1975

Student Handbook 1975-76

DMACC

Follow this and additional works at: http://openspace.dmacc.edu/handbooks

Recommended Citation
http://openspace.dmacc.edu/handbooks/6

This Book is brought to you for free and open access by the College Publications at Open SPACE @ DMACC. It has been accepted for inclusion in Student Handbooks by an authorized administrator of Open SPACE @ DMACC. For more information, please contact rsfunke@dmacc.edu.
In The Spirit Of '76

Des Moines Area Community College Student Handbook '75 - '76
TABLE OF CONTENTS

Introduction ........................................... 1

Academic Information ................................ 5
   Registration, Drops, Withdrawals ............... 5
   Academic Progress ................................ 6
   Grades, Student Classifications, Graduation .... 8
   Transferring to other Institutions ............ 8

Communications on Campus ......................... 10

Historical Facts .................................... 11

Where Do I Find What? ............................. 12

Campus Policies and Procedures .................. 14
   Conduct and Discipline ......................... 14
   Class Attendance ............................... 14
   Release of Information ......................... 15
   Returned Check Policy .......................... 16
   Parking and Traffic Regulations .............. 16

Services For Students .............................. 17
   Student Personnel Services ..................... 18
   Other Campus Services ......................... 19

Student Activities and Organizations .......... 20
   Clubs and Organizations ....................... 20-21
   Student Government ............................ 23
   Other Student Activities ...................... 23

Terminology You Need To Know .................... 24

Artwork and cover design by Dennis Huston
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 6,560 square miles, or approximately 11 per cent of the land area of the state. Approximately 20 per cent of the state's population resides within this district.

The College is a multi-campus institution with the central campus and administrative offices located at Ankeny, Iowa, and branch campuses at Boone and Des Moines with an attendance center in Carroll.

**STUDENT RESPONSIBILITY FOR STUDENT HANDBOOK INFORMATION**

Each student is responsible for knowledge of the information appearing in this Handbook and the most current issue of the catalog. The college reserves the right to change regulations and policies as may be deemed necessary and desirable.
We are pleased that you feel there are opportunities available to you at Des Moines Area Community College. Regardless of your location, this publication is designed to answer your routine questions as you begin what we hope will be a rewarding experience. Should you need additional information of a personal or academic nature, we have a number of professionally trained counselors whose sole function is to help you.

Those of us who are privileged to have a part in the development and operation of these fine facilities are proud of them. I challenge you to make maximum use of them and of the very capable staff eagerly waiting to assist you.

Welcome to Des Moines Area Community College.

Paul Lowery
Superintendent / President
The Campuses

The Ankeny Campus is located six miles north of Des Moines within the city limits of Ankeny. Facilities are constructed on a 320 acre site, with long range plans to serve 8,000 full-time students. A total of thirteen buildings make up the campus. Facilities on campus include a bookstore, cafeteria, library, auditorium, classrooms, lounges and recreational areas.

The Boone Campus is located on a 23-acre site at the southeast edge of the city of Boone. The campus consists of two brick structures, the main academic building and the gymnasium. The following facilities are located in these buildings: classrooms, laboratories, library, auditorium, student lounge and physical education instructional area.

The Urban campus is located at 5th and College in the City of Des Moines, and situated near the center of the Model Cities neighborhood. The structure consists of classrooms, library, bookstore, and lounges.

The CIVEC Skill Center is located at 2600 Bell Avenue in Des Moines and consists of classrooms, shops and laboratories in rented facilities.

The Carroll Attendance Center is located at St. Anthony's Hospital in Carroll. Classroom and laboratory facilities are rented in that center for the Practical Nursing program.

ACCREDITATION
Des Moines Area Community College was granted full membership with the North Central Association of Universities and Secondary Schools in March, 1974. Students have no difficulty in transferring their credits to four year institutions. Industry and the general public recognize the quality of the college's program through the accreditation.
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>October 17</td>
<td>Midterm</td>
</tr>
<tr>
<td>November 26</td>
<td>Last day of Fall Quarter</td>
</tr>
<tr>
<td>November 27-28</td>
<td>Thanksgiving Vacation</td>
</tr>
<tr>
<td>December 3</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>December 24</td>
<td>Christmas Vacation</td>
</tr>
<tr>
<td>January 2</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>January 5</td>
<td>Midterm</td>
</tr>
<tr>
<td>January 22</td>
<td>Last day of Winter Quarter</td>
</tr>
<tr>
<td>March 3</td>
<td></td>
</tr>
<tr>
<td>March 8</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>April 15</td>
<td>Midterm</td>
</tr>
<tr>
<td>April 16-19</td>
<td>Easter Vacation</td>
</tr>
<tr>
<td>April 20</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>May 27</td>
<td>Last day of Spring Quarter</td>
</tr>
<tr>
<td>May 31</td>
<td>Holiday — College Offices Closed</td>
</tr>
<tr>
<td>June 21</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>July 5</td>
<td>Holiday — College Offices Closed</td>
</tr>
<tr>
<td>July 28</td>
<td>Midterm</td>
</tr>
<tr>
<td>September 3</td>
<td>Last day of Summer Quarter</td>
</tr>
<tr>
<td>September 6</td>
<td>Holiday — College Offices Closed</td>
</tr>
<tr>
<td>September 9</td>
<td>Fall Quarter Begins</td>
</tr>
</tbody>
</table>
Academic Information

This section of your handbook describes important information about academic life at the college — registration, academic progress policies, grades, graduation, and transferring to other institutions, etc. You may wish to consult your college catalog for additional information about these and other subjects.

