Comprehensive Vocational Facility, previously operated by the Des Moines Independent School District, became a part of the college. This facility is operated as a Skill Center with major funding from the Manpower Development and Training Act.

In January, 1968, the Board of Directors established the official name of the institution as Des Moines Area Community College.

On July 1, 1969, the college assumed the administrative and operational control of the Boone Junior College. It is now operated as a branch campus of the college.

In the fall of 1969, the college offered educational opportunities in 29 career programs, Arts and Science curricula on the Ankeny and Boone campuses, entry level vocational training through the Des Moines Skill Center, and extensive adult and continuing education opportunities. On July 1, 1970, the college district was enlarged to include Audubon and Carroll counties.

ACCREDITATION

The Des Moines Area Community College is accredited by the Iowa State Department of Public Instruction and the Iowa Board of Regents. General Education (Arts & Sciences) curricula have been developed to meet the transfer requirements of four-year colleges and universities. Credits earned by students enrolled in these curricula will be accepted for transfer to the University of Iowa, Iowa State University, the University of Northern Iowa, and most private four-year colleges in the state. Both General Education and Career Education curricula are approved by the Veterans Administration.

Des Moines Area Community College has achieved correspondent status with the North Central Association and is working toward full accreditation. Four year Colleges and Universities in Iowa accept lower division credits earned at the Des Moines Area Community College for transfer to their institutions.
THE CAMPUS

The main campus is located six miles north of Des Moines within the city limits of Ankeny. A totally new $7,500,000 campus is under construction on a 320 acre site. Long range plans include a $25,000,000 campus to serve 8,000 full-time students. The main campus entrance on U.S. Highway 69 (or East 14th Street), is easily reached from both Interstates 35 and 80. (See map on P. 8)

THE CITY

In addition to being located in Ankeny, a city of 10,000 population, the college is immediately adjacent to Des Moines, the capital and largest city in the state. Approximately a quarter million people reside in Des Moines and the suburban communities. Numerous opportunities are available for students to participate in and attend extra-curricular events in the areas of music, theatre, lectures, and sports.
COLLEGE DIRECTORY

BOARD OF DIRECTORS

Grefe, Rolland E., President
Bloomquist, Harry
Cramlet, Ross C.
Longnecker, David S.

Kreager, Max W., Vice-President
Lounsberry, Robert H.
Opie, Richard
Price, William C.

Welin, Harold F.

ADMINISTRATION

Paul J. Lowery
Jack Asby
Leonard Bengtson
Philip D. Langerman

Superintendent
Assistant Superintendent,
Administrative Services
Assistant Superintendent,
Student Services
Assistant Superintendent,
Instruction

STUDENT PERSONNEL SERVICES

Bengtson, Leonard
Baugous, Charles
Bergstrom, Eldon
Brown, Joyce
Collins, Maralee
Dart, Thomas
Frazee, James
Gilliland, Dorothy
Kerr, Donald
McClurg, Ronald
Severson, Donald
Thomas, Robert

Assistant Superintendent
Counselor, Director of Admissions
Counselor, Foreign Student Advisor
Counselor
Financial Assistance and Housing
Counselor, Director of Placement
Counselor
Student Information Officer
Counselor, Director of Student Affairs
Counselor
Counselor, Registrar
Counselor, Vocational Rehabilitation
INSTRUCTIONAL STAFF

Langerman, Philip
Slicker, Rus
Eicher, Robert
Bennett, Carroll

Anderson, M. Robert*
Arbuckle, John
Arrowood, Richard*
Aurelius, Ruth
Beck, Thomas
Benning, Deloris*
Berger, Roy*
Biner, Willard*
Branigan, Denis
Buwalda, William*
Chapman, Richard
Clary, Joan*
Corrigan, Gerald
Dowis, James
Dunsmore, Thomas*
Dye, James
Fisher, Clair
Franke, Dorothy
Gamm, Harold
Gartin, Richard
Gaster, Donald
Gingerich, Julia
Goodrich, Cheryl
Grosvenor, Kathie
Gunton, Ed
Hamilton, Byron
Hann, Bruce
Hoff, Kenneth*
Hoyt, Lindley*
Hunton, Donald
Kees, Eugene
Keul, Ralph
Kondrath, Andrew
Leffler, Mary
Lichty, Robert
Ludwig, Milford
Manning, Gerald*
Marten, Dennis*
Martin, Leona
Megerson, John
Miller, Lloyd
Moedtland, Ole
Moore, Sharon*
Muehlenthaler, Shirley*
Palmer, David
Philop, Alfonso
Renwick, James
Richards, Robert

Assistant Superintendent
Director, General Education
Director, Career Education
Assistant Director, Career Education

Drafting
Electronics
Data Processing
Speech
Political Science
Operating Room Technician
Drafting
Auto Mechanics
Electronics
Conditioned Air
Communication
Child Care
Electronics
Data Processing
Electronics
Communication
Related
Bio. Science
Agri-Business
Printing
Auto Mechanics
English
Data Processing
Secretarial Science
Marketing
Marketing
English, Communication
Printing
Agri-Business
Related
Auto Mechanics
Data Processing
Medical Laboratory Assistant
Child Care
Education
Electronics
Marketing
Secretarial Science
Medical Assistant
Law Enforcement
Spanish, Anthropology
Auto Mechanics
Dental Assistant
Medical Assistant
History
Related
Auto Mechanics
Data Processing
Ronat, Elizabeth
Routson, Clarence
Rowe, Margaret*
Rummans, Marlowe*
Sale, Phyllis
Saville, Larry
Schliefert, Carl*
Scoville, Lewis
Shlaes, Ben*
Sherman, True
Shriver, Burgess
Snyder, Lawrence
Souders, Mary*
Steen, Richard
Stephens, Keith
Stewart, William Jr.*
Storey, June
Tullis, Melvin
Tyler, Larry*
Wilcox, Gary
Wilson, John
Wisnieski, Gerald
Yarrow, Marvin*

Physics, Applied Science
Diesel Mechanics
Medical Laboratory Assistant
Diesel Mechanics
Practical Nursing
Related
Auto Parts Specialist
Diesel Mechanics
Bookkeeping-Accounting
Secretarial-Clerical
Chemistry
Law Enforcement
Key Punch Operation
Tool and Die Making
Diesel Mechanics
Tool and Die Making
Department Store Marketing
Auto Mechanics
Welding
Math
Data Processing
Mathematics
Building Trades

* Program Chairman
## CURRICULAR OFFERINGS

### ASSOCIATE DEGREE

- Associate Science Degrees
- Accounting Specialist
- Computer Programmer
- Industrial Electronics
- Health Care Administration
- Executive Secretary

### ASSOCIATE ARTS DEGREE

- Law Enforcement
- Education Associate
- Pre-Business
- Arts and Science

### DIPLOMA 7 Quarters

- Agri-Business Operations
- Commercial Horticulture
- Agricultural Supply
- Commercial and Advertising Art
- Department Store Marketing
- Industrial Marketing
- Auto Mechanics
- Diesel Mechanics
- Tool and Die Making

