



# Concurrent Enrollment Instructor Handbook

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2023-2024



Advisor Name  
Email  
Phone Number

DES MOINES AREA COMMUNITY COLLEGE

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\*These are DMACC college-level courses. The content is college-level and follows the DMACC Syllabus, meeting the objectives and rigor of DMACC and its accrediting bodies.

## Nondiscrimination Statement

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment) and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S. Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515/964-6857, [dso@dmacc.edu](mailto:dso@dmacc.edu). Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg 1, Ankeny, IA 50023, phone 515/964-6216, [Title9@dmacc.edu](mailto:Title9@dmacc.edu). Questions or complaints about this policy may be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661-7204, phone 312/730-1560, fax 312/730-1576, email [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

## DMACC History

Des Moines Area Community College (DMACC) was officially created March 18, 1966, and was designated as Merged Area XI. The college was created after extensive studies had indicated the need for such an institution. In 1968, the Board of Directors adopted Des Moines Area Community College as the official name of the institution. Leading figures throughout the College's District combined their talents and resources to assure proper planning for the College. The first classes were held at the new Ankeny Campus location with other campuses to follow in later years. DMACC is one of fifteen area community colleges which comprise the Iowa System of Community Colleges operating under the regulations of the Iowa Department of Education and the Code of Iowa.

## Programs and Educational Services Available at DMACC

Refer to the DMACC website for a current listing of programs available:  
<https://www.dmacc.edu/programs/Pages/welcome.aspx>

## National Alliance for Concurrent Enrollment Partnerships (NACEP)

DMACC Career Advantage concurrent enrollment program is accredited through the “The National Alliance for Concurrent Enrollment Partnerships” (NACEP) [www.nacep.org](http://www.nacep.org), which the Iowa Department of Education is utilizing as the audit and oversight process for community colleges. This accreditation allows for a more cohesive approach in concurrent programs. The following are highlighted requirements that must be met by all CE instructors:

### Credentials

Concurrent enrollment (CE) instructors are expected to have credentials equivalent to those required of full-time instructors at DMACC. Instructor credentials are reviewed by the appropriate dean before a DMACC Application for Employment is completed. CE instructors will complete a DMACC Application for Employment to be filed with our human resources department. In addition, transcripts, a resume and additional forms required to establish an e-mail account, etc. will be requested.

### Professional Development

Career Advantage instructors are required to participate annually in professional development related to the discipline the instructor teaches. Professional development may take many different forms, including face-to-face, workshops, online training and/or collaborative meetings.

### Peer Collaboration and Site Visits

DMACC faculty will collaborate and serve as a liaison and resource with the high school instructor to answer questions they have in regard to curriculum, district-wide assessments, textbooks, assignments and activities. Every three years, a scheduled visit will be made to the high school classroom to observe, collaborate and share ideas.

### Assessment

DMACC courses with district-wide assessments require Career Advantage courses to utilize the same assessment. This will be coordinated through our Career Advantage staff.

### Surveys

Each term, all Career Advantage courses will be required to administer a brief end of course student evaluation. Evaluations will be delivered to each instructor within the last few weeks of the semester to allow adequate time for completion. In addition, once every three years, all instructors, guidance counselors and principals will be asked to complete an impact survey related to Career Advantage programming.

## What is a Concurrent Enrollment (CE) Career Advantage course?

CE courses are DMACC classes (either arts and sciences or career and technical) offered to high school students for both high school and DMACC credit. Enrollment generates an official college transcript for each student where grades, withdrawals, etc. are recorded.

Instructors are required to possess the same credentials as a full-time instructor hired on a DMACC campus. Those credentials are reviewed in the same manner as they would be if the instructor were teaching on DMACC's campus.

Courses taught to high school students are the same courses taught on the DMACC campus, with consistent and rigorous instruction to meet course quality standards. DMACC Faculty Collaborators provide collegial interaction with CE instructors to ensure equivalency between courses taught concurrently and on-campus.

CE students must meet all entrance requirements outlined through Senior Year Plus (the legislation which addresses all high school to post-secondary relationships in the state of Iowa). The web address for Senior Year Plus on the Department of Education website is as follows: <https://educateiowa.gov/adult-career-comm-college/senior-year-plus>

In addition, students must also meet any pre-requisite course requirements (including test scores) required by DMACC. Students are enrolled through their high school counselors and apply to DMACC through our on-line application for high school students. DMACC creates a permanent record/transcript for these students.

## Career Advantage Advisors

During the first two weeks of the semester, Career Advantage Advisors will discuss the registration process and drop/add policies with all students. They will also direct students to the student handbook and reinforce that enrollees are now DMACC students with corresponding privileges and responsibilities. The advisors will be present at your school throughout the school year to be a resource for students and faculty. To find out more information about your school's assigned advisor, courses offered at your schools and the Career Advantage program:

[Classes at Your School \(dmacc.edu\)](https://dmacc.edu/classes-at-your-school)

## Faculty Liaison Program

DMACC is proud to have faculty members who take on the role of Faculty Liaison. They are vital to the success of our CE courses. Faculty Liaisons help ensure comparable rigor and quality to courses taught on campus. Your Faculty Liaison will keep you updated with trends and new information in the curriculum, as well as share effective teaching styles, techniques, and resources.

### Faculty Liaison Responsibilities

Faculty Liaisons:

Serve as a content resource to help ensure consistent rigor and outcomes between the concurrent course and the same course delivered to “traditional” students. The Faculty Liaison will participate in the following to promote collegial interaction:

- Meet at least once with the instructor (of the high school students) and the Directors of Career Advantage (who will schedule the meeting) prior to the course(s) to share information on course content through the use of the same:
  - Course competencies
  - Grading scale and grading standards
  - Textbook
  - Materials and supplies
- Participate in a site visit to the CE instructor’s classroom, once every three years, for the purpose of providing collegial interaction and reviewing/observing student work.
- Attend professional development networking events designed to provide opportunities for networking and sharing of information between instructors and liaisons.
- In addition to site visits and professional development events, provide on-going communication (face-to-face, e-mail or by phone) during the concurrent enrollment course term as needed.