REGISTRATION
When to register — Registration dates are publicized by the Registrar's Office prior to the beginning of each quarter. All required fees are due in full when you register for classes. See the Financial Aids Office if you are short on cash. If you are unable to complete registration during the normal registration period, you may register during the announced late registration period for each quarter but a late fee of $5.00 will be charged. Registration after the late registration period is possible only upon recommendation of a counselor and with the approval of the Registrar.

Adds, drops, and audits — You can add a course to your class schedule through the announced late registration period for each quarter. A course may be dropped any time before the last five days of the quarter and a grade of "W" will be recorded on your transcript. If you want to audit a class (to attend without credit) you can register for the course during registration or change from "credit" to "audit" status through the day referred to as midterm.

The completion of a "Drop/Add Notice" form is necessary for any of these changes to your schedule. This form can be obtained from a counselor, faculty advisor, or the Registrar and is effective only after it has been turned into the Registrar's Office.

Repeating courses — You may repeat a course taken at DMACC in which you earned a grade of "C" or less. When a course is repeated only the final grade earned is entered on your college transcript and figured in the computation of your grade point average.

WITHDRAWAL FROM COLLEGE
— If you decide to leave college prior to the last five days of a quarter you can receive a "W" in all your classes if you file an official "Withdrawal Form" with the Registrar's Office. This form is available from any counselor. If you choose not to follow this procedure, you will receive the actual grade earned in each course. Students considering withdrawal are encouraged to contact the counseling office for assistance.

TUITION REFUNDS
Assuming you have completed the official withdrawal procedures, you may be eligible for a tuition refund. To find out more about the policy governing refund of tuition, please consult the college catalog. You should know that other registration fees, such as parking stickers and ID fees are non-refundable and there is no refund for dropping a subject unless it is one which was cancelled by the college.

FINAL EXAMS
You must be present for your final examinations. In the event of an illness or other emergency during the final exam period, contact your instructor to have the exam rescheduled. In cases where illness or emergency extends more than a few days, the procedure for incomplete work should be followed.

THE STUDENT ID CARD
During your first quarter registration you will receive a DMACC student identification card. Keep it with you at all times along with your current registration fee receipt because you will need it to register for classes each quarter. Check out library materials and get into certain college activities. If you lose the card it can be replaced at the Student Affairs Office for a charge.
**Academic Progress**

**Mid-term grades** — As soon as possible after mid-term students who are doing unsatisfactory work will be notified of those deficiencies by their instructors. If you get news like this (we hope you do not) you may want to check into the special tutoring help available through the Counseling Office.

**In progress grades** — If you do not complete some portion of your assigned course work during the regular quarter a grade of “I” (in progress) may be assigned. You must then complete the course work by mid-term of the following quarter. Should an unusual emergency occur, such as serious injury or illness, an extension of this 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. BEWARE! “In progress grades” automatically become “No credit” unless the work is satisfactorily completed within the time period specified.

**Failing grades** — If you fail a required course you must repeat and pass that course in order to graduate. If an elective course is failed, you have the option of repeating the course or choosing another course during a later quarter. When a passing grade is earned in a previously failed course, only the latter grade is included in the computation of the grade point average, but this privilege does not apply to courses failed while in attendance at other colleges and universities.

---

**SCHOLASTIC STANDARDS**

Des Moines Area Community College has established levels of academic performance which are to be considered the minimum levels of performance for satisfactory progress and completion of educational programs of the college. Students have primary responsibility for their academic progress; however, the college has instituted a series of “academic actions” which are designed to clarify academic status. Any questions about academic status should be directed toward the Registrar’s Office, a counselor, or your educational advisor.

---

**Minimum Educational Standards**

**Associate Degree Programs** require a cumulative grade point average of 1.80.

**Non-Associate Degree Programs** require passing grades in all required courses as outlined in the quarterly program of study.

---

*If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest.*

Benjamin Franklin
ACADEMIC ACTIONS
NEW STUDENTS

Full Admissions: This status on all admissions material indicates that the student should not have difficulty in the specific program.

Conditional Admissions: This status means it is believed that an applicant may have difficulty in coping with coursework. That person, with the assistance of the admissions staff, will then pursue one or more of the following alternatives:
1. Complete a developmental program prior to "full admissions."
2. Enter the full program but with "Warning Status" noted in the acceptance materials.
3. Enter the program on a "Restricted Plan."

Returning Students

Warning status: A system has been developed whereby returning students will be notified if they are having serious academic difficulties (performance below minimum standards — unless higher departmental standards have been established) so that those students can experience options to overcome the difficulty. Those options can include the following:
1. Visit with a counselor to explore other options.
2. Reduce course load.
3. Consider a developmental program to strengthen background.
4. Retake those courses which led to poor performance.

Restricted plan: Upon completion of the quarter, any student on "Warning Status" who still falls below the minimum standard, can with the endorsement of the program chairperson (Career Education), or the department head (Arts & Sciences), continue on a "Restricted Plan" developed jointly by that chairperson/department head and the student with the assistance of a counselor. The "Restricted Plan" will include reducing course load, improving cumulative grade point average and extending the length of time required to graduate. Notation of "Restricted Plan" will be made on the student’s permanent record.

Withdrawal action: Students who are on "Warning Status" or "Restricted Plan" but who fail to improve will, upon written notification by appropriate instructional personnel to the Registrar, be required to withdraw from that instructional program with "withdrawal action" noted on the student’s permanent record. If this occurs, the student is encouraged to explore with the assistance of an admission or program counselor, the following options:
1. Seek admission to a program of the college for which the student shows promise.
2. Seek re-admission to the program at a later date.
3. Seek other opportunities.
OUR GRADING SYSTEM
The following grading scale and designations are used by the Registrar's Office in recording academic work on your official college transcript:

A - Superior
B - Above Average
C - Average
D - Below Average
F - Failing
W - Drop or withdrawn
I - In Progress
N - Audit No Credit
P - Passing
Q - No Credit - No Pass
T - Credit by Testing
X - Course Repeated
L - Credit for prior educational or occupational experience

COMPUTING YOUR G.P.A.
It is important that you are able to figure your grade point average. The method of computing grade point average is as follows:

a. Multiply hours of credit in each course by the appropriate grade points.
b. Total the grade points earned.
c. Divide the total grade points earned by the number of hours undertaken excluding courses in which a "W", "I", "N", "P", "Q", "T", or "L" were received.