### DIPLOMA 4 Quarters or less

- Dental Assistant
- Medical Assistant
- Medical Laboratory Assistant
- Operating Room Technician
- Printing
- Bookkeeping and Accounting
- Clerical
- Computer Operator
- Secretarial
- Child Care
- Architectural Drafting
- Mechanical Drafting
- Auto Parts Specialist
- Building Trades
- Conditioned Air
- Electronics Maintenance
- Job Shop Machinist
- Welding

### CERTIFICATE

- Highway Construction Aid
- Key Punch

### CONTINUING EDUCATION

- Adult Basic Education
- Adult High School Diploma
- High School Equivalency
- Community Services
- College Transfer
- Americanization
- General Adult
- Supplemental Vo.-Tech. Courses
Map Of
Des Moines Area Community College
Ankeny, Iowa
West Des Moines, Iowa

ANKENY CAMPUS

Industrial Manufacturing
Conditioned Air
Mechanical Drafting
Mechanical Technology
Tool & Die

Building 1
Auto Mechanics
Auto Parts
Diesel
Welding

Building 2
Printing
Student Center

Building 3
Adult Education Admin.
Instructional Media Center

Building 4
Administration
Student Personnel

Building 5
Electronics Maint
Industrial Electronics

Building 6
General Ed. Admin.
Career Ed. Admin.
Building Trades

Building 7
Agr. Business
Marketing
Law Enforcement
Child Care

Student & Staff Parking

Health Sciences
Student Center

Bookkeeping
Acct.
Data Processing

Instructional Media Center
(Under Construction)

Food Service
(Under Construction)

Center 1 (2501 Vine St.)
Architectural Drafting
Secretarial
Clerical
Commercial Art

35th Street (Exit 1)

8th (Exit 3)

To Council Bluffs

To Booneville

To Kansas City (8)
POLICIES AND PROCEDURES:

ADMISSIONS

Students enrolled in career education programs who contemplate additional studies in another career education curriculum at the college need only to submit an application for that area of study to the Admissions Office.

For most programs, there will be no requirement for additional testing nor the application fee.

Students desiring to enroll in course work within another division of the college must meet the admission requirements for that division.

(For admission to the Learning Lab, see appropriate following section.)

REGISTRATION

Registration is conducted on a quarterly basis on dates set forth in the college calendar. All required fees are due and payable in full during the scheduled registration periods. Timely purchase of books and supplies is the responsibility of the student.

Students are expected to show evidence of fee payment in order to be admitted to classes.

LATE REGISTRATION

The school calendar specifies the dates on which registration will take place for each quarter. Students who register later than the designated dates will be assessed a $5.00 late registration fee. New students may register through the first two weeks of the quarter. However, a late registration fee will be assessed if registration is completed after the first class meeting.

CHANGES IN REGISTRATION

Students who wish to change their schedules by (1) dropping one course and adding another course, or (2) adding a course to the schedule, must do so within the first week of the quarter. Drop-Add slips may be obtained from counselors or the office of the Registrar.

A student may drop a course through the first two weeks of a quarter without notation on his permanent record. From the third through the eighth week of a quarter, a student may drop a course with a mark of X(Drop) entered on his permanent record. Withdrawal from a single course after that time is considered unofficial, and a grade of F will be recorded for the course. A student who discontinues a class without officially dropping it will receive a grade of F for the course.
GRADING SYSTEM AND GRADE REPORTING

GRADING SYSTEM

The following grading scale and transcript designation is employed:

A  -  Superior
B  -  Above Average
C  -  Average
D  -  Below Average
F  -  Failing
WP -  Withdrew Passing
WF -  Withdrew Failing
P  -  Passing
X  -  Drop
XX -  Grades are superseded by later grades
NC -  No credit
I  -  Incomplete
AU -  Audit  No credit

GRADE REPORTING

Final grade reports are issued approximately one week after the end of each quarter.

At mid-quarter, students whose work is unsatisfactory are notified by the College, with copies mailed to the parents of those under age twenty-one.

Students who receive such notices should immediately consult with the instructors in the courses involved and arrange to see a counselor if appropriate.

INCOMPLETE AND FAILING MARK POLICIES

If a student does not complete some portion of assigned course work during the regular quarter, a mark of Incomplete may be assigned. In such cases, the student must then complete the course work within a three-week period following that quarter. If there is an unusual emergency, such as serious injury or illness, an extension of this three-week period may be granted by the instructor and the Registrar. Such permission must be obtained in writing on a form available from the Registrar’s office. Incomplete grades automatically become failures unless the work is satisfactorily completed within the time period specified.
If a student fails a required course in the General Education Division, he must repeat and pass that course in order to graduate. If an elective course is failed, the student has the option of repeating the course or substituting another course during a later quarter. When a passing grade is earned in a previously failed course, the grade is recorded on the permanent record and included in computation of the grade point average. The grade earned initially is marked on the permanent record as having been superseded by a later grade. This privilege does not pertain to courses failed while in attendance at other colleges and universities. The Des Moines Area Community College cannot make changes in the grades issued by other institutions.

PROBATION

The following conditions will lead to a student being placed on academic probation:

General Education:

1. Failure to earn a grade point average of 1.50 in any quarter.
2. Failure to earn a cumulative grade point average of 1.60 at the end of the freshman year.
3. Failure to earn a cumulative grade point average of 1.70 at the end of the second quarter of the sophomore year.

Career Education:

1. Failure to achieve passing grades in all required courses undertaken in the quarterly program of study.

Students who fail to meet these requirements may be advised to reduce their academic load or otherwise adjust their program of study. Full-time Career Education students who fail required courses must accomplish whatever is necessary to remove the failing grade by mid-term of the following quarter or adjust their programs of study to permit repeating the course in a later quarter.

SUSPENSION

The following conditions may lead to a student being suspended for academic reasons:

General Education:

1. Failure to earn a grade point average of 1.00 in any quarter.
2. Failure to earn a cumulative grade point average of 1.50 at the end of the freshman year.
3. Failure to earn a cumulative grade point average of 1.60 at the end of the second quarter of the sophomore year.

Career Education:

1. For full-time students, failure to earn passing grades in at least two-thirds of the regular program of study in any quarter.
2. For part-time students, failure to earn a grade point average of 1.00 in any quarter.
Continued enrollment in either General Education or Career Education is determined on the basis of evidence of success and progress in the curriculum. Suspension from a General Education or Career Education curriculum does not mean the student cannot continue in the College.

CHANGE OF NAME OR ADDRESS

Each student is responsible to keep the school informed of any change of name or address. Students should report immediately to the office of the registrar any change that will assist the college in keeping records accurate and current.

WITHDRAWAL POLICY

A student may withdraw, or cancel his entire registration, at any time during the quarter. Students officially withdrawing through the office of the registrar will be refunded the graduation fee. The registrar will indicate on the permanent record a WP (Withdrew Passing), WF (Withdrew Failing), or X (Drop), for all courses for which the student had been registered at the time of withdrawal.

