

Syllabus Addendum

Disclaimer:

“This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”

Academic & Educational Advising: <https://go.dmacc.edu/advising>

Academic Achievement Center:

https://go.dmacc.edu/currentstudents/Pages/academic_achievement_center.aspx

Academic Dishonesty/Plagiarism:

<https://go.dmacc.edu/handbook/polprocedures/Pages/academicmisconduct.aspx>

“See DMACC Educational Services Procedures ES 4670. A. and B” for information on plagiarism, cheating, information about appeals procedures or reference publication that addresses this information in detail.”

Add/Drop Dates: https://go.dmacc.edu/registration/pages/add_drop.aspx

Admissions & Registration: <https://go.dmacc.edu/registration>

Blackboard: <https://secure.dmacc.edu/myonlinelearning/login.aspx>

Career Connections: <https://go.dmacc.edu/outreach/careerconnections>

Career Counseling: <https://go.dmacc.edu/prospectivestudents/Pages/careercounseling.aspx>

Cellular Phone Use Statement: <https://go.dmacc.edu/handbook/polprocedures/Pages/cellphone.aspx>

Clery Crime Report: <https://go.dmacc.edu/handbook/polprocedures/Pages/cleryact.aspx>

Computer Labs: <https://go.dmacc.edu/helpdesk/Pages/computerlabs.aspx>

Days to Register for Next Term: <https://go.dmacc.edu/admissions/pages/applyonlinefull.aspx>

DMACC Consumer Information: <https://go.dmacc.edu/consumerinfo>

Financial Aid: https://go.dmacc.edu/fin_aid

Grievance Procedures:

https://go.dmacc.edu/student_services/pages/policies_procedures.aspx

Library: <https://go.dmacc.edu/library>

Midterm & Final Dates: <http://www.dmacc.edu/academiccal.asp>

Nondiscrimination Policy

Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedures. Complaint forms may be obtained from

the DMACC Web site, the Ombudsperson, Judicial Officer, Human Resources Department, the campus Provost's Offices, and Academic Deans' Offices.

Students who wish additional information or assistance may contact the **Executive Dean, Student Services, Laurie Wolf**, Bldg. 1 on the Ankeny Campus, 515-964-6437 or the **Judicial Officer, Debbie McKittrick**, Bldg. 1 on the Ankeny Campus, 515-964-6574 or they may refer to Student Services procedure ES 4645 located at https://go.dmacc.edu/student_services/int. Click Policies & Procedures.

Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1 on Ankeny Campus, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at <http://www.dmacc.edu/hr/hrpp.asp>.

Program Development/Academic Support Services Director, Sharon Bittner, is the official Student Accommodation Office/Section 504/ADA Coordinator for DMACC. The ADA Coordinator's office is located in Bldg. 6-10e on the Ankeny Campus and may be contacted by voice (515-964-6857) or sgbittner@dmacc.edu. The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator's office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

Policies & Procedures Introduction: <https://go.dmacc.edu/handbook/polprocedures>

Refund Policy: <http://www.dmacc.edu/refund.asp>

Safety Page: <https://go.dmacc.edu/safety>

Services for Students with Disabilities: https://go.dmacc.edu/student_services/disabilities

Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850V** or hlcoon@dmacc.edu or the counseling & advising office on any campus to apply for services.

Sexual Harassment Policy: <https://go.dmacc.edu/handbook/polprocedures/Pages/nondiscrimpolicy.aspx>

Software Notice:

"All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College."

Student Handbook: <https://go.dmacc.edu/handbook>

Student Responsibilities and Rights:

<https://go.dmacc.edu/handbook/polprocedures/Pages/rightsandrespon.aspx>

Technology Usage:

<https://go.dmacc.edu/handbook/polprocedures/Pages/technologyusage.aspx>

Tutoring: <https://go.dmacc.edu/handbook/servstudents/Pages/tutoring.aspx>

Weather Policy:

"Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC's goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) thru some predetermined means if they are must postpone or cancel a specific class due to weather or illness."