Welcome to Des Moines Area Community College!

We are excited that you are beginning your DMACC experience and hope this guide will help answer many of your questions.

We know you have goals for yourself, so DMACC is committed to helping you along the way. Please keep this book as a reference to use throughout your academic journey.

“This upcoming fall will be my second year at DMACC and I couldn’t be more satisfied with my experience.”
— DMACC Student

“The teachers are great and are willing to help! Going to DMACC gives me the opportunity to work full-time and still be a student.”
— DMACC Student
Welcome to DMACC

DMACC Mission Statement

Mission: DMACC provides quality, affordable, student-centered education and training to empower all students to pursue life’s opportunities and achieve their career goals.

Vision: DMACC will improve the quality of life for individuals in its communities by meeting their educational and training needs throughout their lives.

Life’s Calling: Life’s Calling is the essence of Des Moines Area Community College. By evoking opportunity and empowerment, Life’s Calling is designed to inspire, energize and encourage students to achieve their career dreams and life’s aspirations—right here at DMACC.

“Firsts” Goals

1. First in Quality—A true cornerstone of our past, present and future success is the quality of the education and services we provide for our students and our district.
2. First in Service—Every person in our service area has the right to a DMACC education.
3. First in Affordability—We are committed to making a quality DMACC education as affordable as possible.

DMACC Student Orientation—Mission Statement

The mission of DMACC Student Orientation is to provide incoming students a welcoming experience and successful transition to Des Moines Area Community College. Through participation in a DMACC Student Orientation program, students will:

- Obtain information about their academic program
- Learn about a variety of educational opportunities
- Discover student services and campus resources
- Acquire the skills to access applicable DMACC policies and procedures

DMACC expects students to play an active role in their academic and personal growth. Information and resources are made available during the DMACC orientation process to help students pursue their educational and individual goals while contributing to our diverse academic community.
Getting Ready: Be A DMACC Student

- I have considered the advantages and disadvantages of being a part-time or full-time student.
- I know my DMACC username and password. I have placed this information in a secure yet accessible location.
- I know my student ID and PIN. I have placed this information in a secure yet accessible location.
- I can find my advisor in Building ___________________________.
- I can reach my advisor by calling _____________________________ or emailing _____________________________.
- I have looked at my Program Information Brief (PIB) and know what classes to take for the next term.
- I have a copy of my class schedule.
- I know where my classes are located.
- I know how I plan to pay for my classes this semester.
- My payment is due by _____________________________.
- I know where to ask questions about financial aid.
- I know how to access my financial aid information online and to check for any outstanding financial aid requirements.
- I know how to access financial aid release of funds information at www.dmacc.edu/fin_aid.
- I know I could be dropped from my classes if I don’t attend as soon as the term begins.
- I know that if I don’t plan to finish a class or classes this semester, I am required to drop the class online or by completing the drop form and turning it in to the Registration Office by the posted drop date.

Putting It All Together: Is Your Life Ready For College?

- I have adjusted my personal budget to allow for such school-related expenses such as tuition, books, supplies and daycare.
- I have made adjustments to my work schedule so I have time to attend classes and study.
- I have planned my days and weeks to allow enough time for classes, studying, work and other obligations.
- I have reliable transportation to and from school.
- My housing is in place, and I have given DMACC my updated address.

Before DMACC Student Orientation: Have You Completed These Items?

- I requested my final high school transcript or GED transcript to be sent to DMACC.
- I requested all official college transcripts from my previous institution(s) to be sent to: DMACC Admissions, 2006 S. Ankeny Blvd., Ankeny, IA 50023.
- I submitted my ACT scores and/or have taken the ACCUPLACER Classic assessment.
- I completed the mandatory ALEKS Placement exam, which is required for all students who are enrolling in math for their first time at DMACC.
- I have completed all necessary assessments.