In all cases of withdrawal, except in situations involving physical or circumstantial impossibility, a student must secure the approval of a counselor, each instructor involved, and the program chairman. In cases of tragedy (death, disability, etc.) the office of the registrar may initiate withdrawal for the student retroactively when the situation becomes known.

Students failing to withdraw officially without good cause as outlined above will receive a WF (Withdrew Failing) mark for all courses for the quarter. This will be regarded as an F and so computed in grade point average, and will remain part of the student's academic record. Students who present evidence of good cause for failure to comply with withdrawal policy may appeal such action through the office of the registrar. A faculty committee may be convened to hear an appeal and is empowered to convert WF grades to WP in courses where achievement was satisfactory at the time of withdrawal.

The counseling staff is concerned with providing assistance to all students. Any student experiencing difficulties which cause him to consider withdrawing from the college should discuss the problem with his instructors and a counselor at an early date.

GRADUATION APPLICATION AND FEE

Each student in a Career Education or General Education curriculum who plans to earn an Associate Degree or Diploma must file a Graduation Application with the Office of the Registrar. The form should be submitted at the time the student registers for classes for the quarter in which requirements for graduation will be completed. However, applications will be accepted if filed in the Office of the Registrar within one week of the beginning of the quarter. A student will be considered a candidate for graduation only upon proper completion and filing of the Graduation Application form.

While a student may complete requirements for graduation during any quarter, commencement exercises will be held only at the end of spring and summer quarters. Each student who enrolls as a candidate for either a degree or a diploma in a General Education or Career Education curriculum is assessed a $10.00 graduation fee as a part of their first quarter registration costs. When the student graduates, the fee will cover the cost which the college incurs in connection with his graduation. Should he withdraw from college before graduation, the fee will be refunded if the student completes established withdrawal procedures. Students completing course work in the fall or winter quarters are encouraged to participate in the spring commencement exercises.
REQUEST FOR TRANSCRIPTS

Transcripts of work taken at Des Moines Area Community College are issued upon written request by the student to the Office of the Registrar. Request forms for this purpose are available in the Registrar's office. While a student is enrolled in the college, transcripts will be supplied free of charge for the purposes of school, job, and/or military placement to a maximum of six. A charge of $1.00 each will be made for transcripts for purposes other than indicated above, and all transcripts after graduation or withdrawal from college with the exception that the first transcript is provided free of charge.

TUITION AND FEES (1970-71) - CAREER EDUCATION

Tuition
Residents of Iowa (See Residence Qualifications)
  Full-Time Enrollment - $80.00 per quarter
  Part-Time Enrollment - 8.00 per credit hour

Tuition
  Non-Iowa Residents (See Residence Qualifications)
    Full-Time Enrollment - $160.00 per quarter
    Part-Time Enrollment - 16.00 per credit hour

Fees
  Admission Fee - $10.00
  Graduation Fee - 10.00
  Activity Fee - 5.00 per quarter
  Laboratory & Supply Fees - Vary according to curriculum in which enrolled.

TUITION AND FEES (1970-71) - GENERAL EDUCATION

Tuition
  Residents of Iowa (See Residence Qualifications)
    *Full-Time Enrollment - $120.00 per quarter
    Part-Time Enrollment - 12.00 per credit hour

Tuition
  Non-Iowa Residents (See Residence Qualifications)
    *Full-Time Enrollment - $240.00 per quarter
    Part-Time Enrollment - 24.00 per credit hour

Fees
  Admission Fee - $10.00
  Graduation Fee - 10.00
  Activity Fee - 5.00 per quarter
  Laboratory Fees - Charged in courses involving laboratory work - amount varies with the course.

*Full-Time students must carry a minimum of 12 quarter hours of credit. Approval of his advisor and the Registrar is necessary for a student to register for more than eighteen hours of credit in any quarter. A fee of $7.50 per quarter hour will be charged for each quarter hour of credit in excess of eighteen. Twenty-one quarter hours of credit will be the maximum for which a student may enroll for credit in any one quarter.
TYPICAL EXPENSES - 1970-71

Although the cost of attending the college for a specific individual is difficult to determine, the typical full-time Iowa-resident student will have the approximate college expenses outlined below for the 1970-71 school year.

### Career Education Division (4 Quarters)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Tuition</td>
<td>320</td>
</tr>
<tr>
<td>Laboratory, Supply &amp; Activity Fees</td>
<td>110</td>
</tr>
<tr>
<td>Textbooks</td>
<td>100</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$550</strong></td>
</tr>
</tbody>
</table>

Students in some curricula will be expected to purchase tools, uniforms, safety glasses, or other equipment to meet the educational requirements of the curriculum.

### General Education Division (3 Quarters)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Tuition</td>
<td>360</td>
</tr>
<tr>
<td>Laboratory &amp; Activity Fees</td>
<td>80</td>
</tr>
<tr>
<td>Textbooks</td>
<td>100</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$560</strong></td>
</tr>
</tbody>
</table>

Tuition for out-of-state students will be double the tuition amounts stated above.

## REFUND OF TUITION

Students withdrawing from enrollment in the Career Education or General Education Divisions before the end of a quarter will be eligible for refund of tuition according to the following schedule:

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Percentage of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first week of the quarter</td>
<td>75%</td>
</tr>
<tr>
<td>During the second week of the quarter</td>
<td>50%</td>
</tr>
<tr>
<td>During the third week of the quarter</td>
<td>25%</td>
</tr>
<tr>
<td>No refund will be made after the third week</td>
<td></td>
</tr>
</tbody>
</table>

Supply fees charged to Career Education students will be refunded in the same percentage as the tuition refund.

Other fees charged to students are non-refundable, with the exception of the graduation fee. No refunds will be made for withdrawal from single courses after the close of the registration period.
FINANCIAL AID

The goal of the Des Moines Area Community College financial aid program is to make it possible for all qualified students to complete an instructional program at the college regardless of their economic circumstances.

Scholarships, grants, loans, work-study employment, and regular part-time employment may be available, either singly or in combination, to help a student meet the financial obligations involved in obtaining an education.

It is expected that the student and his family will make a maximum effort to provide for his educational expenses. Financial assistance from the college should be used only to supplement the resources of the student and his family. Eligibility for most types of financial aid is based primarily on need.

Aid awards are made for only one academic year. It is necessary to reapply each year that a student wants to be considered for assistance.

STUDENT CONDUCT AND DISCIPLINE

Acceptance of admission to Des Moines Area Community College carries with it obligations in regard to conduct both on and off campus. Students are expected to conduct themselves in such a manner as to be a credit both to themselves and the college. They are responsible for the observance of both the laws governing the community and the regulations established by the college.

Any student, or group of students, who fails to observe either the general standards of conduct as stated above or any specific regulation adopted by the college, or who acts in a manner not in the best interests of fellow students or the college, shall be liable to disciplinary action.