Provide documentation of site visits and additional communication on the appropriate forms provided in the DMACC Concurrent Enrollment Faculty Liaison Handbook (see Appendices I and II for forms)

[Appendix I.](#) Orientation Checklist for First Time CE Instructors

[Appendix II.](#) DMACC Career Advantage Site Visit Form

Communicate course changes/issues to the appropriate Dean, the Director of Career Advantage and the concurrent enrollment instructor.

## Teaching a Concurrent Enrollment (CE) Career Advantage Course

### Credentials

\*CE instructors are expected to have credentials equivalent to those required of full-time instructors at DMACC. Instructor credentials are reviewed by the appropriate dean before a DMACC Application for Employment is completed.

\* All CE instructors will need to have successfully passed a background investigation completed by the school district in accordance with Iowa Code section 272.2(17) prior to providing instruction for any Senior Year Plus program at a school district facility or a neutral site. This background investigation requirement also applies to a teacher/instructor who is employed by the college if the CE course instruction is provided at a school district facility or a neutral site. "Neutral site" means a facility that is not owned or operated by an institution. In the case of a teacher/instructor employed by the college, the background investigation will be completed by the community college. In addition, all instructors under suspension or revocation of an educational license or statement of professional recognition (SPR) issued by the Iowa Board of Educational Examiners shall be excluded from teaching CE courses.

### DMACC Application for Employment and Other Forms Required

CEP instructors will complete a DMACC Application for Employment to be filed with our Human Resources Department. In addition to the application, transcripts, a resume and additional forms required to establish an e-mail account, etc. will be requested.

### Expectations

All instructors are expected to carry out the tasks and duties assigned below. Compliance will be monitored through participation, met deadlines and site visits by Faculty Liaisons. If determination is made that the expectations are not adhered to, a meeting will occur between a Director of Career Advantage and the instructor. Instructors will be provided with resources/tools/direction to help them improve on any unmet expectations.

DMACC will provide the concurrent enrollment instructor documentation of the discussion as part of the administrative visit. If instructors are unable or unwilling to show that they meet the expectations below after having the opportunity to improve, high school administrators will be contacted and instructors will be dismissed from their duties and not considered for future concurrent enrollment opportunities.

- Instructors will use the same course competencies and assessment methods as the course on campus.
- Instructors will establish and maintain accurate records related to student progress within each class.
- Instructors will verify rosters and submit grades in a timely manner as requested by DMACC's Registrar's office. Syllabi must also be submitted to DMACC each academic year.
- High schools and instructors will allow DMACC personnel (enrollment services and Faculty Liaisons) to visit classrooms for the purposes of student registration and classroom observation, respectively.
- Instructors will participate in professional development networking events with their

Faculty Liaisons and discipline areas.

- Attendance is required at all sessions of concurrent enrollment classes. If serious illness or emergency warrants missed classes, instructors should notify the high school and the Director of Career Advantage immediately.
- In the high school setting, classes should be supervised at all times. (In other words, students should remain in class for the allotted class time.)

#### Professional Development Opportunities

DMACC is committed to providing quality professional development opportunities for CE instructors. The relationship with Faculty Liaisons provides the greatest opportunity related to course content and methodology. Professional development networking events facilitate communication between CE instructors in numerous districts and across subject matter areas. ***Attendance at professional development events is required. If conflicts do not allow attendance and a pattern of absence is noted, the concurrent enrollment instructor will be asked to meet with the Director of Career Advantage to discuss and make a plan going forward. Failure to comply could result in decertification.***

CE instructors will also receive training to use the community learning management system, Canvas Community, where they can access resources, curriculum updates and participate in professional development activities.

#### Student Eligibility Requirements

Students must follow eligibility requirements outlined in Iowa Code under Senior Year Plus including:

- Students must meet proficiency requirements as evidenced by standardized tests or alternative measure of proficiency as approved by the DE and the local school board of education.
- Students must meet all pre-requisite requirements including placement test scores and/or course pre-requisites as outlined in the DMACC Course Catalog.

#### Course Competencies and Syllabus

Instructors at DMACC agree to use course competencies to ensure consistency and rigor across disciplines. Course competencies are formally adopted by the College's Curriculum Commission and are reviewed by faculty on a regular basis. Course competencies outline course content. CE instructors will cover course competencies and course syllabus as part of their orientation with Career Advantage Directors and Faculty Liaison.

Concurrent enrollment faculty members must submit a course syllabus to at the beginning of each class term. As a model, a sample template will be provided. CE teachers are required to list the following information on their syllabus:

- Title should include "Des Moines Area Community College" or "DMACC", "Concurrent Enrollment" or "CE" and the course title and number that matches the college course
- Name of high school and teacher
- A course description that matches that of the college
- Course objectives that match those of the college or provide a link to DMACC competencies

- Evidence that students are assessed in the same way as their college counterparts
- A grading scale that is the same as the college
- Any other information regarding assignments, and curriculum that is pertinent to the course

### Textbooks

CE courses must use DMACC approved textbooks, which is generally the same text being used by on-campus instructors.

### DMACC Activities

DMACC instructors can attend most on-campus extra-curricular activities at a discounted price or free of charge. These activities include music concerts, plays, and athletic events. Information on upcoming events may be obtained from the in-house newsletters, or by accessing DMACC's website.

