1973

Student Handbook 1973-74 Extension

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STUDENT HANDBOOK

FOR

EXTENSION STUDENTS

des moines area community college

1973-74
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<tr>
<td>Sept. 10</td>
<td>Classes begin</td>
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<td>Oct. 19</td>
<td>Midterm</td>
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<tr>
<td>Nov. 22-23</td>
<td>Thanksgiving Vacation - College offices closed</td>
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<tr>
<td>Nov. 29</td>
<td>End of Fall Quarter</td>
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<td>Dec. 5</td>
<td>Classes begin</td>
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<td>Dec. 24-Jan. 1</td>
<td>Christmas Vacation</td>
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<td>Dec. 25</td>
<td>Holiday - College offices closed</td>
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<td>Jan. 1</td>
<td>Holiday - College offices closed</td>
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<td>Jan. 2</td>
<td>Classes resume</td>
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<td>Midterm</td>
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<td>March 1</td>
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<td>March 6</td>
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<td>April 12-15</td>
<td>Easter Vacation - College offices closed</td>
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<td>April 16</td>
<td>Classes resume</td>
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<td>April 18</td>
<td>Midterm</td>
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<td>May 27</td>
<td>Holiday - College offices closed</td>
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<td>May 30</td>
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<td>May 30</td>
<td>Commencement</td>
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WELCOME

We are pleased that you have chosen to enroll as an extension student in college transfer classes at Des Moines Area Community College. Whether your goal is to obtain specific knowledge from a few selected courses or to work toward obtaining an Associate in Arts degree, we wish you every success.

Since your classes as an extension student will all be held off-campus, we have attempted to assemble in this brief handbook answers to some of the questions you may encounter and information about some of the policies which will affect you as a student. We hope you will take time to become familiar with the handbook and maintain it as a future reference. If questions arise which are not covered, please contact your instructor or the Counseling Center on the Ankeny Campus (515-964-0651, Ext. 363) or Boone Campus (515-432-7203).

Best wishes for an enjoyable and rewarding experience as an extension student.

Leonard Bengtson
Assistant Superintendent
Student Services
ADMISSION AND REGISTRATION

Extension students may enroll during either the first or second class meeting. Enrollment will not be permitted after the second class meeting.

Extension students may register for a maximum of eleven credit hours of course work per quarter by completing only an Extension Student Registration Form for each course and paying the indicated tuition and fees.

Students currently enrolled in high school must present a completed High School Approval form for each course for which they wish to register.

A maximum of twenty-four credits may be earned as an extension student without completing regular admission procedures. Prior to registration for courses which would exceed this maximum, the student should contact the Admissions Office on the Ankeny Campus to arrange for admission as a regular student.

Students who intend to work toward an Associate in Arts degree are encouraged to complete procedures for admission as a regular student as early as possible. Contact the Admissions Office on the Ankeny Campus for further information.
EDUCATIONAL PLANNING

Extension students assume responsibility for their own educational planning. It is not possible for the college to provide counseling services in the extension centers. However, any student or potential student is encouraged to come to the Ankeny or Boone Campus for assistance in planning his educational program. It is best to arrange for an appointment in advance by calling 515-964-0651, Ext. 241 (Ankeny Campus) or 515-432-7203 (Boone Campus). Students who have taken previous college work in another institution should submit a transcript of credits for evaluation.

PAYMENT OF TUITION AND FEES

The standard tuition charge is $13.00 per credit hour, with a maximum of $135.00 per quarter. Textbook costs will vary with the course, and books may be purchased from the instructor.

All tuition and fees are to be paid by the second class meeting.

If a student is receiving financial aid to cover tuition and fees, an "Agency Authorization of Fees" form signed by the agency providing the financial aid must be presented at registration. No student may charge tuition or fees without a signed form. Most sponsoring agencies have a supply of the forms, or they may be obtained from the Adult Education Director in the school where you attend classes or the College Financial Aid Office.
FINANCIAL AID & VETERANS BENEFITS

All students who desire financial assistance from the college must make prior arrangements through the Financial Aids Office on the Ankeny Campus.