Any student who has in his possession, or consumes or uses on school property, alcoholic beverages or drugs punishable by civil law will be subject to disciplinary action. This ruling applies to functions sponsored by the college or any of its organizations on or off the campus. Any student with a personal problem in this area may seek confidential help from the counseling staff.

The possession or presence of firearms or other weapons considered dangerous or unlawful to possess in public will not be permitted on college property except as they may be involved in the Law Enforcement curriculum.

Smoking is permitted in Student Centers and in other designated areas on the campus. No smoking is permitted in classrooms or laboratories.

SCHOOL CLOSINGS

It is the policy of the college to hold regular classes on all days scheduled on the college calendar. If an emergency develops necessitating school closing, KRNT, WHO, WOI, and KIOA will be asked to announce the closing. Normally the conditions that would necessitate closing would be applicable to all centers in the Des Moines area, with deviations being noted in the announcement.
TORNOADO WARNINGS & EMERGENCY PROCEDURES

EMERGENCY PHASE:
When the EMERGENCY announcement is heard, all staff and students should proceed in an orderly manner as follows:

1. If you are in a building that has a basement, go to the basement.
2. If you are in a building without a basement, occupy the ground floor or lowest floor available.

In either situation, where possible, seek out and use:

a. Interior corridors away from interior or exterior glass.
b. North and East rooms with little or no glass.
c. Interior walls of classrooms on North and East side.
d. Interior classrooms without windows.

AVOID LARGE ROOMS, GYMNASIUMS AND AUDITORIUMS.

3. If you are outside:

a. Move at a right angle to the approaching tornado.
b. Go to low, dry ground for shelter from wind-driven objects.
c. Lie flat in an open ditch, ravine or plowed furrow or other depression.
d. Stay away from overhead wires.

4. Other protective measures to be assigned staff members by the responsible Division Director include:

a. Opening doors and windows on downwind side (usually East and North).
b. Propping open doors on inside.
c. Minimize fire hazards by shutting off natural gas at meters. (Maintenance Staff assignment).

RECOVERY PHASE:

When it has been determined that all is clear; information to that effect will be disseminated in the same manner as was the original announcement.

Directors and staff should make a personnel census of all staff and students and report same to the Administrative office.

BULLETIN BOARDS

All students are encouraged to consult official college bulletin boards daily for special announcements, student government minutes, and other important college notices. Official college bulletin boards are located in each building and posted as such. Information appearing on official college bulletin boards must bear the initial of the director of student activities if not originating in an official college office. All posted material may be left on the bulletin board for a period of 10 days and must be dated. Persons posting material on bulletin boards are responsible for its removal.
COLLEGE BOOKSTORE

The college bookstore is operated for student convenience and is located in Building No. 2 on the phasing campus. Students are encouraged to purchase books and supplies from the campus bookstore. Bookstore hours are posted in all student centers. The bookstore will also be open during evening registration hours as posted.

SELECTIVE SERVICE

Students subject to the Selective Service Act are eligible for a Class II-A classification as a student in a post-high school career education program, or a Class II-S classification if a student in a college transfer program. To receive this classification, you must request that the Student Personnel Services office inform your local Selective Service Board certifying that you are enrolled and attending classes. This request to Student Personnel Services office must be in writing, and is normally made on a form which will be available at the time you register.

Students in career education and general college transfer programs must also write to their local boards and request the proper classification. The request must be in writing.

FIRE DRILLS

All students should familiarize themselves with the fire drill procedures plan as posted in all buildings. If emergencies arise students are requested to follow the prescribed exit plan.

HOW TO LOCATE A CLASSROOM

Campus classrooms which are utilized for classes or group meetings are easily located by using the map included in this Handbook. The first digit of three (3) digit classroom numbers (or the first two digits of four (4) digit numbers) denote the building in which the specific room is located. The last two (2) digits denote the room number within the building. If a letter follows the digits, this implies a divided classroom where separate entrances are provided. Directories are located inside the main entrance of each building to further assist the student.

ATTENDANCE POLICY

Regular class attendance and consistent study habits are essential to success in college and are expected of all students at Des Moines Area Community College.

It is well known that potential employers place considerable importance on a student’s school attendance record, since it indicates to them the individual’s probable later attendance on the job. Also, absences from class make it extremely difficult, if not impossible, for a student to obtain maximum benefit from his educational program.
ATTENDANCE POLICY (Cont.)

Therefore, the college has adopted the following attendance regulations:

1. No more than two days of UNAUTHORIZED absence are permissible per quarter. A student who reaches this limit is immediately placed on attendance probation. He will be notified of his probationary status in writing by the Registrar. His parents will also be notified if the student is an unmarried minor. However, the probationary status is understood to be in effect automatically when two days of unauthorized absence have accrued.

2. Any further unauthorized absences during the quarter will result in suspension from the college.

3. Authorized absence will be granted for the following reasons only:
   A. Illness of the student.
   B. Death in the family. (Family should be interpreted as including the student's spouse, children, and the following relatives of the student or spouse: parents, brothers, sisters, grandparents, uncles and aunts.)
   C. Appearance for jury duty, or as a witness on behalf of another person. (Not if the student himself has been charged.)
   D. Required selective service examination.
   E. National Guard or Reserve Duty.
   F. Other unavoidable emergency (only if approved in writing by both the Registrar and the instructor(s) concerned.)

   The student has responsibility to present evidence to the instructor to justify classification of the absence as authorized.

4. Any student who has eight days of AUTHORIZED absence within a quarter will be placed on attendance probation. No more than ten (10) days of authorized absence will be permitted in any quarter. A student who exceeds this maximum shall be suspended. He may apply for re-admission to the next regular session of the same class or program.

5. A student placed on attendance probation for two successive quarters for either authorized or unauthorized absence shall receive a letter of warning from the Registrar. His parents will also be notified if he is an unmarried minor. If it becomes necessary that he be placed on attendance probation the third successive quarter, he will be suspended from the college.

6. A student suspended for unauthorized absence may apply for readmission to the next regular session of the same class or program, provided that at least one full college quarter shall have elapsed. The Admissions Office may require evidence that the cause of the previous attendance problems has been remedied.

7. Authorized or unauthorized absence from a single class shall be subject to the same maximum number of absences listed above. If these maximums are exceeded, the student will be suspended from the class involved. A student in a career education program must be aware that suspension from a single class may make it impossible for him to continue enrollment in his entire program, due to the interrelationship of courses.

8. Each tardiness counts as one hour of absence. The instructor will record it as either authorized or unauthorized absence.

9. If a student wishes to appeal any absences classified as unauthorized, he may request an interview with the Program Chairman or Department Head as applicable. A written appeal of this decision may be submitted to the Division Director and the Registrar, who shall consider the appeal in joint conference.
TRAFFIC AND PARKING REGULATIONS

Section A - GENERAL

Item 1. The motor vehicle laws of the State of Iowa are in effect on the Des Moines Area Community College campus.

Item 2. Faculty, staff and students are expected to know and comply with state motor vehicle laws and the Traffic and Parking Regulations of the college.