### Course Enrollment Caps

Courses not held on a DMACC campus are expected to adhere to the same cap as all other courses as defined by their local education agency.

### The Family Educational Rights and Privacy Act of 1974 (FERPA)

This act, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily regarding the release of the records and access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Confidential education records include student registration forms, graded papers, student information displayed on a computer screen and social security numbers linked to names. Employees who work around education records need to keep this information secure and protect the rights of students.

The essence of this act is that:

- Students upon reaching age 18 or students attending postsecondary institutions, regardless of age, must be permitted to inspect and review their own education records (any records from which the student can be individually identified), to the exclusion of third parties. There are no rights guaranteed under FERPA for parents of students attending a postsecondary institution.
- Institutions may not disclose information about students, nor permit inspection of their records, without the student's written permission unless such action is covered by certain exceptions as stipulated in the Act.

DMACC will only release allowable information under the Family Educational Rights and Privacy Act of 1974.

## Administrative Procedures

### DMACC Registration

A DMACC Career Advantage Advisor will visit your classroom at the start of each semester to register students for their college courses. Instructors will be notified via email of the date the Advisor will register your courses. Registration should take no more than 15 to 20 minutes.

### Career Advantage Advisor Classroom Visits

Your DMACC Career Advantage Advisor may request to visit your classroom and speak to your students at certain times throughout the year. Arrangements will be made with advance notice. DMACC Advisors will also visit your classroom at your request.

### myDMACC

myDMACC gives you one-click access to DMACC email, Microsoft Office 365, Canvas, and Web Info System where you view your class roster and report final grades.

New DMACC instructors are mailed their username and password. Returning instructors can contact their DMACC Career Advantage Advisor or DMACC Tech Support to get their information.

- User Name - The default user name is your first initial, middle initial and last name. In case of duplicate user names, a number is added after last name (i.e., ehutton23).
- Password - For security reasons, we require that the password be changed after initial login myDMACC. Your new password must be a minimum of 8 characters and it must contain
  - An upper-case letter (A-Z)
  - A lower-case letter (a-z)
  - A number (0-9)
  - A special character (! @ # \$ % ^ & \* ( ) \_ + < > ? | { } - ~ = / \)

### myDMACC Resources

- All concurrent enrollment faculty have a DMACC Outlook email account which can be accessed through the myDMACC portal by clicking on the Webmail button. You can access your email from any computer with an internet connection or your smartphone.
- Office 365 gives you access to Microsoft Office.
- Canvas is a tool for online courses and content. We also offer professional development opportunities and information about district-wide assessments.
- Web Info System gives you access to:
  - View/update your contact information
  - View your DMACC course rosters
  - Verify attendance
  - Enter final grades

### Multifactor Authentication

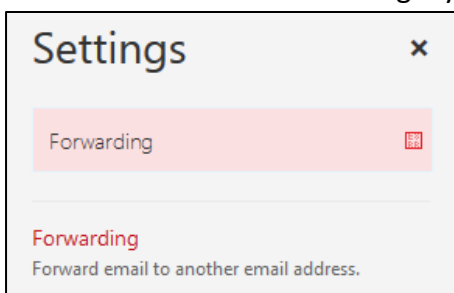
DMACC IT has implemented multi-factor authentication (MFA) on all DMACC email accounts. Visit the following link for instructions on the sign-up process: <https://support.dmacc.edu/support/solutions/articles/43000631059>. Contact Tech Support at 515-965-7300 or [techsupport@dmacc.edu](mailto:techsupport@dmacc.edu) for any questions.

## DMACC Email

Although communication will be primarily communicated to concurrent enrollment faculty through their high school email address, it is strongly encouraged that you check your DMACC email periodically. Important information is communicated from the college related to the discipline area you teach in. We understand the challenge of managing multiple email inboxes, so we have provided instructions below that will allow your DMACC emails to be forwarded to the email address you check most frequently.

How to set up automatic email forwarding:

- Log into myDMACC and select the Webmail button to launch your DMACC email account
- Select the gear button at the top right of the page ⚙️
- In the search box under “Setting” type in Forwarding, then select the word Forwarding.



- Then select the “Start forwarding” or “Enable Forwarding” button and enter the email address you wish to forward to in the indicated box, then select “Save”.

A screenshot of the 'Forwarding' settings page. The title is 'Forwarding'. Below the title, it says 'You can forward your email to another account.' There is a checkbox labeled 'Enable forwarding' which is currently unchecked. Below this, it says 'Forward my email to:' followed by a text input field with the placeholder text 'Enter an email address'. At the bottom, there is another checkbox labeled 'Keep a copy of forwarded messages' which is also unchecked.

- You should begin receiving your forwarded emails.

## Canvas Community

Beginning Fall 2023, DMACC will be providing access to program and department communities through Canvas. These communities will serve as a collaborate space and resource repository (just as Blackboard Organizations did previously).

Notes on accessing your community:

- You will access DMACC community in Canvas by logging in myDMACC, clicking on the faculty tab and clicking on the Canvas button to launch Canvas. You will land on the Canvas Dashboard where you'll see the community associated with the class you teach.
- This community will display as a tile on your Dashboard similar to any course you're teaching, the course will be titled to match our pathway names. Don't see it right away? Try clicking "Courses > All Courses" on your lefthand menu.

- You will be put into in the appropriate community and should not have to enroll yourself. Once in, you will be able to access several resources which may include assignments, discussion boards, assessments, simple syllabi, and more relating to your subject.

## Attendance and Grade Reporting

### Roster Checks

Instructors will receive an email from a DMACC Career Advantage Advisor each semester if you need to check your rosters. This will occur after all registrations have been processed. This is extremely important to complete. It allows DMACC to verify if we are missing students who should be registered OR that we need to drop a student who is no longer in the course. Students who remain registered but are not in the course will receive an “F” on their DMACC transcript and your school district may be billed for the student.