Example:

<table>
<thead>
<tr>
<th>QTR.</th>
<th>HRS.</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp. Analysis</td>
<td>3</td>
<td>XI (4 pts)</td>
</tr>
<tr>
<td>Fund. of Speech</td>
<td>3</td>
<td>XB (3 pts)</td>
</tr>
<tr>
<td>Math</td>
<td>5</td>
<td>XC (2 pts)</td>
</tr>
<tr>
<td>Chemistry I</td>
<td>4</td>
<td>XD (1 pt)</td>
</tr>
<tr>
<td>Govt. I</td>
<td>3</td>
<td>XF (0 pts)</td>
</tr>
<tr>
<td>Total Quarter Hours</td>
<td>18</td>
<td>Total points</td>
</tr>
</tbody>
</table>

Divide 35 points by 18 quarter hours = 1.944 G.P.A.

TRANSCRIP T S AND TRANS FERRING
Transcript requests — The courses you take at DMACC are recorded on your official college transcript by the Registrar's Office. This record is confidential, and can be issued only upon written request by you. While you are enrolled in college, up to six transcripts will be supplied free of charge for the purposes of school, job, and/or military placement. A fee of $1.00 is charged for transcripts requested after you graduate or withdraw from college. Request forms for this purpose are available from the Registrar's Office.

Transferring to other institutions — The college is continually working to provide up-to-date information about transferring to other education institutions. Counselors and faculty advisors will make every effort to assist you in designing a program of study to meet the curriculum requirements at a four-year institution. Students intending to transfer to a four-year college or university should begin to make plans as early as possible in their college programs, using the following guide:

- Obtain a current catalog of the institution to which you wish to transfer and study its entrance requirements and suggested freshman and sophomore programs in the major field in which you are interested.
- Confer with a college counselor or faculty advisor about fulfilling these requirements.
- Keep in mind that students transferring to a four-year institution are generally required to have maintained a grade point average of at least 2.00 for all college work previously attempted.
- Confer, either by letter or by personal interview, with a department representative at the senior institution for further information about curriculum and transfer regulations.
- Check carefully, a quarter or two before transfer to be certain all requirements will be met and all regulations observed to the satisfaction of the senior institution.

STUDENT CLASSIFICATIONS
DMACC has six official student classifications.

Freshman — a student who has earned fewer than 48 quarter hours of credit.
Sophomore — a student who has earned 48 or more quarter hours of credit.
Full-Time — a student registered for 12 or more credit hours of college work per quarter.
Part-Time — a student registered for 11 credit hours or less of college work per quarter.
Special — a part-time student enrolled in credit courses without having completed formal admission procedures and without being a candidate for a degree of diploma.
Guest — An arts and sciences student attending Des Moines Area Community College on an interim basis who has already been accepted for admission to another college. Normal admission procedures and the admission fee will be waived.

APPLICATION FOR GRADUATION
If you plan to earn an Associate Degree or Diploma, you must file a "Graduation Application" with the Office of the Registrar along with a $10.00 graduation fee (to cover the cost of graduation). It must be filed by mid-term of the quarter preceding the quarter in which you expect to complete graduation requirements. You will be considered a candidate for graduation only upon completion and filing of the Graduation Application form.

Also, while you may complete requirements for graduation during any quarter, commencement exercises are held only at the end of spring and summer quarters. Students completing course work in the fall or winter quarters are encouraged to participate in the spring commencement exercises.

Grades, Classifications and Graduation

STUDENT CLASSIFICATIONS
DMACC has six official student classifications.

Freshman — a student who has earned fewer than 48 quarter hours of credit.
Sophomore — a student who has earned 48 or more quarter hours of credit.
Full-Time — a student registered for 12 or more credit hours of college work per quarter.
Part-Time — a student registered for 11 credit hours or less of college work per quarter.
Special — a part-time student enrolled in credit courses without having completed formal admission procedures and without being a candidate for a degree of diploma.
Guest — An arts and sciences student attending Des Moines Area Community College on an interim basis who has already been accepted for admission to another college. Normal admission procedures and the admission fee will be waived.

APPLICATION FOR GRADUATION
If you plan to earn an Associate Degree or Diploma, you must file a "Graduation Application" with the Office of the Registrar along with a $10.00 graduation fee (to cover the cost of graduation). It must be filed by mid-term of the quarter preceding the quarter in which you expect to complete graduation requirements. You will be considered a candidate for graduation only upon completion and filing of the Graduation Application form.

Also, while you may complete requirements for graduation during any quarter, commencement exercises are held only at the end of spring and summer quarters. Students completing course work in the fall or winter quarters are encouraged to participate in the spring commencement exercises.
On Campus

TELEPHONES
OUTGOING CALLS may be made on any of the pay phones provided for students use. Office phones are for the use of the faculty exclusively. Special permission to a student may be given by an activity sponsor.
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; they are notified through the instructors.

PUBLICATIONS
The college newspaper is published by students interested in journalism, under the direction of a Board of Communications and with the sponsorship of a faculty advisor. It expresses student and staff opinion and reports college events, the college calendar, and other information of interest to students. Any student interested in working on the staff should contact the Student Services Office.