Item 3. Pedestrians shall be given the right-of-way at all crosswalks.

Item 4. The maximum speed limit on all campus drives and roads is 25 m.p.h. unless otherwise posted. The maximum speed limit in all parking areas is 10 m.p.h.

Item 5. Drivers of motorcycles, motor scooters, and other motorized two-wheeled or three-wheeled vehicles must obey all motor vehicle regulations.

Item 6. Driving of motor vehicles on campus walks is prohibited, except upon special permission from the Director of Plant Services.

Item 7. Bicycles may be used on campus walks, but must at all times yield the right-of-way to pedestrians.

Section B - PARKING PERMITS AND REGISTRATION OF VEHICLES

Item 1. All motor vehicles driven on campus by students and college personnel must be registered with the Student Personnel Services office.

Item 2. A parking fee of $1.00 per quarter is assessed for each vehicle registered.

Item 3. All such vehicles must display a parking permit permanently affixed in such a way as to be always visible, according to the following directions:

a. Convertibles and trucks - on the left vent window or lower left corner of the window on left front door.

b. All other cars and station wagons - in the lower left corner of the rear window.

c. Two-wheeled or three-wheeled vehicles - on the windshield, dash, or may be placed in a plastic window display card holder attached to the handle bar.

Item 4. The use of tape or fastening methods other than the adhesive found on the permit is not permitted, except as noted in 2-c above.

Item 5. New permits must be affixed within 24-hours of issuance. All permits are to be completely removed when expired or upon graduation or withdrawal from the college.

Item 6. Permits are numbered and are recorded for each vehicle and its driver. They may not be transferred from one vehicle to another.

Section C - PARKING REGULATIONS

Item 1. Parking of motor vehicles on campus is permitted only in areas established for parking or service, and marked by signs controlling their use. (See map on page 8).
Section C - PARKING REGULATIONS (Cont.)

Item 2. Head-in parking only shall be used in all parking lots.

Item 3. All vehicles shall be parked within stall markers where provided.
   a. In some lots, yellow wooden bumpers are used to identify individual stalls. Each vehicle
      is to be parked with front wheels against a bumper.
   b. In lots where individual stalls are not identified, the indicated location of parking rows is to be
      observed. No vehicle shall be parked in such a way as to impede the flow of traffic in the lot.

Item 4. Motorcycles and motor scooters are to park only in regular parking stalls or in other spaces
   specifically designated for them. Two such vehicles may park side-by-side in a stall if space permits.

Item 5. Crosswalks, building entrances, and fire hydrants must be kept clear at all times.

Item 6. Reserved parking stalls will be provided for physically handicapped students. Requests should be
   submitted to the Student Personnel Services office.

Item 7. The person to whom a parking permit has been issued is responsible for all violations involving the
   vehicle displaying the permit.

Item 8. If, due to an emergency, breakdown, or repair of a registered vehicle, it is necessary to drive an
   unregistered vehicle on campus, notify the Student Personnel Services office at once. The unregistered
   vehicle should be parked in the same lot in which the registered vehicle is normally parked.

Item 9. If a motor vehicle is sold or otherwise transferred to a new owner or user, the parking permit is to
   be completely removed. A new permit will be issued upon registration of the replacement vehicle.

Item 10. When a new state license plate is issued, the person who registered the vehicle with the college shall
   report the new license number to the Student Personnel Services office within seven days after issue.

Section D - PENALTIES FOR VIOLATIONS

Item I. Violation of any of the preceding regulations shall be subject to penalty according to the following schedule:
   a. Failure to register a vehicle driven on campus ----------------------------------------------- $10.00
   b. Falsification or misrepresentation of registration information ----------------------------- 10.00
   c. Failure to properly display parking permit ----------------------------------------------- 10.00
   d. Other violations:
      First parking or traffic violation -------------------------------------------------------- 1.00
      Second parking or traffic violation ------------------------------------------------------- 3.00
      Third parking or traffic violation --------------------------------------------------------- 5.00
      Fourth parking or traffic violation -------------------------------------------------------- 10.00
      All subsequent violations ------------------------------------------------------------------ 10.00
   e. Failure to pay fine or file appeal within three business days after receiving ticket- 1.00
      (See Section D, Item 2)
Section D - PENALTIES FOR VIOLATIONS (Cont.)

Item 2. Upon receipt of a ticket for a parking or traffic violation, the violator shall, within the next three business days, pay the designated fine or file a written notice of appeal.

   a. All fines are to be paid in the Business Office, Building No. 4.
   b. Appeals must be filed in writing in the office of the Registrar, Student Personnel Services, Building No. 4.

Item 3. Failure to pay a fine will result in the following action:

   a. Students: A hold placed against the student’s records, preventing future registration and/or the fulfilling of transcript requests.
   b. Faculty and staff: Name of the person and a written explanation of the situation will be forwarded to the Superintendent for further action.

Item 4. Habitual or flagrant violations of these regulations shall subject the violator to disciplinary action.

STUDENT SERVICES:

COUNSELING SERVICE

The DMACC philosophy is that every student has a purposeful role to fulfill in our society and that the contribution of each cannot be overlooked. The counseling department is eager to work with students to help them develop to the fullest their natural abilities.

Self-satisfaction in life is dependent on an individual’s own image as he appears to himself and those around him. Acceptable self-image can only occur through the real knowledge that one is making full use of his total faculties and is making his contribution to the betterment of a democratic society.

The college maintains a staff of professional counselors to assist students in making these major decisions during their college stay.

VETERANS AFFAIRS

Students eligible for Veterans Benefits must file at registration time the Enrollment Certificate to be certified by the Registrar. Failure to complete all V/A forms will delay payments. Monthly attendance report forms must be filled out and signed by veterans in Career Education and be submitted to the Student Personnel Services office for certification of attendance. This process is repeated monthly until schooling ends. It often takes as long as three months from the time application is made until the first check is received. Prompt attention to all V/A matters will basically insure Veterans of regular payments.
IDENTIFICATION CARDS

Student identification cards are distributed by the Registrar's office during registration periods. I.D. cards are required to check out library books and to gain entrance to college student functions and events.

FOREIGN STUDENT AFFAIRS

Foreign students interested in seeking information on visas, passports, work permits or other matters of concern may obtain assistance from the Student Personnel Services office.

PLACEMENT SERVICES

The Placement Office, located in room 401, provides services to all students desiring either part-time employment while enrolled at Des Moines Area Community College or full-time employment upon graduation. Students presenting a valid I.D. card may fill out an Application for Part-Time Employment at the Placement Office. This application may be accompanied with an interview.

Students should weigh carefully the amount of time they can afford to work in part-time employment, as time must also be afforded for study, rest, and recreational activities. Counseling regarding application techniques, your role and responsibilities as an employee or other problems related to work may be individually arranged.

LEARNING LAB

The College maintains a Learning Lab in Building No. 3 that extends the comprehensive instructional services. Students interested in supplemental, remedial or enrichment studies are encouraged to make full use of this facility. Students desiring the service of the Learning Lab may obtain the necessary forms for admission from instructors or counselors.