### Web Instructions for Checking Class Rosters

- Access the DMACC homepage ([www.dmacc.edu](http://www.dmacc.edu)).
- Click on [myDMACC](http://myDMACC) link or open a browser window and type in [my.dmacc.edu](http://my.dmacc.edu).
- On the Sign In page, enter your DMACC Username and Password. Click Login.
  - Your username – your DMACC email address
  - Your password - Your initial password is the last four digits of your DMACC ID. You will have to reset it the first time you log in.
  - If the password provided is not successful, call DMACC Tech Support at 515-965-7300 to have it reset.
- Click on the faculty button on the top of the screen.
- Click “Faculty Entry Of Attendance”
- Click “Term Selection”
- Report any changes that need to take place to your DMACC Advisor immediately.

If you are experiencing difficulties logging in, call Tech Support @ [515-965-7300](tel:515-965-7300) for assistance. For site navigation inquires, you can contact Tech Support or your high school Career Advantage advisor. THE WEB INFO SYSTEM IS NOT AVAILABLE FROM 2:30 a.m. TO 5:30 a.m.

### Drops/Adds

If a student adds or drops your class after you have checked your rosters, please make sure the following occurs:

- Adding a Student: Contact high school counselor if a student needs to be added to a course. The high school counselor will communicate that information with the Career Advantage Advisor.
- Dropping a Student: Please inform your high school counselor about any drops by the listed drop date. They will follow up with the Career Advantage Advisor.
- See Resources at the end of the handbook for links to add/drop forms.

### Attendance Reporting

Instructors will receive an email from a DMACC Career Advantage Advisor each semester when it is time to verify attendance. This will occur after all registrations have been processed. This is extremely important to complete by the deadlines listed in the “Important Career Advantage Dates 2023-2024” on page 15. You will report students who have Never Attended (NA) or are not attending your course and students who have attended (AT) or are currently attending.

If you are marking students Never Attended (NA), please verify with your high school counselor. All students who are reported as Never Attended will be dropped from their course(s), after the reporting window closes. Students and instructors will be sent a notification from the Academic Records Office to their DMACC email. High school counselors will be notified which students have been dropped as well. The student can complete registration paperwork to be added back to the class if needed.

#### **Web Instructions for using the Web Info System to report Never Attended and/or All Attended**

- Access the DMACC homepage ([www.dmacc.edu](http://www.dmacc.edu)).
- Click on **myDMACC** link or open a browser window and type in [my.dmacc.edu](http://my.dmacc.edu).
- On the Sign In page, enter your DMACC Username and Password. Click Login.
  - Your username – your DMACC email address
  - Your password - Your initial password is the last four digits of your DMACC ID. You will have to reset it the first time you log in.
  - If the password provided is not successful, call DMACC Tech Support at 515-965-7300 to have it reset.
- Click on the faculty button on the top of the screen.
- Click “Faculty Entry Of Attendance”
- Click “Term Selection”

You can make changes to your entries up until the reporting window closes. As a security feature, your access to the Web Info System, will time-out after 30 minutes of inactivity. If you have entered attendance but have not clicked “Submit”, any grades entered will not be saved if the system times out.

If you are experiencing difficulties logging in, call Tech Support @ [515-965-7300](tel:515-965-7300) for assistance. For site navigation inquiries, you can contact Tech Support or your high school Career Advantage advisor. THE WEB INFO SYSTEM IS NOT AVAILABLE FROM 2:30 a.m. TO 5:30 a.m.

#### **Midterm/ Progress Reporting & Final Grade Reporting**

Providing the mid-term grade will allow DMACC Career Advantage Advisors a chance to intervene with students that are struggling in these college classes and provide to these students the option of either remaining in the course or dropping the course with a W (Withdraw) on their official DMACC transcript. It is extremely important that this process is done by the deadline listed on page 15.

#### **Web Instructions for using the Web Info System to report Never Attended and/or All Attended**

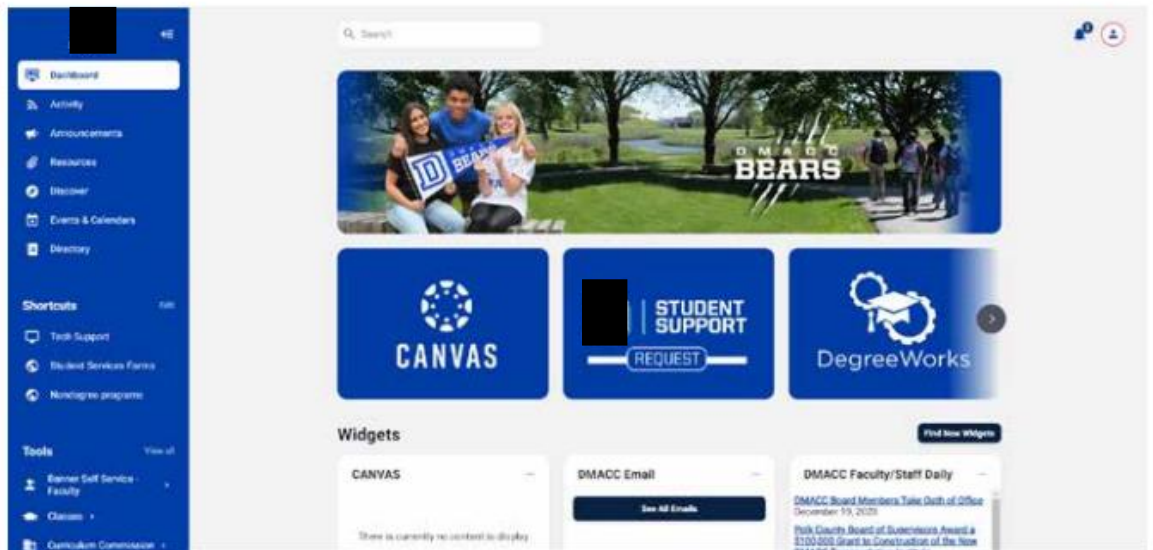
- Access the DMACC homepage ([www.dmacc.edu](http://www.dmacc.edu)).
- Click on **myDMACC** link or open a browser window and type in [my.dmacc.edu](http://my.dmacc.edu).
- On the Sign In page, enter your DMACC Username and Password. Click Login.
  - Your username – your DMACC email address
  - Your password - Your initial password is the last four digits of your DMACC ID. You will have to reset it the first time you log in.
  - If the password provided is not successful, call DMACC Tech Support at 515-965-7300 to have it reset.
- Log into MyDMACC:

## Faculty Entry of Final Grades – Updated How-To 12.19.23

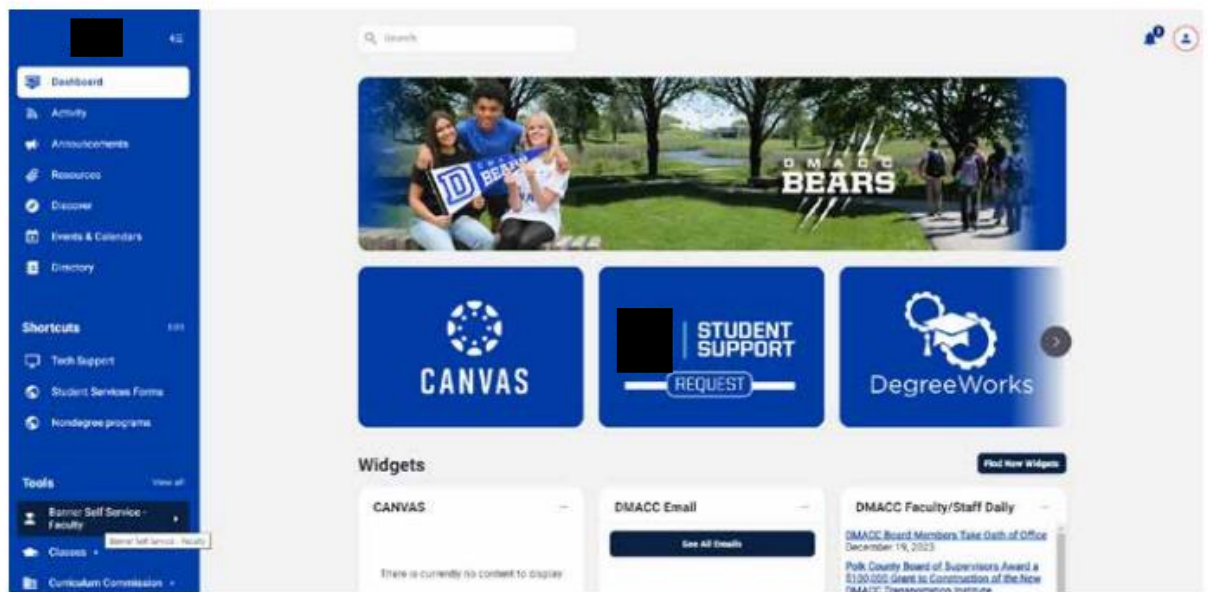
1. Visit **my.dmacc.edu** to log in to the myDMACC portal.



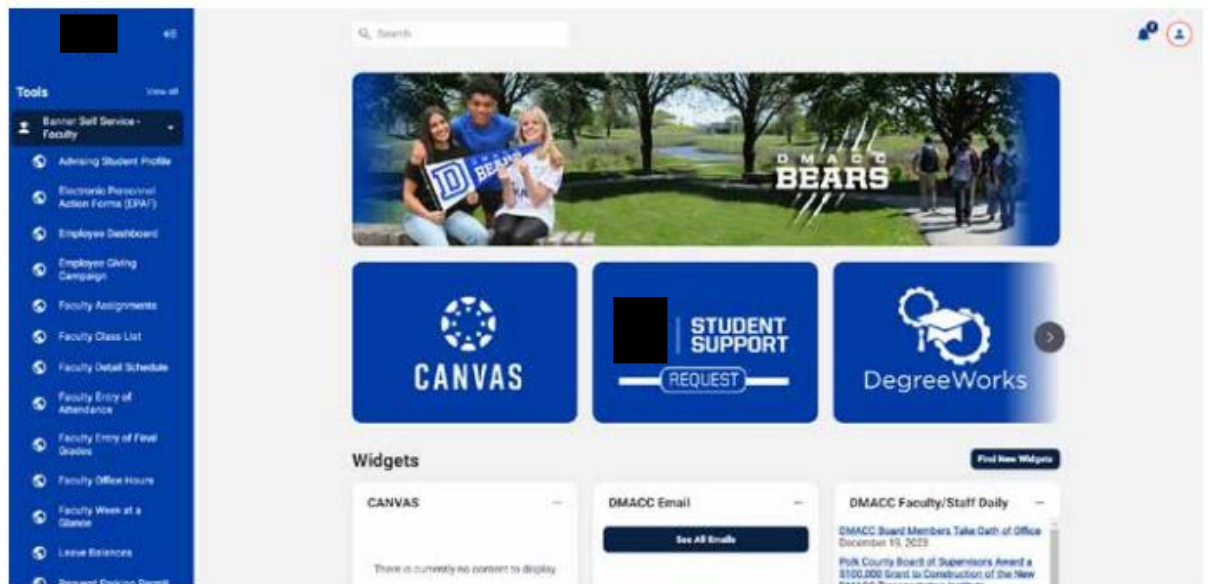
2. Enter your **DMACC Username and Password**
3. Once logged in, you will be taken to the **Dashboard** of the new **myDMACC portal**.