- If I am a person with a disability, I have applied for any needed accommodations.
- I have made sure my personal information is up to date with DMACC, including my correct mailing address, phone number and email address.
- My major/program of study is correct in the DMACC system. Contact Admissions at 515-965-7337 or admissions@dmacc.edu to make changes.
- If my GPA is 3.5 or above and my ACT composite score is at least 26, I know how to apply to the Honors Program at DMACC and how to apply for an Honors Scholarship. See qualifications at www.dmacc.edu/honors.
- The last day to drop a class and get a tuition refund is ____________________.
- Please refer to the current Credit Schedule for tuition refund deadlines or visit www.dmacc.edu/registration.
- The last day to drop a class and get a “W” is ____________________.
- Please refer to the Academic Calendar for specific drop dates. The calendar can be found online at www.dmacc.edu/students.
- I have had my picture taken for my photo ID/DMACC OneCard.
- I know about additional campus resources available to me.
- I know where I may park and I have my parking sticker (Ankeny, Urban and Boone campuses only).
- I know where and how to get my textbooks for on-campus and online classes.
- I know how to get involved in campus life activities.
- I know where to access a DMACC handbook online, which includes important DMACC policies and procedures.
- I know how to access DMACC’s Career Center resources.
- I still need to ask the following questions:
  - _____________________________.
  - _____________________________.
- I have set a goal for my first semester. It is:_____________________________.
Learning the DMACC Lingo

Academic Standing
Your academic standing measures how you are progressing at DMACC and is measured by your grade point average (GPA) and the number of credits you attempt and complete. Academic standing begins when a student attempts at least one credit hour. To maintain good academic standing, a student must:

- Meet a minimum cumulative 2.00 GPA and
- Successfully complete 67% of attempted credits. Successful completion is defined as achieving a grade of “D-” or better.

Academic Advisor
An academic advisor is an individual who helps you plan your course schedule, assists you in registering for courses, works with you to ensure you are making satisfactory progress on your degree program, and answers any questions you might have about transferring to a four-year college or university.

Accommodations
To ensure equal access to goods and services at DMACC, we provide accommodations that may include but are not limited to sign language interpreters, extended time for testing, test readers, alternative textbook formats and note takers.

Add
Continuing students may add a credit course through the first five days of the full-length semester. Students who add courses during this time period are advised that classes have already begun and missed classes are the same as an absence. Course adds can be made in person, by phone or on the Internet. Students are not permitted to attend a course unless officially registered for the course.

Adjunct Instructor
Adjunct instructors are instructors who teach at DMACC on a part-time basis. Therefore they may not be on campus every day or have regular office hours, but will still be available to answer questions after class. You will want to make sure you have contact information for all of your instructors in case you have questions that come up between class meetings.

AIP
Students on Academic Conditional Enrollment or Academic Disqualification must complete an Academic Improvement Plan (AIP), which is designed to help them develop a strategy that will increase their success at DMACC. An AIP must also be completed to accompany a Financial Aid appeal, and must be completed with the assistance of an academic advisor or counselor.

ALEKS
The Assessment and Learning in Knowledge Spaces (ALEKS) math placement assessment is a web-based assessment and learning system designed to help determine which math course students are prepared to begin. Students who wish to enroll in a mathematics course at DMACC for the first time will be required to take the ALEKS mathematics placement assessment. Transfer students and current DMACC students—including Career Advantage students—who have earned a C- or higher in a transfer-equivalent, prerequisite math course within the previous 18 months from the date of enrollment will be exempt. Academic transcripts will be required to verify transfer credit/grade awarded. Students who only need MAT 772 for their program of study are also exempt.

Associate’s Degree
An Associate’s Degree is an undergraduate degree consisting of 64 or more academic credits earned through specific, program-eligible courses. Being in school for two years does not guarantee you an Associate’s Degree; you must earn the correct number of credit hours from pre-determined courses.

Audit
When a student audits a class, it means they have registered for the class, but are not registering to have it ungraded and to receive no credit for the course. Since the student is not earning credit for the course, it does not apply toward degree requirements. However, the same tuition and fees will apply. The student will earn an “N” grade for successfully completing and auditing the course. It may not be possible to audit a class if all the available seats are filled by credit-seeking students. Some courses are not available for audit.

Bachelor’s Degree
A Bachelor’s degree is the “four-year degree” that is generally made up of 120 credit hours and is comprised of specific classes and requirements designed to help a student achieve specific learning outcomes. Although DMACC does not offer Bachelor’s degrees, we do offer courses and degrees designed to transfer to four-year colleges and universities. When credits “transfer,” that means the four-year institution gives you credit for completing those courses just as if you had completed them there. If you are considering earning a Bachelor’s degree, you should work with an advisor to choose the best course of study for your future school and program.