TELEPHONES

Public telephones are provided for your convenience in each of the two centers in West Des Moines and in the student centers on the Ankeny campus. Use of official college phones should be for official college business with staff approval.

CANTEEN AREAS

A food service program is provided all students through the use of automatic machines located in canteen areas on all campus sites. Students using the facility are encouraged to assist in keeping the area in and around the canteen in a clean and respectable order.
SAFETY

Students should exercise all safety precautions given by instructors regarding use of equipment in the laboratories. Students are not to use any equipment in the laboratories except under the supervision of an instructor.

Each student is asked to help maintain the school as a safe place to learn by notifying instructors of any dangerous condition that exists or an unsafe practice being conducted. Safety glasses should be worn in all lab areas where the possibility of eye injury exists.

STUDENT HOUSING

Des Moines Area Community College does not have on-campus housing facilities. However, the College will assist any student in locating suitable off-campus housing.

Unmarried students under 21 years of age who are not commuting from home must live in college-approved housing. Approved housing is available in private homes and apartments in Des Moines, West Des Moines, and Ankeny. A list of approved housing facilities is maintained in the Student Personnel Services office on the Ankeny campus. A housing contract between the student and property owner is recommended to avoid any misunderstanding.

All students must notify the Registrar’s office of any change of address.

Unmarried students under 21 must have the approval of the Housing Officer to change their housing location.

STUDENT ACCIDENT INSURANCE

Accident insurance is made available to students at a very nominal cost. Coverage may be limited basically to school hours or obtained on a full-time basis. Students are strongly urged to obtain this protection unless they have adequate protection through other insurance coverage.

SICKNESS OR ACCIDENT EMERGENCY PROCEDURE

GENERAL STATEMENT

In case of serious accident or illness:

1. The nearest faculty or staff member should take charge. If possible a staff member trained in first-aid should come forward or be contacted. At each Center, where possible, certain individuals with first-aid training have been notified that they might be called on. This person should determine as quickly as possible the apparent seriousness of the accident or illness and without loss of time apply any first-aid procedure that may be indicated.

2. If conditions warrant, a doctor should be contacted first and requested to indicate the next step. If the family doctor can be contacted quickly this should be done, but do not waste time.

3. Care for the emergency immediately but contact the family as soon thereafter as possible.
SICKNESS OR ACCIDENT EMERGENCY PROCEDURE (Cont.)

SPECIFIC INSTRUCTIONS

The following of necessity can only be a guide and will have to be varied with the different situations and the facilities at each campus. When good judgement dictates a departure, use discretion in meeting the emergency.

ANKENY CAMPUS

As expeditiously as possible, place, or have placed, a call to the College switchboard and report who is making the call, and the type, seriousness and location of the accident. To contact the switchboard, dial 0. The switchboard operator in response to the call should locate the first available of the following (in the order named):

A. Assistant Superintendent of Student Services
B. Assistant Superintendent of Administrative Services
C. Assistant Superintendent of Instructional Services

The above contacted person should then make a decision relative to calling a doctor or calling an ambulance.

1. Ankeny Clinic, Dr.'s Handke and Hach
   Office hours, 8:00 a.m. to 5:00 p.m., 702 4th Street
   Phone: 964-4245

2. Dr.'s Neilson, Gray, Carlson, and Frahm
   Office hours, 8:00 a.m. to 5:00 p.m., 215 Walnut Street
   Phone: 964-4217

3. Ankeny Rescue Vehicle - 964-3496

CENTER'S 1 & 2

As expeditiously as possible contact the Coordinator’s Office, inform him of the situation and ask his assistance in making a decision as to the next step. If it is necessary, the Coordinator, or in his absence someone he has assigned to do so, should call Broadlawns Hospital to request an ambulance and/or admittance. The hospital telephone number is 283-2061 and the address is 18th and Hickman Road.

FIRST-AID EQUIPMENT AND SUPPLY

<table>
<thead>
<tr>
<th>Site</th>
<th>Location</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center No. 1</td>
<td>Large kit - Office</td>
<td>Room No. 1</td>
</tr>
<tr>
<td>Center No. 2</td>
<td>Large kit - Office</td>
<td>Restrooms</td>
</tr>
<tr>
<td>Ankeny Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bldg. No. 1</td>
<td>Large kit - Automotive Office</td>
<td></td>
</tr>
<tr>
<td>Bldg. No. 2</td>
<td>Small kit</td>
<td></td>
</tr>
<tr>
<td>Bldg. No. 3</td>
<td>Small kit</td>
<td></td>
</tr>
<tr>
<td>Bldg. No. 4</td>
<td>Small kit</td>
<td>Supply Room</td>
</tr>
<tr>
<td>Bldg. No. 5</td>
<td>First-Aid facilities are located in the General Education and Career Education offices of Building No. 7 for Building No. 6 use.</td>
<td></td>
</tr>
<tr>
<td>Bldg. No. 6</td>
<td>First-Aid kits will be located in the Building Trades Lab, General Education and Career Education offices.</td>
<td></td>
</tr>
<tr>
<td>Bldg. No. 7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(24)
SICKNESS OR ACCIDENT EMERGENCY PROCEDURE  (Cont.)

OTHER SUGGESTIONS:

1. In most situations an injured student should not be allowed to make a trip to the doctor by himself.

2. An injured student should not be allowed to return to class unless he has been to a doctor and the doctor has indicated his condition is such to warrant readmitting him.

3. An instructor, if at all possible, should not leave his class unattended.

4. If the doctor indicates the injured or ill student can be moved, follow his recommendations regarding transportation. If there is any question about the complicating affects of moving the person, do not move him.

STUDENT LIFE

STUDENT SENATE

The Student Senate, as the primary student governing body, is an integral part of the organization of the College. Through its work, students are provided an opportunity to participate in the democratic process. The Senate is composed of 21 members elected from the student body.

The purposes of the organization are to promote college spirit, provide a focal point for discussion between students and administration, and to give students a representative voice in college affairs. Any student, administrator, or faculty member may attend meetings of the Senate and take part in discussion, but only members may vote.

STUDENT CLUBS AND ORGANIZATIONS

The College is interested in all phases of student life, and encourages the development of student clubs and other organizations which further the mutual interests of various student groups on campus.

A number of student clubs relating to career areas are organized and active. Other such groups function on an informal basis. The Office of Student Affairs will assist any group of students interested in forming a new organization. Approval by the Student Affairs Committee and the Office of Student Affairs is necessary for a new organization to be officially recognized.

Use of college facilities is available to all chartered clubs and organizations providing the proper request has been filed and the faculty advisor is present. Recognized clubs and organizations may request financial assistance for approved activities from the student activities budget. The Student Senate reviews all budget requests and renders the final decision on the allocation of funds.
HOW TO FORM A CLUB

All prospective clubs and organizations must adhere to the following procedures:

1. Present in writing to the Student Senate and the Student Activities Office a request for a new organization, signed by at least ten students. The request must include a statement of purpose and the name of the faculty advisor.