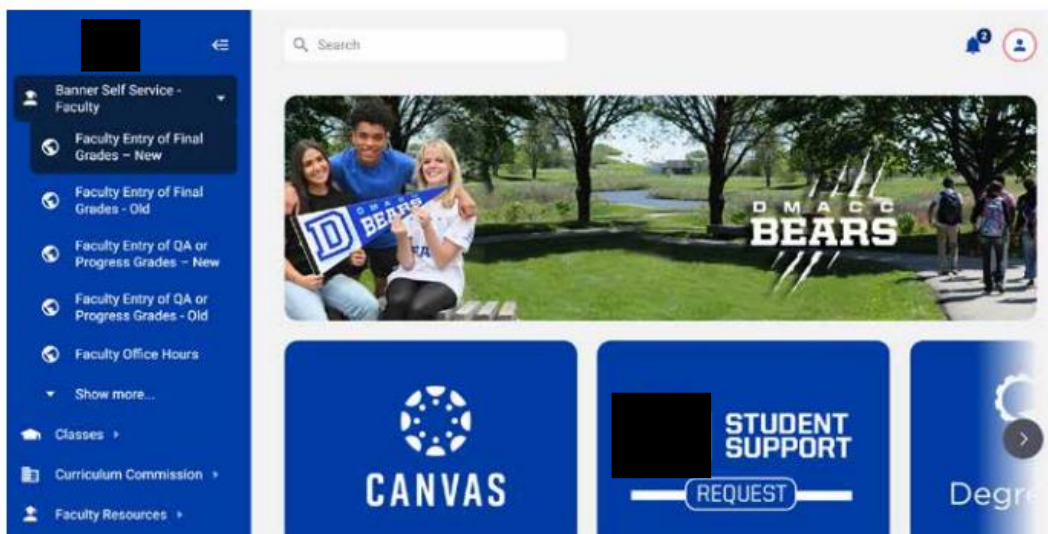
4. To access **Banner Self Service – Faculty**, navigate to the blue menu on the left-hand side of the screen. **Banner Self Service – Faculty**, is located under **Tools**.



5. Click **Banner Self Service – Faculty** to expand the menu.



- To enter final grades, click **Faculty Entry of Final Grades-New** -or- **Faculty Entry of Final Grades-Old\***.



**\*Please Note:** **Faculty Entry of Final Grades-Old** will take users to Banner8, which will be phased out at the end of January, 2024. **Faculty Entry of Final Grades-New** will take users to the new Banner9 site.

- You will then be taken to the page in Banner to enter final grades.

**Final Grade Worksheet**  
 Course Information : ACC 131 UAE: Principles of Accounting I, 10019 (10)  
 CRN: 10019  
 Students Registered: 10

There is a 30 minute time limit starting at for this page.

If you have students participating in the **Honors program**, you will see a couple new columns on this page - "Taken for Honors?" and "Satisfied Honors?". For additional directions on how to populate the Honors columns, please click here: [Honors data entry instructions](#)

Whenever you enter an "F" grade, you will also be required to enter the student's last date of attendance in the "Last Attend Date" column.

Name	ID	Credit	Registration Status	Grade	Last Attend Date
Student, Amos	900777177	4	**Web Registered**	Aug 2 None	
Student, Danielle Annette	900783388	4	**Web Registered**	Jun 1 None	
Student, Iryna	901059656	4	**Web Registered**	Jul 1C None	
Student, Isabelle	901075911	4	**Registered**	Jun 12, 20: None	
Student, Jens	901039004	4	**Web Registered**	Jul 31 None	
Student, Jubilee	900934874	4	**Web Registered**	Jun 1 None	
Student, Mason	900978858	4	**Registered**	Aug 07, 2C None	
Student, Megan	900072109	4	**Web Registered**	May 1 None	
Student, Theogene	900960917	4	**Web Registered**	Aug 2 None	
Student, Walker Allan	901056740	4	**Web Registered**	Jun 2 None	

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**Non Updatable Final Grades**

Name	ID	Credit	Registration Status	Grade
Student, Allen	901071509	0	Quit Attend/Midterm	Oct 17, 20W
Student, Htar Htar	901042706	0	Drop after Census	Sep 25, 2023W

If you are experiencing difficulties logging in, call Tech Support @ [515-965-7300](tel:515-965-7300) for assistance. For site navigation inquiries, you can contact Tech Support or your high school Career Advantage advisor. THE WEB INFO SYSTEM IS NOT AVAILABLE FROM 2:30 a.m. TO 5:30 a.m.

## Classroom Visits

### Faculty Liaison Site Visit

Every three years, a site visit takes place in the CE instructor's school building on a regular secondary school day. The visit is defined as the time spent observing a class and conferring time with the teacher. The DMACC Faculty Liaison is responsible for scheduling the site visit. In an observation site visit, the Faculty Liaison observes the class period. During the conference, the Faculty Liaison and CE teacher discuss topics related to what was observed in the visit.

### Site Visit Guidelines:

- To ensure continuity of contact with the high school teachers and students, the site visit should be made within the first half of the term/semester as schedules warrant.
- Observations should be made during the class period to gain insight on how the instructor starts, teaches, and concludes a lesson.
- Faculty Liaisons will be asked to use the "DMACC Faculty Liaison Site Visit" form (See Appendix I) to document their visit and conference. Both the CE instructor and Faculty Liaison will be required to sign and date the form at the conclusion of the conference after the site visit occurs. A copy will be provided to the CE instructor.