BULLETIN BOARDS
Bulletin boards are for information or announcements relevant to the institution, students and staff. The college will maintain two types of bulletin boards: "Official" and "General Interest".
- Items to be posted on the "Official Bulletin Boards" will be approved, stamped for posting, and attached to the bulletin boards through the Student Services Division.
- Items to be posted on the "General Interest Boards" do not need to be approved by the Student Services Division, however, they must bear the date of posting. Material not dated will be immediately removed from the boards.
- The Student Services Division will be responsible for maintaining all bulletin boards, and will remove all out-dated material.

All posted material will remain on the bulletin boards for a maximum of ten days, except when items are relevant for a longer period of time. Out-dated material will be removed immediately.

COLLEGE CLOSING
It is the policy of the College to hold regular classes on all days scheduled on the college calendar. If an emergency develops requiring the institution to close, the following radio stations will be asked to announce the closing: KRNT, WHO, WOI, KSO, KWBG, and KIOA.
June 1752 — Benjamin Franklin experimented with a kite in a thunderstorm.
Dec. 16, 1773 — Boston Tea Party

July 3, 1775 — G. Washington assumed command of colonial troops.
1804-1806 — Lewis & Clark explored Missouri River Valley — to Pacific.

1846 — William "Buffalo Bill" Cody was born near LaClaire, Ia.
1872 — Susan B. Anthony, organizer of women's suffrage movement, voted in Rochester, N.Y. & stood trial in federal court.

Aug. 31, 1895 — Latrobe, Pa. team paid John Brallier $10.00 to quarterback its football team. He is the first known man to accept money for playing & the beginning of professional football.
1916 — New York Zoning Ordinance limited height of buildings in proportion to the width of the streets they fronted.
### Where to Find It

<table>
<thead>
<tr>
<th>ANKENY CAMPUS</th>
<th>BOONE CAMPUS</th>
<th>URBAN CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Auditing a Course</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Selecting a Course</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Change of Program</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Course Grades</td>
<td>Registrar</td>
<td>Adm. Office</td>
</tr>
<tr>
<td>Selection of Program</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Dropping a Course</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Withdrawal from the College</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Accidents</td>
<td>Campus Security</td>
<td>Adm. Office</td>
</tr>
<tr>
<td>Auto (On-Campus)</td>
<td>Health Service</td>
<td>Adm. Office</td>
</tr>
<tr>
<td>Injury</td>
<td>Adult Education Office</td>
<td>Adm. Office</td>
</tr>
<tr>
<td>Advising (See Academic Advis.)</td>
<td>Student Affairs Office</td>
<td>Deans Office</td>
</tr>
<tr>
<td>Adult Education</td>
<td>Student Affairs Office</td>
<td>Deans Office</td>
</tr>
<tr>
<td>Automobile (See Parking)</td>
<td>Campus Ministry Office</td>
<td>Library</td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>Learning Center</td>
<td></td>
</tr>
<tr>
<td>Campus Events</td>
<td>Counseling</td>
<td>Counseling</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td>Academic Counselor</td>
<td>Counseling</td>
</tr>
<tr>
<td>Comprehensive Learning Center</td>
<td>Activities Student Affairs Office</td>
<td>Counseling</td>
</tr>
<tr>
<td>Counseling</td>
<td>Financial</td>
<td>Financial Aids Office</td>
</tr>
<tr>
<td>Academic</td>
<td>Health Service</td>
<td>Health Service</td>
</tr>
<tr>
<td>Activities</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Financial</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Health</td>
<td>Counselor</td>
<td>Counselor</td>
</tr>
<tr>
<td>Personal</td>
<td>Vocational Rehabilitation</td>
<td>Voc-Rehab Counselor</td>
</tr>
<tr>
<td>Transferring</td>
<td>Voc-Rehab Counselor</td>
<td>Registrar</td>
</tr>
<tr>
<td>Vocational</td>
<td>Registrar</td>
<td>Counselor</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>Call Campus</td>
<td>Call Campus</td>
</tr>
<tr>
<td>Degree</td>
<td>Operator “0”</td>
<td>Director “21”</td>
</tr>
<tr>
<td>Application</td>
<td>Placement Office</td>
<td>Adm. Office</td>
</tr>
<tr>
<td>Requirements</td>
<td>Placement Office</td>
<td>Adm. Office</td>
</tr>
<tr>
<td>Drops (See Academic Advisement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placing of Graduates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student (Part-time)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Where to Find It