2. If the request for an organization is approved by the Student Senate, a probationary period of fifteen school days will follow during which time the organization may operate as a probationary campus organization.

3. During the probationary period, the new organization and faculty advisor must prepare a written constitution, which is signed by the Student Chairman of the group and the faculty advisor, and present it to the Student Senate and the Student Personnel Services office. Groups affiliating nationally may not include items which are in conflict with the college policy. When the Student Senate grants approval the new organization attains full status.

4. Upon achieving full status, the organization must hold an election of officers within fourteen days and submit a list of the elected officers to the Student Senate and the Student Personnel Services office within two days after the election.

5. Organizations may submit a written request for funds. The Student Activities Committee makes the final decision in the allocation of funds to student organizations, and may approve or deny, in full or in part, all fund requests.

6. Any changes in officers, faculty advisor, statement of purpose, or constitution must be filed with the Student Senate and the Student Personnel Services office at the beginning of each semester.

7. The Student Senate shall review all active clubs periodically to determine if the approved organizations are fulfilling their stated objectives.

8. Assistance in the formation of campus organizations will be given by the Student Senate and the Student Personnel Services office.

STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNANCE

An institution-wide committee structure has been formulated to insure communication and involvement of students, faculty members, and administrators in the decision-making processes of the College. This structure includes an overall organization known as the College Council, seven standing committees, and such special committees as needed. Student representatives to the College Council and the various committees are chosen annually by the Student Senate.

STUDENT PUBLICATIONS

School Newspaper - A school newspaper is published monthly by students interested in journalism and printed by the Printing Department of the College, under the sponsorship of a faculty advisor. The school paper expresses student opinion and reports college events, the school calendar, and other information of interest to college students. The publication is distributed free to all students.
SOCIAL PROGRAM

The social program is intended to provide a wide range of activities to encourage extensive student participation. The Student Affairs Committee develops an annual calendar of social events. The specific events scheduled will vary according to student interest. Major events will include a Freshman Mixer, Fall All-College Dance, Halloween Party, Thanksgiving Dance, Christmas Ball, Miss DMACC contest and Valentine Dance, and a Graduation Ball. In addition, each club or organization has special events throughout the school year. School sponsored social programs are financed by monies received from the Student Activity Fund and must be approved by the Student Affairs Committee.

Students are generally admitted free to all school activities by presenting their I.D. card. Additional school activities will be published in the school newspaper and posted on official college bulletin boards.

SCHOOL COLORS

The student body has selected blue and white as official school colors.

WHERE-TO-GO

............to locate a counselor. Counselors have offices in two major locations on campus and are available on either a walk-in or appointment basis. Appointments may be made in either room 416 or 22. In West Des Moines you may contact the receptionist in each building.

............to report a lost or found item. Contact the main office in the building in which the item is lost or found. If no administrative office is so situated, check with your department chairman.

............to find or offer a ride. Contact the Student Personnel Services office in room 416 and check bulletin boards in the student centers and classroom buildings.

............to seek financial assistance. Make an appointment to visit with the Financial Aids Officer, room 416.

............to get help in finding a part-time job. Check with the Placement Officer in room 401.

............to register a complaint. Legitimate complaints may be made to several sources. Counselors are always willing to listen, as are instructors. Matters relating to student government or student activities may be directed to the Director of Student Affairs. Items concerning instruction or policy should be discussed through the chain-of-command (the instructor or counselor first, before the director or administrator.

............to appeal a traffic ticket. Visit the Registrar’s office, room 416.

............to pay a traffic fine. See the Accounts Receivable Clerk, in the Business Office.

............to contact a student Senator (Office of Student Affairs).

............to obtain a copy of your college transcript, the Registrar’s office in Building No. 4.

............to turn in your VA Certificate of Eligibility, VA attendance card, MDTA claim forms, WIN progress report forms. Student Personnel Services office, room 416.

(27)
WHERE-TO-GO (Cont.)

.........to obtain information about evening short courses. Career Education Office, room 709.

.........to obtain housing assistance. Contact the Housing Officer, room 416.

.........to arrange for use of room space. Contact both the Director of Student Affairs and the Evening Supervisor.

SUGGESTIONS FOR IMPROVING YOUR STUDY SKILLS

Listening is the most neglected communication skill we have. Over 90% of classroom time in most courses is devoted to listening. Since most people can listen about three times faster than the average speaker can talk; it is sometimes difficult to consciously pay attention. The following tips may help.

1. The effective listener adjusts to similar previous experiences.

2. Take an active interest in the topic.

3. Try to recognize the central idea.

4. Know the value of note taking.

5. Remember the difference between thought speed and speech speed.

6. Don't allow emotional words to affect your listening. (Examples are: Evolution, divorce, religion, and war).

7. Don't tune-out the speaker.

8. Be aware of non-verbal clues.

9. It takes courage to listen; each time you do so, you leave yourself wide open for change!

HINTS ON PLANNING A STUDY SCHEDULE

1. Plan a schedule of balanced activities. Fixed scheduling is needed for eating, classes, church, and work. Flexible scheduling is possible for studying, sleeping, recreation, and relaxation.

2. Plan enough time to do justice to each subject. By multiplying your credit load by three, you can get a good idea of the time you should provide for studying.

3. Study at a regular time and in a regular place. Establishing good study habits early is important.

4. Study as soon after lecture classes as possible.

5. Use odd hours during the day for studying. Scattered periods between classes are often wasted.

6. Limit your blocks of study time to no more than two hours on any one course at one time. After an hour and a half, you begin to tire rapidly.

7. Trade time -- don't steal it.
HINTS ON PLANNING A STUDY SCHEDULE  (Cont.)

8. Provide for spaced review. Weekly, you should review the work in each of your courses, since the beginning of the quarter.

9. Practice Self-Recitation as a device for increasing memory. Organize your notes in a question and answer form. When reviewing, try to predict the questions the instructor may ask.

10. Keep carefully organized notes on both lectures and assignments. Good notes are one of the best bases for review. Watch for key ideas in lectures. Watch headings and bold face type in your reading for clues.