## Information for Students

### Student Handbook

Students are provided access to both DMACC's Student Handbook [Student Handbook \(dmacc.edu\)](https://dmacc.edu/student-handbook) and a specific CE handbook [DMACC Career Advantage Concurrent Enrollment Student Handbook](https://dmacc.edu/career-advantage-concurrent-enrollment-student-handbook)

### Academic Integrity

Academic Integrity is a fundamental principle of institutions of higher learning. DMACC is committed to helping students understand their ethical obligation to do their own work and give appropriate credit when they reference another person's work. Access the following link to read the policy in full detail:

[Academic Integrity \(dmacc.edu\)](https://dmacc.edu/academic-integrity)

### Satisfactory Academic Progress

Students must maintain a GPA of 2.0 or higher and a completion rate of 67% or higher in order to maintain good academic standing. Students falling below these levels will be subject the Satisfactory Academic Progress policy. Access the following link to read the policy in full detail:

[Satisfactory Academic Progress \(dmacc.edu\)](https://dmacc.edu/satisfactory-academic-progress)

### DMACC Visit Opportunities

DMACC Work Based Learning- Connecting Today's Students to Tomorrow's Careers!

DMACC's Work-Based Learning provides activities and resources for students, educators, and businesses across central Iowa. We connect education and business by providing students with opportunities to increase awareness of career options, explore careers and workplaces virtually and

in-person, and get a start in their careers with earn and learn programs. Through Work-based learning events, courses, and special programs, DMACC WBL helps students find their next step toward a rewarding career!

**Career Exploration Events:** <https://www.dmacc.edu/workbasedlearning/careerdiscovery>

- **Career Exploration Days:** Hosted at a DMACC location, these events allow 9-12th grade students, parents, and educators to explore a career pathway by attending hands-on activity sessions and demonstrations. They will learn about DMACC educational programs and connect to future careers and professionals.
- **Worksite Industry Tours:** These events are hosted by a business and open to 11th and 12th graders. Students will meet with professionals to learn about the business and specific careers. These events are for students only, and transportation is the student's responsibility.
- **Virtual Sessions:** These events provide a virtual option for students to learn about businesses, specific careers, and professional skills that are significant for today's job market.

**Career Discovery Video Library:** Check out DMACC's on-demand library of recorded professionals talking about their industry, careers, and career path. Explore various local careers through short 20 minute presentations.

<https://www.dmacc.edu/workbasedlearning/careerdiscovery/Pages/virtual.aspx>

**Internship & Apprenticeship Program Development:** DMACC Work Based Learning works with schools that are looking to establish internship or apprenticeship programs for their students. We can help educators work with Iowa Department of Education guidance on internships and Iowa Workforce Development guidance on Apprenticeship. Connect with us at [wbl@dmacc.edu](mailto:wbl@dmacc.edu) for more information.

Visit our website for Career Exploration opportunities, courses and resources!

<https://www.dmacc.edu/workbasedlearning/Pages/welcome.aspx>

Individual DMACC Campus Visits

Request an individual appointments/tours by contacting: [campustours@dmacc.edu](mailto:campustours@dmacc.edu)

## Resources

Concurrent Enrollment Registration Information: [Concurrent Enrollment Registration Information](#)

This site includes the following:

- Add/Drop Form
- Course Schedule Form

If you have questions, you may contact:

Randy Gabriel  
Director, Career Advantage  
[rgabriel1@dmacc.edu](mailto:rgabriel1@dmacc.edu)  
515-695-6011

Michael Lentsch  
Director, Career Advantage  
[mjlentsch@dmacc.edu](mailto:mjlentsch@dmacc.edu)  
515-965-7086

Jose Lopez  
Coordinator, Career Advantage  
[Jelopez6@dmacc.edu](mailto:Jelopez6@dmacc.edu)  
515-365-7078

Alyssa Ploeger  
Coordinator, Career Advantage  
[Arploeger@dmacc.edu](mailto:Arploeger@dmacc.edu)  
515-964-6840

Karen Swanson  
Coordinator, Career Advantage (NACEP)  
[Kswanson4@dmacc.edu](mailto:Kswanson4@dmacc.edu)  
515-965-7347

## Career Advantage Calendar

# 2023-2024\*

### Fall Semester

- August 23 Career Academy Classes begin (Online & On-Campus)
- August 23 Web Opens for Instructors to report attendance for courses taught in the high school
- September 7 Last day to drop Career Academy courses (Online & On-Campus) with no “W” recorded & without school being billed (Online only)
- September 26 Web Closes at midnight for Instructors to report attendance for courses taught in the high school
- October 1 Last day to drop a Career Academy program without the High School being billed.
- October 4 Web Opens for Instructors to report midterm grades/quit attending for courses taught in the high school
- October 4 Last day to drop all courses taught in the High School. “W” recorded on student transcript after this date
- October 17 Career Academy Midterm (Online & On-Campus)
- October 24 Web Closes at midnight for Instructors to report midterm grades/quit attending for courses taught in the high school
- November 2 Last day to drop Career Academy courses (Online & On-Campus) “F” recorded on student transcript after this date
- November 3 Last day to drop all courses taught in the High School without the school being billed
- November 9 Last day to drop all courses taught in the High School. “F” recorded on student transcript after this date
- December 8 Web Opens for Instructors to report final grades
- January 23 Last day for Instructors to report student grades for High School taught courses—web closes at midnight
- February 6 Final DMACC transcripts sent for fall semester (per student request)

*\*This calendar is a summary of the most common drop deadlines used by high school students. **Some courses at DMACC may have other drop deadlines.** Students should refer to their Web Info System in myDMACC to find drop dates for each of their courses.*



## Appendices

### Appendix I

#### Orientation Checklist for First Time CE Instructors



#### ORIENTATION CHECKLIST FOR FIRST TIME CONCURRENT ENROLLMENT INSTRUCTORS

\_\_\_\_\_ Meet with Director of Career Advantage and DMACC district/program chair. Provide contact information.