Blackboard™
Blackboard is an interactive online system for course delivery. Some classes will use Blackboard as their primary delivery tool (i.e., online courses); other courses will use it as a component to their course. Blackboard allows the instructor to share lectures or PowerPoint® presentations (if they choose), grades and facilitate discussion. Students can also use Blackboard to upload assignments, share in discussion and collaborate with other students.

Certificate of Specialization
A certificate is a short-term credit program intended to provide the latest information and skills needed to function more effectively in your job or to update your skills for employment possibilities. Certificates of specialization will provide your employer with evidence of your continued education in a specific occupational area.

Core
A core course is one that will fulfill a general education requirement at DMACC. Core courses generally fall into one of the following categories: communications, math, sciences, social/behavioral sciences or humanities. Core course requirements vary by degree program so you should refer to the program requirements and work with an academic advisor to choose the best courses for your program.

Corequisite
A corequisite is a course that must be taken during the same semester with another specific course.

CRN
A CRN is a five-digit course reference number and is different from the Course Number (see below). The CRN assigned to each course for the registration system, and differentiates between the different sections of the same course.

Course Number
The course number is a combination of a subject abbreviation and number of course. Example: SDV 108 is the course number for Student Development 108: “The College Experience: Planning for Success.”

Degree
A degree consists of 64 or more credit hours of coursework. Career programs require coursework directly related to their specialty area while other degree programs prepare you to transfer to make an easier transition to a four-year college/university.
**Degree Audit**
A degree audit is an analysis of your coursework compared to the degree requirements of your specific program. It will help determine which courses you still need to complete and how much longer you can anticipate being enrolled to complete your program of study. You can get a copy of your degree audit by utilizing DegreeWorks in the Web Info System or meeting with an academic advisor.

**Diploma**
Diplomas typically require fewer credit hours than a degree, but have very specialized courses as part of their program. The diploma option might be best for someone who is looking for work in a specialized field where a degree is not required.

**Drop**
Drop means to withdraw from taking a course. A student can drop a course until the designated drop deadline for each part of term. There are separate deadlines set by DMACC to drop a course for a refund of your tuition. A student can also be administratively dropped from a course for not attending at the beginning of the term, or for not satisfying the course prerequisite.

**Elective**
An elective is a course that is not required for your degree completion, but one you can take to fulfill your total credit requirements while exploring other areas of interest. Not every program includes electives. An elective must be a course at least 100 level or higher.

**FAFSA**
FAFSA is the Free Application for Federal Student Aid. It is an online application that students complete in order to apply for federal grants, loans and work-study funds. The types of financial aid that students qualify for is determined by the U.S. Department of Education. The FAFSA is the first step in the financial aid process, and needs to be completed every academic year. DMACC’s school code is 004589.

**FERPA**
The Family Educational Rights and Privacy Act (FERPA) is a federal law that prohibits the release of your educational records to outside parties without written consent. However, there are a few records that are not protected by FERPA, typically called directory information, which includes dates of enrollment, academic majors, and degrees received. You must fill out a form to have on file with DMACC if you want parents or other individuals you designate to receive information about your academic or financial records.

**Financial Aid SAP**
Satisfactory Academic Progress (SAP) is the academic standard that students receiving financial aid need to maintain good standing at DMACC. In order to continue to receive financial aid, a student must maintain a 2.00 cumulative grade point average (GPA) or higher, and pass at least 67% of attempted credits. The percentage of completed credits decreases when a person fails or withdraws from a course. Academic records are reviewed at the completion of every term of enrollment to determine financial aid satisfactory academic progress.

**Handbook**
The handbook is available for viewing through the DMACC website. It outlines resources, academic information, policies and procedures, student life, and the academic calendar. Every student is responsible for knowing and following DMACC policies. You should review the handbook prior to your first week of class and reference it as needed throughout your time at DMACC.

**Incomplete**
An incomplete, “I,” may be assigned at the end of the term instead of a letter grade when there are extenuating circumstances that prevent a student from completing required coursework on time. This allows the student an extended (not indefinite) amount of time to finish the required work. An example of an extenuating circumstance is severe illness. However, the instructor will decide whether or not to allow an incomplete. Both the instructor and student must sign a contract that details the required coursework to be completed and the date by which all work must be submitted. Failure to complete the required work by the deadline will result in the “I” becoming an “F.”