11. Always try to improve your study efficiency. Practice the SQ4R method of study.

   S  --  Survey

   Q  --  Question

   R  --  Read

   R  --  Recite

   R  --  Repeat  QRR

   R  --  Review
# INDEX

<table>
<thead>
<tr>
<th>A</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Insurance</td>
<td>23</td>
</tr>
<tr>
<td>Accreditation</td>
<td>2</td>
</tr>
<tr>
<td>Administration</td>
<td>4</td>
</tr>
<tr>
<td>Admissions</td>
<td>9</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>4</td>
</tr>
<tr>
<td>Bookstore</td>
<td>17</td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>3</td>
</tr>
<tr>
<td>Campus Map</td>
<td>8</td>
</tr>
<tr>
<td>Canteen Areas</td>
<td>22</td>
</tr>
<tr>
<td>Change of Name or Address</td>
<td>12</td>
</tr>
<tr>
<td>Changes in Registration</td>
<td>9</td>
</tr>
<tr>
<td>City</td>
<td>3</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>25</td>
</tr>
<tr>
<td>College Bookstore</td>
<td>17</td>
</tr>
<tr>
<td>College Directory</td>
<td>4</td>
</tr>
<tr>
<td>Counseling Service</td>
<td>21</td>
</tr>
<tr>
<td>Curricular Offerings</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees-Career Education</td>
<td>13</td>
</tr>
<tr>
<td>Fees-General Education</td>
<td>13</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>15</td>
</tr>
<tr>
<td>Fire Drills</td>
<td>17</td>
</tr>
<tr>
<td>Foreign Student Affairs</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Reporting</td>
<td>10</td>
</tr>
<tr>
<td>Grading System</td>
<td>10</td>
</tr>
<tr>
<td>Graduation Application &amp; Fee</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hints on Planning a</td>
<td></td>
</tr>
<tr>
<td>Study Schedule</td>
<td>28</td>
</tr>
<tr>
<td>History</td>
<td>2</td>
</tr>
<tr>
<td>Housing</td>
<td>23</td>
</tr>
<tr>
<td>How to Form a Club</td>
<td>26</td>
</tr>
<tr>
<td>How to Locate a Classroom</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete and Failing Mark Policies</td>
<td>10</td>
</tr>
<tr>
<td>Identification Cards</td>
<td>22</td>
</tr>
<tr>
<td>Instructional Staff</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>L</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration</td>
<td>9</td>
</tr>
<tr>
<td>Learning Lab</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Regulations</td>
<td>20</td>
</tr>
<tr>
<td>Placement Services</td>
<td>22</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>9</td>
</tr>
<tr>
<td>Probation</td>
<td>11</td>
</tr>
<tr>
<td>Purpose and Philosophy</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund of tuition</td>
<td>14</td>
</tr>
<tr>
<td>Registration</td>
<td>9</td>
</tr>
<tr>
<td>Request for transcripts</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety</td>
<td>23</td>
</tr>
<tr>
<td>School Closings</td>
<td>15</td>
</tr>
<tr>
<td>School Colors</td>
<td>27</td>
</tr>
<tr>
<td>Selective Service</td>
<td>17</td>
</tr>
<tr>
<td>Sickness or Accident</td>
<td></td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>23</td>
</tr>
<tr>
<td>Social Program</td>
<td>27</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>23</td>
</tr>
<tr>
<td>Student Clubs &amp; Organizations</td>
<td>25</td>
</tr>
<tr>
<td>Student Conduct &amp; Discipline</td>
<td>15</td>
</tr>
<tr>
<td>Student Housing</td>
<td>23</td>
</tr>
<tr>
<td>Student Life</td>
<td>25</td>
</tr>
<tr>
<td>Student Participation in</td>
<td></td>
</tr>
<tr>
<td>Institutional Governance</td>
<td>26</td>
</tr>
<tr>
<td>Student Personnel Services</td>
<td>4</td>
</tr>
<tr>
<td>Student Publications</td>
<td>26</td>
</tr>
<tr>
<td>Student Senate</td>
<td>25</td>
</tr>
<tr>
<td>Student Services</td>
<td>21</td>
</tr>
<tr>
<td>Suggestions for Improving Your</td>
<td></td>
</tr>
<tr>
<td>Study Skills</td>
<td>28</td>
</tr>
<tr>
<td>Suspension</td>
<td>11</td>
</tr>
</tbody>
</table>
## INDEX (Cont.)

### T
- Telephones: 22
- The College: 1
- Tornado Warnings: 16
- Traffic & Parking Regulations: 19
- Transcripts:
  - (Request for): 13
- Tuition - Career Education: 13
- Tuition - General Education: 13
- Tuition - Refund: 14
- Typical Expenses (1970-71): 14

### V
- Veterans Affairs: 21

### W
- Where-To-Go: 27
- Withdrawal Policy: 12
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>Sept. 7 - 8</td>
<td>Registration</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Sept. 15</td>
<td>Last day to register or add classes</td>
</tr>
<tr>
<td>Oct. 15</td>
<td>Midterm</td>
</tr>
<tr>
<td>Nov. 16 - 17</td>
<td>Pre-registration for Winter Quarter</td>
</tr>
<tr>
<td>Nov. 24</td>
<td>End of Fall Quarter</td>
</tr>
<tr>
<td>Nov. 25 - 26</td>
<td>Thanksgiving Vacation - College offices closed</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>Nov. 29</td>
<td>Registration</td>
</tr>
<tr>
<td>Dec. 1</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Dec. 7</td>
<td>Last day to register or add classes</td>
</tr>
<tr>
<td>Dec. 22 - Jan. 2</td>
<td>Christmas Vacation</td>
</tr>
<tr>
<td>Dec. 24</td>
<td>Holiday - College offices closed</td>
</tr>
<tr>
<td>Dec. 31</td>
<td>Holiday - College offices closed</td>
</tr>
<tr>
<td>Jan. 3</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Jan. 21</td>
<td>Midterm</td>
</tr>
<tr>
<td>Feb. 22 - 23</td>
<td>Pre-registration for Spring Quarter</td>
</tr>
<tr>
<td>March 2</td>
<td>End of Winter Quarter</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>March 2</td>
<td>Registration</td>
</tr>
<tr>
<td>March 6</td>
<td>Classes begin</td>
</tr>
<tr>
<td>March 10</td>
<td>Last day to register or add classes</td>
</tr>
<tr>
<td>March 31 - Apr. 3</td>
<td>Easter Vacation - College offices closed</td>
</tr>
<tr>
<td>April 4</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 14</td>
<td>Midterm</td>
</tr>
<tr>
<td>April 17</td>
<td>Faculty Convention - No classes</td>
</tr>
<tr>
<td>May 16 - 17</td>
<td>Pre-registration for Summer Quarter</td>
</tr>
<tr>
<td>May 26</td>
<td>End of Spring Quarter</td>
</tr>
<tr>
<td>May 26</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 29</td>
<td>Holiday - College offices closed</td>
</tr>
<tr>
<td><strong>Summer Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>June 1</td>
<td>Registration</td>
</tr>
<tr>
<td>June 5</td>
<td>Classes begin</td>
</tr>
<tr>
<td>June 9</td>
<td>Last day to register or add classes</td>
</tr>
<tr>
<td>June 26 - July 7</td>
<td>Summer Vacation Period - No classes</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day - College offices closed</td>
</tr>
<tr>
<td>July 10</td>
<td>Classes resume</td>
</tr>
<tr>
<td>July 26</td>
<td>Midterm</td>
</tr>
<tr>
<td>Aug. 22 - 23</td>
<td>Pre-registration for Fall Quarter</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>End of Summer Quarter</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Commencement</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>Holiday - College offices closed</td>
</tr>
</tbody>
</table>