<table>
<thead>
<tr>
<th>ANKENY CAMPUS</th>
<th>BOONE CAMPUS</th>
<th>URBAN CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evening College</strong></td>
<td><strong>Evening Supervisor</strong></td>
<td><strong>Deans Office</strong></td>
</tr>
<tr>
<td><strong>Examinations</strong></td>
<td><strong>Instructor</strong></td>
<td><strong>Instructor</strong></td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td><strong>Admissions Office</strong></td>
<td><strong>Adm. Office</strong></td>
</tr>
<tr>
<td><strong>College Testing</strong></td>
<td><strong>Registrar</strong></td>
<td><strong>Registrar</strong></td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td><strong>Financial Aids Office</strong></td>
<td><strong>Registrar</strong></td>
</tr>
<tr>
<td><strong>Academic and Classroom</strong></td>
<td><strong>Health Service</strong></td>
<td><strong>Registrar</strong></td>
</tr>
<tr>
<td><strong>Financial Aids</strong></td>
<td></td>
<td><strong>Registrar</strong></td>
</tr>
<tr>
<td><strong>First Aid</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Housing Office</strong></td>
</tr>
<tr>
<td><strong>Grades (See Academic Advisement)</strong></td>
<td></td>
<td><strong>Student Affairs Office</strong></td>
</tr>
<tr>
<td><strong>Graduation Requirements</strong></td>
<td><strong>Registrar</strong></td>
<td><strong>Housing Office</strong></td>
</tr>
<tr>
<td><strong>Ceremonies</strong></td>
<td><strong>Registrar</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Housing Information and Regulations</strong></td>
<td><strong>Librarian</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Identification Cards</strong></td>
<td><strong>Financial Aids Office</strong></td>
<td><strong>Librarian</strong></td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Financial Aids Office</strong></td>
</tr>
<tr>
<td><strong>Intramural Athletics</strong></td>
<td><strong>Registrar</strong></td>
<td><strong>Adm. Office</strong></td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Student Senate Sponsor</strong></td>
</tr>
<tr>
<td><strong>Loans &amp; Scholarships</strong></td>
<td><strong>Librarian</strong></td>
<td><strong>Student Senate Sponsor</strong></td>
</tr>
<tr>
<td><strong>Lost and Found</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Student Senate Sponsor</strong></td>
</tr>
<tr>
<td><strong>Newspaper</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Student Senate Sponsor</strong></td>
</tr>
<tr>
<td><strong>Organizations &amp; Clubs</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Student Senate Sponsor</strong></td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td></td>
<td><strong>Student Affairs Office</strong></td>
</tr>
<tr>
<td><strong>Appeals</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Auto Registration</strong></td>
<td><strong>Campus Security Office</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Regulations</strong></td>
<td><strong>Campus Security Office</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Special Permits</strong></td>
<td><strong>Campus Security Office</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Tickets — Payments</strong></td>
<td><strong>Campus Security Office</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Violations — Inquiry Regarding</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Registrar</strong></td>
</tr>
<tr>
<td><strong>Transcripts</strong></td>
<td><strong>Registrar</strong></td>
<td><strong>Adm. Office</strong></td>
</tr>
<tr>
<td><strong>Transfer (See Counseling)</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Tutoring Information</strong></td>
<td><strong>Campus Security Office</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Veterans Affairs</strong></td>
<td><strong>Student Affairs Office</strong></td>
<td><strong>Business Office</strong></td>
</tr>
<tr>
<td><strong>Withdrawal (See Academic Advisement)</strong></td>
<td><strong>Registrar</strong></td>
<td><strong>Registrar</strong></td>
</tr>
</tbody>
</table>

*Note: Adm. Office — Main Administration Office*
CONDUCT AND DISCIPLINE
Any student, or group of students, who fails to observe either the general standards of conduct 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, such as:

- 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 the campus. Any student with a personal problem in this area may seek confidential help from the counseling staff.

- The possession or presence of dangerous weapons unlawful to possess in public will not be permitted in classrooms or laboratories.

- The College has an established procedure for students who have a grievance against the institution. See a counselor for procedures to be followed.

When, in the judgment of the instructor, any student's absences are seriously affecting his learning, the student will be referred to the Counseling Center. Students so referred will be notified that they are on attendance probation. Continued absences from the class during the quarter will result in the instructor suspending the student from the course. The instructor will notify the student by using the Class Suspension Notification Form.

Any student who has been suspended from a course because of excessive absence has the right of appeal. Such appeal shall be made first to the Director of the Division of the College involved. Further appeal may be made to the Campus Judicial Board.

The student shall continue to be enrolled and attend class if he appeals the suspension decision, until disposition by the Judicial Board. Student rights and due process procedures will be assured through the Judicial Board process.

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. All instructors recognize the unavoidable nature of illness. It is institutional policy to support and encourage student involvement in significant activi-
ties and experiences outside the classroom. However, no absence, whatever reason, relieves the student of the responsibility for completing all work assigned.

Emergency leaves may be granted for short periods of time if the student presents satisfactory reasons and secures advance approval from his instructors. Examples: Hospitalization, National Guard, or Reserve Duty. Emergency leave forms are to be secured from a counselor, signed by the instructor and returned to a counselor.

Instructors are expected to give make-up assignments for all work if the emergency leave petition is approved. Under no circumstances will leaves be granted at the end of a quarter when finals would be missed or course requirements not fulfilled. Students desiring leaves should contact their college counselor.

INDEBTEDNESS POLICY
No student may register in any new quarter who has a prior unsettled indebtedness to the college, nor during the period in which the indebtedness remains unsettled may any evidence of attendance or other official credentials be obtained from the college. Indebtedness shall include tuition and fees, library and parking charges, and other charges incurred by the student and owed to the College.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974
The following summarizes the provisions of the Act. If the student wishes to have a copy of the complete Act and subsequent amendments, he may request so in the Registrar’s Office. There will be a charge of $1.00 for the copy.

The student has the right to inspect and review his educational records. (DMACC will grant the student’s right to inspect his educational records within 45 days of his request.)

The student does not have the right to inspect confidential letters and statements of recommendations which were placed in his education records prior to January 1, 1975, nor to the financial records of his parents, nor to confidential recommendations (for which he has signed a waiver) in respect to admissions, application for employment or receipt of an honorary recognition.

The student has the right to a hearing to challenge the content of his educational records in respect to the accuracy of such records, in respect as to whether the records are misleading or constitute a violation of his privacy or other rights.

The hearing shall provide the student an opportunity for the correction or deletion of inaccurate, misleading or inappropriate data and shall provide him the opportunity to insert in his records a written explanation of the contents of the records.

Except as provided for within the Act, personally identifiable information about students cannot be released without their written consent. The College may release “directory information” without his written consent unless he has specifically requested that such information not be released. (See below)

The College will maintain a record of access to students’ educational records. This record is accessible only to the student and the staff in the Registrar’s Office, or as provided for in the Act. The record of access will not carry access to educational records by officials at DMACC who have a legitimate education interest.