**Part of Term**
DMACC offers courses with varying lengths throughout the semester. Part of Term is defined as the portion of the semester in which a class meets. Each course is assigned a part of term based on the start and end date of the course.

**Prerequisite**
A prerequisite (pre-req) is a course that must be successfully completed before the student can enroll in a subsequent or more advanced course. Check the catalog for prerequisites for courses in which you would like to enroll.

**Program of Study**
The program of study is the sequence of courses and other requirements needed to earn the official degree, diploma or certificate you are pursuing at DMACC.

**Residency**
Requirements for proof of Iowa residency are established for DMACC by the Iowa Department of Education. If you have questions regarding residency, please visit [www.dmacc.edu/admissions](http://www.dmacc.edu/admissions).

**SAP**
Satisfactory Academic Progress is the standard that students need to maintain in order to be in good standing at DMACC. Minimum requirements are to maintain a 2.00 cumulative grade point average (GPA) and complete 67% of your attempted courses. The percentage of completed courses decreases when a person fails or withdraws from a course. Your academic progress is reviewed each semester.

**SDV 108**
The College Experience: Planning for Success (SDV 108) is a required course for DMACC students seeking an AA, AS, AGS, and many AAS degrees. The course is required for graduation and should be taken during your first semester at DMACC.

**Syllabus**
During the first week of each class, your instructors will distribute a syllabus. This document is your guide to each class, and generally includes information on assignments, due dates, grading policies, required textbooks and materials, attendance policies and much more. You should refer to your syllabus whenever you have questions about the class.

**Web-Blended**
A web-blended course is one that will have both an in-class/faceto-face component and an online component. You MUST be able to attend the on-campus portions of the class in order to be successful.

**Web Info System**
The Web Info System is our electronic hub of information. Students can update their contact information, view academic records, register for classes, view financial aid information, check transfer credits, verify class schedule and view and pay account balances.
Student Resources

DMACC is committed to student success and has resources available to help meet the needs and interests that might arise during your time with us. DMACC services are free of charge to currently enrolled students, although not all services are available on all campuses.

Academic Achievement Center (AAC)
The AAC offers free homework help in math, English, reading, study skills, and other subjects. Refer to the section about your campus or center for more specific information.

Academic Advising/Advisors
Academic advising is an important part of staying on track each semester. Academic advisors are available to help you choose courses, understand degree requirements, and learn about the transfer process. Academic advising services are available at all campuses.

Bookstores
Each campus has its own bookstore with textbooks needed for the courses offered on that specific campus. Students can bring a copy of their course schedule to the bookstore, and our associates will help you find the textbooks and supplies required for your courses. Students can also browse a selection of school supplies, gifts, and DMACC apparel.

Campus Health
DMACC provides a no-cost healthcare center on the Ankeny Campus. Students can get immunizations, see the nurse or nurse practitioner for health-related concerns, and get information about mental health counseling and access to sexual health services. Appointments are suggested but walk-ins will also be accepted. Call 515-964-6352 for more information.

Campus Recreation
Campus recreation opportunities are open to all DMACC students and employees. Intramurals offer a variety of competitive and recreational sports. Club Sports provide an opportunity for students to create a sport club and compete against other schools. Outdoor Recreation provides the opportunity to go on outdoor trips and rent outdoor equipment (some fees may apply). Trail Point Aquatics and Wellness, located in Building 5 on the Ankeny Campus, provides fitness classes, exercise equipment and a swimming pool.

Campus Safety
Your safety is important to us. DMACC Security offers you:
- CPR, first aid and AED (Automated External Defibrillator) trained personnel
- Emergency assistance, including car starting and unlocking cars
- Escort to car by request

Security personnel are on duty at the Ankeny and Urban Campuses. Contact the Provost’s office at the Boone, Carroll, Newton or West Campus when assistance is needed. In addition, the Ankeny, Des Moines, West Des Moines, Boone, Carroll and Newton Police Departments patrol and assist the College in your respective jurisdictions.