DATE:

DMACC STAFF PRESENT:

HIGH SCHOOL STAFF PRESENT:

COURSE(S) TAUGHT:

DATES/TIMES CLASS OFFERED:

DATE STUDENTS ARE TO RECEIVE CREDIT:

\_\_\_\_\_ Provide course competencies and syllabus. Discuss:

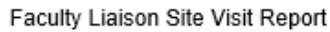
- Grading Scale
- Assessment methods
- Course specifics
- Explain procedure for e-mailing copy of syllabus for our records
- Approved textbook and supplementary materials used
- Registration process

\_\_\_\_\_ Provide NACEP document. Discuss:

- District-wide assessment
- Professional development opportunities
- Collaborative visit schedule with Faculty Liaison
- Evaluations- student submission

Notes:

## Peer Collaboration: Faculty Liaison Site Visit Report



Date of Visit \_\_\_\_\_

- ☐ Observed instructor and students in class
- ☐ Reviewed course competencies with instructor
- ☐ Discussed upcoming professional development events
- ☐ Participated in the class (guest lecturer, etc.)
- ☐ Discussed course assessments, student work, grading
- ☐ Conferred with the teacher before or after class (via email, in person, phone call, etc.)
- ☐ Provided resources and contact information

[illegible]

DMACC Faculty Liaison Signature \_\_\_\_\_

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## Appendix III

### Faculty Liaisons

#### DMACC NACEP Disciplines and Liaisons

Business and Information Technology
Accounting: Will Bond: ACC111 Admin. Assistant: Chris Turner: ADM105; ADM221; ADM269; ADM936; BCA122; BCA152; BCA174; BCA212; BCA242; Business Administration: Tasha Mullihan: BUS148; BUS220; FIN121; CIS: Michelle Ruse: CIS125; CIS161; CIS169; CIS171; CIS204; CIS450; CIS451; Fashion: Ann Gadbury: APP209; APP211; APP212; APP255; APP260 APP261; Management and Marketing: Elizabeth Crandon: MGT145; MKT140; MKT160
Health & Public Services
Early Childhood Education: Katie Champlin: ECE103; ECE130; ECE133; ECE170; ECE281 Nursing: Katie Namovicz: HSC101; HSC105; HSC109; HSC114; HSC172; HSC182
Industry and Technology
Agriculture and Natural Resources: Tim Doud & Travis Lautner: AGA114; AGA157; AGB331; AGC314; AGS114 Automotive: Jerry Burns: AUT, ATG Construction: Tim Schwind: CON333; CON334; CON336; CON337; CON338; CAD: Travis Green: CAD119; CAD125; CAD126; CAD139; CAD151; CAD240; EGT: Bryan Burkhardt: EGT400; EGT410; EGT420; EGT450; EGT460; EGT900; Electrical Engineering: Brian Burkhardt: ELT303; Graphic Design: Heather Summers-Purdy: GRD301; GRD463 GRD900; GRT400; MMS480; MMS484 Horticulture: Jim Mason: AGH 106 NET: Garrett Anderson, Jeremy Hoffman: NET123; NET139; NET144; NET145; NET166; NET168; NET202; NET213; NET225; NET402; Photography and Video Production: David Purdy: ART186; ART195; ART225; ART292 Web Development: Jeff Gullion: WDV101; Welding: Derrick Walker and Marcus Samson: WEL208; WEL228; WEL233; WEL244; WEL245; WEL274; WEL281
Liberal Arts
Art: Krista Wolter: ART101; ART133; ART143; ART173; ART174; Communications: Rachel Murdock: COM703; ENG105; ENG106; ENG221; SPC101 Criminal Justice: Sam O'Hara: CRJ100; CRJ107 Culinary: John Andres: HCM100; HCM143; HCM144; HCM152; HCM153; Drama: Carl Lindberg: DRA 101 Education: Patsy Steffen: EDU210; EDU218 Foreign Languages: Stacy Amling: FLC141; FLC142; FLC241; FLF151; FLF152; FLF241; FLF242; FLG141; FLG142; FLG241 FLG242; FLI141; FLG142; FLG241; FLG242; FLI141; FLI142; FLI241; FLI242; FLJ241; FLJ141; FLJ142; FLJ241; FLJ242; FLS151; FLS152; FLS181; FLS241; FLS242; FLS281 History, Geography, POL: Paul Byrd: GEO111, GLS200, GLS220, GLS230, HIS112, HIS113, HIS150, HIS150, HIS153 Humanities: Lindsay Simpson: HUM120; LIT 101; LIT111; LIT150; LIT151; LIT185; LIT190; Journalism: Andy Langager: JOU110; JOU122; JOU142; JOU143; JOU 242; Music: James Thompson: MUS100; MUS106; MUS107 SDV: Sharon Bittner: SDV164; SDV212; SDV222; SDV223; SDV224
Math & Science
Mathematics: David Gisch: MAT110; MAT129; MAT130; MAT141; MAT148; MAT157; MAT162; MAT211; MAT217; MAT227; MAT772; MAT773; MAT900; Social Sciences: Kate Halverson: PSY111; PSY121; SOC110 Science: Rich Roberts: BIO100; BIO104; BIO112; BIO113; BIO138; BIO145; BIO146; BIO156; BIO168; BIO173; BIO191; BIO225; BIO227; BIO900; CHM105; CHM122; CHM165; CHM175; ENV175; ENV115; ENV116; ENV160; PHS166; PHY160
Work Based Learning
WBL: Stephanie Oppel