The student may request and receive copies of all or part of his educational records. (There is a charge of 10¢ per sheet copied.)

The student has the right to request and receive a response that will explain or interpret his educational records.

RELEASE OF INFORMATION
Student’s records and information are confidential and are released only for legitimate purposes. A “Release of Information” form should be on file in the Registrar’s Office for each student, indicating which, if any, part of the record can be released. If you have questions regarding the college’s policy, contact the Registrar’s Office or see a counselor.
Directory Information
DMACC considers the following information as public information and will release such information without the student's written consent unless he specifies otherwise:

1. Name
2. Address
3. Telephone Number
4. Date of Birth
5. Place of Birth
6. Field of Study
7. Activities Participation
8. Sports Participation
9. Weight & Height (for athletic teams)
10. Dates of Attendance
11. Degrees and Awards

RETURNED CHECK POLICY
Due to the additional charges assessed the College when a check is returned from a bank for insufficient funds, stop payment or account closed, the following procedures will be followed:

- The student involved will be contacted by the Business Office and requested to redeem the check.
- If the check is not redeemed or arrangements made for redemption within one college day after the student is notified, the student may be suspended from classes until the check has been redeemed.
- Any check not redeemed within 10 days of student notification will be forwarded to local law enforcement officials.
- A charge of $5.00 will be assessed the student for all checks returned by a bank.
- If an insufficient funds check (bad check) results in non-payment of 50% or more of the required tuition and fees, the student’s registration will be cancelled.

PARKING AND TRAFFIC REGULATIONS
Since DMACC is a commuting college, the campuses have an unusually high number of cars driving on and around the campus. Each Campus and Attendance Center has its own unique problems with traffic control and parking lots. Therefore, you are urged to acquaint yourself with the parking regulations for the campus or center you are attending.

The Ankeny and Boone Campuses have parking lots assigned to staff, students and visitors. Pedestrians on these campuses have the right-of-way; a list of parking regulations and fines are established.

The Urban Center has only on-street parking for students. City of Des Moines regulations apply to all street parking.

LOSS OF CLASS DAYS POLICY
In the event of extreme weather or other unusual conditions that cause excessive loss of attendance days, students may be asked to make up the missed contact hours on other than regularly scheduled instructional periods.
FINANCIAL AIDS
The college maintains a very fine financial aids program. Scholarships, grants, loans, and work-study employment are available, either singly or in combination, to help a student meet the financial obligations involved in obtaining an education. Financial Aid is available to students enrolled at any of the DMACC attendance centers for both full and part-time students. If you are experiencing financial difficulties, please contact the Financial Aids Office for short term or long range assistance.

EMPLOYMENT
Students may gain assistance in seeking full-time or part-time employment through the Placement Office. All available job openings are kept on file in the Placement Office on the Ankeny Campus, or the Counseling Offices on the Boone or Urban Campuses.

COUNSELING CENTER
You say you're confused, bewildered, walking up a one way street the wrong way, don't know where to turn? If you haven't talked to someone why not try the DMACC Counseling Center? Our group of clean, friendly, sincere, brave, and loyal helpers are ready to assist you in making it through the day... the night... the next day... week... month... year. They will help you get headed toward a more satisfying, fulfilling future. It's free, confidential, and dedicated to helping you cope with this messed up world we all live in.

Although Placement credentials are confidential in nature, students may review written credential materials and withhold information which they feel is not representative of their performance.

Students will clear with the Placement Office as a part of their process of graduating from the college.
VETERANS AFFAIRS
The Office of Veterans Affairs provides assistance in making arrangements for veterans benefits and processing veterans records. The services of the Veterans Affairs Counselor are available to any student veteran. Any veteran who is experiencing difficulties in records and benefits, academic standing, or institutional life should see the Veterans Affairs Counselor.

HEALTH SERVICE
First aid care is available in case of illness or injury occurring to students while on any campus. If emergency medical care is needed, medical facilities in Ankeny, Boone and Des Moines communities will be used, at the student's expense.

On the Ankeny Campus, a registered nurse is on duty Monday through Friday, 8:00-4:30. Services available through her office include allergy injections and help with chronic or recurring health problems. The Campus Nurse also provides counseling and referral for a wide range of needs, in addition to first aid and care of minor illness. Students are welcome here anytime.

STUDENT HOUSING
Housing is available in private homes and apartments near the campuses. A current list of available housing is maintained in the Student Services Office. It is the student's responsibility to visit available housing, and reach agreement with the property owner concerning rental, house policies, privileges and responsibilities.

All students must notify the Registrar's Office of any change of address.

C.H.E.S.S.
The college participates in a special project called C.H.E.S.S. (Consortium of Higher Education for Special Services), which provides services to disadvantaged and handicapped students. Types of services available through the project include tutoring, assistance with development of reading and study skills, counseling services, help with note taking and transcription for the physically handicapped.

The project office on your campus can offer lots of special services.

C.E.C.
The career planning service (Career Exploration Center) is provided for students who are unsure of their interests or abilities. The center is located on the Ankeny Campus and is available to all students in DMACC. Through the center's unique "hands-on" career exploration procedure, the students can determine their interests and abilities by trying out several different kinds of work experiences. Materials and equipment commonly used on the job are provided for a large variety of tasks.

REHABILITATION COUNSELING
The college has made a joint agreement with the Department of Public Instruction to use the services of a rehabilitation counselor. Students who, by reason of physical or mental disabilities, meet the eligibility requirements for rehabilitation services may secure financial aid for their education. The rehab counseling office is located on the Ankeny Campus, with regular visits made to the Boone Campus.