Career Center
The DMACC Career Center provides free career services to students and alumni at all stages of their career development in order to support successful transitions from college to career. Services and resources include career exploration workshops and assessments, career coaching/counseling services, job and internship search assistance, resume/cover letter reviews, mock interviews, assistance with the College Work-Study Program, job market information and DMACC graduate employment data. The Career Center also maintains a free online job and internship board, CollegeCentral.com/DMACC, and hosts on-campus recruiting events throughout the year to help students and alumni connect with employers. Call 515-964-6200, then dial 0 to make an appointment; additional information can be found at www.dmacc.edu/CareerCenter.

Childcare (Ankeny Campus)
The Child Development Center at the Ankeny Campus provides safe and secure care for children of students and staff. Children must attend on a regular basis. Children between the ages of eight weeks and five years old are eligible. An application is required. Please call 515-964-6588 for more information.

Counseling
DMACC Counselors are available to assist students with academic, personal and career concerns. Please check with your primary campus for additional information about on- and off-campus counseling resources, including our student assistance program.

We are dedicated to facilitating your academic progress through a variety of services:
- Academic Issues: Struggling with grades
- Career Issues: Developing a career path
- Personal Goals: Working on family issues, stress, grief, etc.
- Mental Health: Managing anxiety, depression, etc.

Disability Services
Students with documented disabilities are entitled to accommodations as required by the Americans with Disabilities Act. If you have questions or would like to arrange accommodations, contact the Disability Services office at 515-964-6850 prior to the start of the semester.

- Accommodations are supports provided for students with disabilities that ensure equal access to goods and services at DMACC. Accommodations may include, but are not limited to, sign language interpreters, extended time for testing, test readers, alternative textbook formats and note takers.

DMACC OneCard/Student ID
All currently enrolled credit students will receive the DMACC OneCard from BankMobile. This student photo ID card not only serves as a picture ID confirming college enrollment, but also serves as the DMACC Library card. In addition, when used in tandem with the VibeAccount, the OneCard also has all the purchasing power of the debit MasterCard® network. The DMACC OneCard is required in order for students to receive any financial refunds from DMACC, allowing them to get their money quicker and easier with new electronic options.

- The DMACC OneCard will be mailed to the student by BankMobile at the student’s mailing address on file with DMACC.
- Students need to verify that their mailing address is correct by accessing the Personal Information Menu on the Web Info System. The Web Info System can be accessed by signing into my.dmacc.edu and clicking on the Web Info System button.
- Student photos will be taken on all campuses. Students should have their photo taken at one of DMACC’s campus photo sites.
- The DMACC OneCard should be activated at dmacconecard.com.

Student Resources
Financial Aid
Financial aid helps students and their families pay for college in the form of federal and state grants, loans or work-study. DMACC's primary Financial Aid Office is located at the Ankeny Campus; however, general questions can be answered at any DMACC campus. The first step to receiving financial aid is to complete your FAFSA. You can access all of the services of financial aid by visiting [www.dmacc.edu/fin_aid](http://www.dmacc.edu/fin_aid). For more information concerning financial aid, see page 13 in this guide.

Honors Program
Honors classes and advisors are available at all campuses. To apply, interested students should contact the Honors advisor on their campus. Visit [www.dmacc.edu/honors](http://www.dmacc.edu/honors) for more information.

Housing
Housing is available at the Ankeny, Boone and Carroll campuses only. Space is limited so students interested in living on campus should visit [www.dmacc.edu/housing](http://www.dmacc.edu/housing) for additional information as soon as possible.

Library
Each campus has its own library and the DMACC website has an online search tool that makes it easy to see what resources are available. Students may request materials from other campuses to be sent to their primary campus if needed. Reference librarians are available to provide assistance. Please check your campus for current hours.

Parking
Stickers and parking regulations are available at no charge from the Information Center in Building 1 at Ankeny, and from the Business Office at each of the other campuses. Parking regulations apply at all six campuses. Parking lots are marked with signs designating areas for students, disabled and staff/faculty parking. Violating parking regulations will result in fines. At the Ankeny, Boone and Newton campuses, parking permits are required for all vehicles driven by daytime students. At the Urban/Des Moines campus, parking permits are required for all vehicles—days, evenings and weekends. Visit [www.dmacc.edu/students/Pages/parking.aspx](http://www.dmacc.edu/students/Pages/parking.aspx) for parking brochures and forms.