Students who wish to receive assistance through the Law Enforcement Education Program (L.E.E.P.) should contact the Financial Aid Office at least four weeks prior to the start of classes.

Veterans who desire to apply for V.A. benefits should contact the Office of Veterans Affairs on the Ankeny Campus at the earliest possible date. Assistance is available in processing the necessary forms through the V.A. Veterans must pay their own tuition and textbook charges at registration. Typically, the first V.A. benefit check will not be received until six to eight weeks after the start of classes. V.A. benefits vary in amount according to the course load carried.

STUDENT CHARACTERISTICS INFORMATION

A student information questionnaire is to be completed by all students who enroll during fall quarter, and by new students who enroll in other quarters. Instructors will distribute the forms, generally during the second class period. Summary information from the forms helps the College plan to better meet the needs of students who are utilizing its services. Students who are registered for more than one course in a quarter need complete the form only once.

CLASS ATTENDANCE

Regular class attendance and consistent study habits are essential to success in (cont. next page)
college courses. Therefore, the College expects students to attend all classes.

All instructors recognize the unavoidable nature of illness and certain other emergencies. After any absence, it is the responsibility of the student to contact his instructors to obtain make-up assignments, and to be sure they are completed.

Emergency leaves may be granted for short periods of time if the student presents satisfactory reasons and secures advanced approval from his instructor. (Examples: hospitalization, National Guard, or Reserve Duty.) Make-up work must be accomplished for all emergency leaves. Under no circumstances will leaves be granted at the end of a quarter when final exams would be missed or course requirements not fulfilled.

DROPPING A COURSE

Should you decide to stop attending a class, it is very important that you officially drop the course by completion of a "Drop/Add Notice." This will result in a grade of "W" being recorded on your transcript, which is not included in grade point average computation. Failure to complete the drop form may result in a grade of "F" for the course, which is computed in grade point average.

The "Drop/Add Notice" form may be obtained from your instructor. The completed form must be forwarded to the Registrar's Office on the Ankeny Campus either by yourself or your instructor. For a grade of "W" to be recorded, the drop notice must be postmarked no later than the close of the sixth day prior to the end of the quarter.
The College uses the following grading scale:

A - Superior
B - Above Average
C - Average
D - Below Average
F - Failing
I - In Progress (Incomplete)
W - Dropped or Withdrew

Letter grades according to the above scale are awarded in all credit courses.

In special cases at the discretion of the instructor, a mark of "I" (In Progress) may be given if a student has been unable to complete some portion of assigned course work during the regular quarter. In-Progress grades automatically revert to "F" grades if the work is not completed by midterm of the following quarter.

Final grade reports are mailed from the Office of the Registrar approximately two weeks after the end of each quarter.

SCHOLASTIC REQUIREMENTS

A minimum grade point average of 1.80 is required for the awarding of an Associate in Arts degree.

A student will be placed on academic probation under the following conditions:

1. Performance below a grade point average of 1.50 in any quarter.
2. Performance below a cumulative grade point average of 1.60 after earning a minimum of 48 hours of credit.
A student will be suspended for academic reasons under the following conditions:

1. Performance below a grade point average of 1.00 in any quarter.
2. Performance below a cumulative grade point average of 1.50 after earning a minimum of 48 hours of credit.

Any student who encounters academic difficulty should confer with his instructor promptly. The College is committed to doing everything possible to help each student achieve success.

ADDITIONAL SERVICES

Many services are available to students on the campus which cannot be offered in the extension centers. All extension students, however, are encouraged to utilize these services as they have need. Among the services are:

1. Counseling
2. Career exploration and assessment
3. Remedial and developmental courses
4. Financial aid information & assistance
5. Assistance with processing for veterans' benefits.

The services are available to extension students on the same basis as to similar on-campus students. For assistance in making the right contacts to utilize these services, contact the Admissions Office or Counseling Center on the Ankeny Campus.