Liberty is the one thing you can't have unless you give it to others.

William Allen White
FOOD SERVICE
Food services on the several campuses of DMACC will be found in two forms: dining room/cafeteria facilities and or vending machine rooms.

The cafeteria service located on some campuses includes a daily luncheon special or sandwiches from the grill. Vending machine service on all campuses provides additional food, beverages, and snacks.

COLLEGE BOOKSTORE
The College Bookstore, which has an administrative office on the Ankeny Campus, has branch sales offices on the Boone Campus and Urban Campus. Each campus sets the hours the bookstore is open.

All new textbooks are sold at list price. Special orders for any books in print are welcome, also.

The bookstore operates a textbook "buy-back" service at the close of each quarter of classes. Students may sell used books to the bookstore provided the instructor is planning to use the book the following year. Many used books are available — you may save money by shopping early.

A list of classes with books and supplies needed is posted each quarter at the bookstore.

COMPREHENSIVE LEARNING CENTER
For academic improvement and personal enrichment, the C.L.C. (Comprehensive Learning Center) offers a wide variety of materials and services. In the center, a student may progress at his own rate to upgrade study skills, complete high school diploma, improve reading, or enroll in courses designed to extend one's knowledge in a specific area.

Special equipment for individual use is available, such as: tape recorders, filmstrip projectors, slide projectors, record players, along with both spoken and musical recordings.

If you are looking for some place to do individual learning, check out the Learning Center on your campus.

STUDENT ACCIDENT INSURANCE
A program of low rate and high coverage student accident insurance is available at registration time and at other times information is available through the Student Services Office. Coverage may be limited basically to school hours or obtained on a full-time basis. Students are urged to obtain this protection unless they have adequate protection through other insurance coverage.
Much of college growth is the result of student participation in activities, clubs, and organizations. It is the philosophy of the College that co-curricular activities complement the academic program. Any interest or talent that you have can be used somewhere. If you cannot find a place for your interest, then you have the opportunity of starting a new activity. The activities are financed by your activity fee which is charged every quarter in addition to regular tuition. Student representatives elected to the Student Government are responsible for assessment and disbursement of this activity fee. It is designed this way so that your interests will be reflected in the activity program.

One of the advantages of a community college is that the activities programs are not dominated by upperclassmen. There is a rapid turnover of student membership in any activity or club every year. This means that you have the opportunity to participate in the activities that are of interest to you, and also have the chance to develop your leadership skills early in college. Activities and clubs are eagerly seeking you to replenish the sophomore who has graduated from college.

INTEREST CLUBS
Drama Club
Distributive Ed Club of America (DECA)
Karate
Sky-diving Club
Veteran's Club
Vocational Interest Club of America (VICA)
ATHLETICS
Basketball
Baseball
Golf

INTRAMURALS
Basketball
Billiards
Flag Football
Golf
Softball
Table Tennis
Tennis
Volleyball

OTHER ACTIVITIES
Campus Ministry
DMACC Chorus
"Eclectic" Newspaper
Student Senate

DEPARTMENTAL CLUBS
- Accounting Specialists Club (Facts & Figures)
- Agri-Business Club
- Architectural Drafting Club
- Auto Mechanics Club (Piston Polishers)
- Commercial Art Club
- Dental Assistants Club
- Diesel Mechanics Club (Prime Movers)
- Electronics Club
- Fashion Merchandising Club
- Industrial Marketing & Management Club
- License Practical Nursing Club (LPN)
- Mechanical Drafting Club
- Medical Lab Assistants Club
- Office Education Association Club
- Operating Room Technicians Club (ORT)
- Student Association of Iowa Community Colleges (SAICC)
- Students for Democratic Action Club
- Tool & Die & Job Machinist (Carbide Kids)

**********
PARTICIPATION IN INSTITUTIONAL GOVERNANCE
College should never become a kingdom for one group to decide the manner of operation for other groups. It should, however, be a dynamic cluster with three major contributing groups, the administration, faculty and students.

The students at DMACC are fortunate in that they have been granted a large say in the operations of this college. An institution-wide committee structure has been formulated to insure communication and involvement of students, faculty and administration in the decision-making process. This structure includes an over-all organization known as the College Council, with seven standing committees and special committees as needed. Student representatives are chosen annually by the Student Senate. You might consider the opportunity to serve in the decision-making body of the College.

STUDENT SENATE
Students are needed at all levels of student government. The Student Senate as the primary student governing body, is an important part of the organization of the College. Through its work, students are provided an opportunity to participate in the operations of this college. The Senate needs bright, serious minded members who will stand strong for student rights. If you are interested in this type of challenge, the Senate needs you to help carry on the work of creating "student life" on campus.

SOCIAL LIFE
A good place to become acquainted with other students is at a social event. Over the years, students have developed a wide-range of activities to encourage extensive participation. The Student Activities Committee develops and coordinates the annual calendar of events. Activities are financed by monies received from the Student Activity Fee.

Your ideas and suggestions are needed at all times; the activity program is designed by and for you. You may be interested in serving on this planning committee.

ACTIVITY CARDS
After your fees are paid, you will have attached to your identification card a "Student Activity Fee Paid" tag. This card is validated on a quarterly basis and must be displayed for admission to most activities, and to vote in any student election. Your activity fee card is important to you — keep it handy and don't lose it!