Pathway Navigator
A Pathway Navigator is a DMACC employee who supports students by focusing on recruitment and retention, in addition to providing students with connections to potential employers.

Study Abroad
DMACC offers students an opportunity to take selected classes during the spring semester London Study Abroad Program. Students enjoy 10 weeks in London, studying with a DMACC professor. Please contact DMACC Study Abroad Coordinator at 515-964-6482 or visit [www.dmacc.edu/studyabroad](http://www.dmacc.edu/studyabroad) for more information.

Tech Support
Need assistance with resetting your password or accessing your online class? You can request help by calling 515-965-7300, emailing techsupport@www.dmacc.edu or visiting [www.dmacc.edu/helpdesk](http://www.dmacc.edu/helpdesk).

Tutoring
DMACC offers free tutoring in many courses. Peer tutors provide both one-on-one and small group tutoring. DMACC also uses an online tutoring resource, SMARTTHINKING, [www.dmacc.edu/smarthinking](http://www.dmacc.edu/smarthinking). For more information, refer to the section about services available on your campus.

Veterans Services
Most people who serve in the military qualify for some level of federal or state education benefits. DMACC has been recognized by G.I. Jobs magazine as a Military-Friendly School and has a Coordinator of Veterans Services on the Ankeny Campus, Building 5, to answer any specific questions you might have about available benefits. Call 515-964-6278 for more information.

Vocational Rehabilitation
If you have a disability of any kind, you may be eligible for educational financial aid and other services. A vocational rehabilitation counselor is located on the Ankeny Campus and can be reached at 515-964-6366. Upon request, the counselor can make visits to the Boone, Newton and Urban campuses to provide services.
DMACC Bookstores

Purchases
Please purchase your books at the campus location of your class. Courses taken at the following locations show the corresponding campus bookstore to purchase your books:
- Ames/Hunziker Center ............... Boone Campus bookstore
- Indianola ................................ West Campus bookstore
- Knoxville .............................. Newton Campus bookstore
- Norwalk ................................. West Campus bookstore
- Online/Web courses .................. Ankeny Campus bookstore
- Perry, .................................... Ankeny Campus bookstore
- Southridge ............................. Urban Campus bookstore
- TV courses ............................. Ankeny Campus bookstore
- Winterset .............................. West Campus bookstore

Web-blended course textbooks will be carried at the same campus at which you meet. You may also purchase textbooks through our online bookstore at www.dmacc.edu/student_services/bookstore/

Textbook Rental
Select titles are available for rental at the DMACC bookstores. Rental is available in-store or online. Customer rental registration requires the following:
- Valid government-issued ID
- Credit card (Higher One card does not qualify)
- Email address
- Phone number
- Agree to terms and conditions

Rental transactions can be paid by any tender available to customer (financial aid, check, cash, credit card, etc.). A nonreturn fee and processing fee will be charged to the credit card on file ONLY if books are not returned by the due date. See your campus bookstore for more details or visit rental.bkstr.com for more information.

Hours
Hours at each location will be extended during the beginning of the semester. Hours listed below are regular term bookstore hours. These may vary during summer and at rush. See each campus bookstore for posted hours.

Ankeny Campus Building 5
2006 S. Ankeny Blvd.
Ankeny, IA 50023-3993
Phone: 515-964-6302
Mon.–Thurs. 7:30 a.m.–5:00 p.m.
Fri. 7:30 a.m.–4:00 p.m.
Saturday–Sunday Closed

Boone Campus
1125 Hancock Drive
Boone, IA 50036-5399
Phone: 515-433-5034
Mon.–Thurs. 7:30 a.m.–4:00 p.m.
Fri. 7:30 a.m.–3:00 p.m.
Saturday–Sunday Closed

Carroll Campus
906 N. Grant Road
Carroll, IA 51401-2525
Phone: 712-792-8311
Mon.–Fri. 8:00 a.m.–4:00 p.m.
Closed 11:30 a.m.–12:30 p.m.
Saturday–Sunday Closed

Newton Campus
600 N. 2nd Avenue W.
Newton, IA 50208-3049
Phone: 641-791-1770
Mon.–Fri. 8:00 a.m.–4:00 p.m.
Saturday–Sunday Closed