HOW TO START A NEW CLUB
- Discuss the feasibility with the Student Activities advisor.
- Obtain a faculty advisor.
- Request temporary sanction by the Student Senate. Temporary sanction provides you six weeks to recruit other members, write a constitution and plan future activities.
- Clubs with temporary sanction may:
  a. use school facilities for meetings.
  b. put notices on college bulletin boards
  c. advertise on campus for members
  d. sponsor an event with senate approval
- At the end of six weeks, temporary sanctioned clubs and their advisor must present a constitution, a financial statement and list of proposed activities to the Student Senate. The Senate may at this time grant permanent sanction, continue temporary sanction, or discontinue the club.
- The President of the club or his written designee should assume legal responsibility for the activities of the club and its members during club activities.

STUDENT ACTIVITIES
Activities

SOCIAL LIFE
A good place to become acquainted with other students is at a social event. Over the years, students have developed a wide-range of activities to encourage extensive participation. The Student Activities Committee develops and coordinates the annual calendar of events. Activities are financed by monies received from the Student Activity Fee.

Your ideas and suggestions are needed at all times; the activity program is designed by and for you. You may be interested in serving on this planning committee.

ACTIVITY CARDS
After your fees are paid, you will have attached to your identification card a "Student Activity Fee Paid" tag. This card is validated on a quarterly basis and must be displayed for admission to most activities, and to vote in any student election. Your activity fee card is important to you — keep it handy and don't lose it!

HOW TO START A NEW CLUB
- Discuss the feasibility with the Student Activities advisor.
- Obtain a faculty advisor.
- Request temporary sanction by the Student Senate. Temporary sanction provides you six weeks to recruit other members, write a constitution and plan future activities.
- Clubs with temporary sanction may:
  a. use school facilities for meetings.
  b. put notices on college bulletin boards
  c. advertise on campus for members
  d. sponsor an event with senate approval
- At the end of six weeks, temporary sanctioned clubs and their advisor must present a constitution, a financial statement and list of proposed activities to the Student Senate. The Senate may at this time grant permanent sanction, continue temporary sanction, or discontinue the club.
- The President of the club or his written designee should assume legal responsibility for the activities of the club and its members during club activities.

STUDENT SENATE
Students are needed at all levels of student government. The Student Senate as the primary student governing body, is an important part of the organization of the College. Through its work, students are provided an opportunity to participate in the operations of this college. The Senate needs bright, serious minded members who will stand strong for student rights. If you are interested in this type of challenge, the Senate needs you to help carry on the work of creating "student life" on campus.
TERMINOLOGY
YOU NEED TO KNOW

ASSOCIATE DEGREE — A two-year degree offered by colleges throughout the United States.

ASSOCIATE IN ARTS DEGREE — The degree awarded to students who have a primary goal of continuing their education to a four-year institution. The general core requirements and the program course requirements in their area of specialization must be fulfilled.

ASSOCIATE IN APPLIED SCIENCE — The degree awarded to students who complete a two-year technical curriculum.

AUDIT — To attend a class without credit.

CAREER EDUCATION — Programs that vary in length from six weeks to 21 months and lead directly to employment. Students completing these programs receive either the Certificate of Completion, Diploma, or Associate in Applied Science Degree.

CERTIFICATE — A certificate of completion is issued to signify that a student has completed a specific short-term course of study.

COUNSELOR — Member of the Office of Student Services prepared to help students with personal problems, vocational choices and academic plans.

COURSE DESCRIPTION — Statements identifying the contents of a course. Course descriptions are found in the college catalog.

COURSE SECTION — A group of students meeting to study a particular course at a definite time. Sections are identified in the class schedule by specific numbers and times. Some courses in the class schedule will have many sections.

CURRICULUM — A group of courses planned to lead to some specific competence in a field of study and to a certificate, diploma or associate degree.

TRANSCRIPT — The official college record of a student's academic standing. It usually includes biographical data, test scores, and college grades.

DEGREES — A title conferred by a college or university upon completion of a particular program of academic work. Some typical college degrees are the Associate of Arts (A.A.), the Bachelor of Science (B.S.), the Master of Arts (M.A.), the Doctor of Philosophy (PhD), and the Doctor of Education (EdD).

DIPLOMA — Diplomas are issued to individuals who complete a curriculum of short duration.

ELECTIVE — A non-designated course within a curriculum. An elective permits a student to select a course of his choice within his program, rather than taking specifically designated courses.

GRADE POINT AVERAGE — A numerical average which indicates success or failure in his college work; this is based on a scale ranging from 0.0 (F) to 4.0 (A).

MAJOR — The subject matter in a field of study a student selects on which to place a major emphasis.

MINOR — The subject matter in a field of study a student selects on which to place minor emphasis.

PLACEMENT — Assistance offered to enrolled students and graduates by the Office of Student Services in gaining an assignment to a job.

REGISTRATION — The process of selecting courses, completing college forms, and paying fees all of which should be completed prior to the beginning of classes each term.

SEMESTER HOURS — Colleges on the semester system grant credits in terms of semester hours. A semester hour is worth 1.5 quarter hours. Quarter hours can be converted to semester hours by multiplying the number of quarter hours by two-thirds.

TRANSFER — The conveyance of a student's credits from one college to another.

We're here with counseling services when you're not sure, custom-made programs when you are; placement services that help you shape a future using your resources and ours. Welcome to DMACC.
The college consists of three main campuses and a number of local extension centers throughout the 11-county area. Ankeny Campus serves the largest number of students with a campus consisting of new buildings housing the latest in educational facilities. Boone Campus, located in Boone, Iowa, serves as a center for the needs of students in that community and the surrounding areas. Urban Campus, situated in the heart of Des Moines, is specially geared to the needs of the urban population, offering easy accessibility, extensive evening class scheduling, adult education, and career programs offering ready opportunities for urban blacks, whites, elderly and women. In Carroll, Iowa, we maintain one of the finest nursing programs in the state in addition to high school extension centers located in that community, Knoxville, and other local areas.