Urban/Des Moines Campus
1100 7th Street
Des Moines, IA 50314-2597
Phone: 515-248-7212
Mon.–Thurs. 8:00 a.m.–5:00 p.m.
Fri. 8:00 a.m.–2:00 p.m.
Saturday–Sunday Closed

West Campus
5959 Grand Avenue
West Des Moines, IA 50266-5302
Phone: 515-633-2423
Mon.–Fri. 8:00 a.m.–4:00 p.m.
Saturday–Sunday Closed

Book Buyback Policy
To provide students the opportunity to sell used books and to provide lower-cost used books to prospective students, DMACC bookstores buy back books every day. You must have a valid government-issued photo ID to sell back books. Visit the bookstore for pricing information or go to the bookstore website for online buyback.

Order Books Online
At: www.dmacc.edu/student_services/bookstore/

Tips for ordering books online:
- Before proceeding, make sure you have your schedule or current class catalog displaying your correct class section and synonym numbers. One of these aids will also need to locate your books at the bookstore.
- When ordering on the website, please make sure that you have selected the correct campus for your class. Books will vary from campus to campus. All ONLINE BOOKS are located at the Ankeny Campus. Students who order from our website may also select store pickup at any DMACC campus during the checkout process.
- Please note the following before beginning your order: Orders will be processed within 48 hours of receipt, excluding weekends and holidays. To ensure that you have your books for your first class period, you may need to arrange travel to the bookstore.
- Orders can be paid using credit card or financial aid (includes Pell Grants and Student Loans). Financial Aid funds must be available to charge. Third parties paying for books and SAC loans are not eligible to purchase online.
- Financial Aid Users: Orders using Financial Aid cannot be processed until Financial Aid is released. Students should verify they will have aid available prior to using this to pay for their order as there could be a delay in processing if no aid has been released. Please read and agree to the Terms and Conditions page before completing the transaction.
- Store Pickup: The bookstores offer prepaid store pickup of textbook online orders. Students may also order textbooks online and have them delivered to other bookstore locations for store pickup. Please allow three business days for the transfer.
- Prices and availability are subject to change. Used books are first come, first served.
Getting Involved! Student Activities Office (Ankeny Campus)

The Student Activities Office is located on the Ankeny Campus, Student Center, Building 5. Office hours are 7:30 a.m. to 4:30 p.m. If you have any questions about our services, stop by our office, email us at studentinvolvement@www.dmacc.edu or call us at 515-964-6359.

Campus Clubs & Activities

Student Activities Council
As the primary student representative body, the Student Activities Council promotes college spirit, provides a focal point for discussions between students and college staff and gives students a representative voice in college affairs. This government body is also responsible for the assessment and disbursement of student activity fees. With these funds, the Council plans activities and provides services to enhance the social, personal and professional life of Des Moines Area Community College students.

There are six Student Activities College Councils representing the six campuses of Des Moines Area Community College.

As a student at Des Moines Area Community College, you have the opportunity to join any of our Departmental, Preprofessional or Special Interest clubs. Participating in the clubs that interest you is a great way to meet people, have fun, make a difference while enhancing your growth as a student and complement the academic program of your choice. For a complete list of clubs, visit www.dmacc.edu/ankeny.

Campus Newspapers
DMACC has three independent student publications, The Banner News on the Boone Campus, The Campus Chronicle on the Ankeny Campus and The Urban Vibe on the Urban Campus. These student news organizations emphasize news, features, entertainment, sports, opinion, photography, graphic design, advertising and new media. Campus newspapers are published biweekly and distributed free to all DMACC students, staff and alumni.

Athletics
DMACC Athletics are located on the Boone Campus. The DMACC Bears compete in the Iowa Community College Athletic Conference and the National Junior College Athletic Association. DMACC has consistently sent student athletes to four-year schools throughout the country. Each of the athletic programs at DMACC has experienced a great deal of success in recent years.

Athletic Teams: Baseball, Basketball (Men & Women), Cross Country, Golf (Men & Women), Softball and Volleyball.
Visit www.dmacc.edu/athletics for updates and schedules so you can cheer for the DMACC Bears!

Campus Recreation
Campus Recreation offers numerous opportunities to get involved and enjoy the total college experience:

- Intramurals provide DMACC students the opportunity to play other DMACC students in various sports and activities. Visit www.dmacc.edu/campusrecreation
- Extramurals give Intramural Champions in specific sports the opportunity to play other schools.
- Club Sports provide students the opportunity to create a sports club to play other schools across the state and even the nation.
- Outdoor Recreation provides students to the opportunity to take outdoor trips, see the world at a discount rate, and check out outdoor equipment like tents, sleeping bags, fishing poles and sporting equipment.
- Fitness opportunities at Trail Point Aquatics and Wellness give DMACC students an amazing place to work out and take fitness classes (fees may apply, but many fitness classes are free for students taking 6 credits or more).

Call 515-964-6539 for intramurals, extramurals, club sports, and outdoor recreation
Call 515-964-6000 for Trail Point Aquatics & Wellness

Discount Tickets
Visit the Student Activities Office to buy your discount tickets for various attractions and activities in the Des Moines area. The Student Activities Office offers discount tickets to:

- Adventureland
- Carmike Movie Theaters
- Civic Center—Des Moines
- Des Moines Buccaneers Ice Hockey
- Fridley Movie Theaters
  (including pop and popcorn)
- Iowa Cubs Baseball
- Iowa Events Center (some events)
- Iowa State Fair (advanced gate admission)
- Wells Fargo Arena (some events)
Paying for DMACC

Worth Every Penny: Paying For Your DMACC Education

Options, Tips and Timelines

There is one payment due date every semester. You need to pay for your classes, set up a payment plan, or have financial aid in place by the due date. Effective with Summer 2017 term, DMACC will no longer automatically drop students from classes for nonpayment of tuition and fees. Students are responsible to drop classes or notify DMACC Registration staff if they have registered for a class and will no longer be enrolled. Students need to drop their classes before classes start. DMACC reserves the right to review high-demand class needs and make changes where needed after notifying students in advance of taking any action.

- If you plan to pay for your classes out-of-pocket, you can make payment at any campus or online through your Web Info System account. Cash, checks and major credit cards are all accepted.
- To set up an automatic payment plan, sign in to the Web Info System and select “Set Up Payment Plan to Pay Student Account Balance.” Students must owe a minimum of $200 in order to set up a payment plan.

- Many students hope to use financial aid to help fund their education. If you plan to use financial aid, please note that it can take several weeks to process your application. For that reason, you need to apply and respond to the Financial Aid Department’s request for documents as soon as possible. Please check your DMACC email daily.

- What do we mean when we say “financial aid”? Financial aid is any combination of Pell Grants, student loans, scholarships, other grants and federal work-study. Your financial aid package will be unique to you, your family and your financial circumstances.

Two-Year Cost Comparison

<table>
<thead>
<tr>
<th></th>
<th>2 Years at a Private College</th>
<th>2 Years at a Private For-Profit College</th>
<th>2 Years at a Public University</th>
<th>2 Years at DMACC</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Cost</em></td>
<td>$57,150</td>
<td>$36,186</td>
<td>$17,388</td>
<td>$9,664</td>
</tr>
</tbody>
</table>

Source: July 2017-2018 “Iowa College Student Aid Commission”

“I have taken classes with wonderful professors at DMACC and have come to admire and view them as friends. The classroom setting for me was ideal because the professors are easy to stay in contact with whenever you have questions about anything.”

— Aaron
Tuition & Fees

Tuition and Fees for Credit Classes

Costs for DMACC credit classes are based on an established tuition rate, set annually by the DMACC Board of Trustees. These costs will vary according to established residence, the number of credits taken, any fees and class format.

Questions on In-State Residency

Visit our website at www.dmacc.edu/admissions or call 515-964-6320.

Billing Policy—E-Bills

DMACC students will receive notification that their bills are ready to view via their DMACC email address. Bills may also be seen on the DMACC Web Info System by accessing Student Accounts, Make a Payment, QuikPay, View Accounts, then Current Statement. Students will receive notification of a billing statement the day after an enrollment change occurs. These changes include student-initiated enrollment changes: course add, course drop and changes to audit status. Administrative change for academic and nonpayment transactions will also generate a billing statement. Changes to Financial Aid will NOT generate a billing statement.

When Is My Payment Due?

Payment due dates for each semester are posted at www.dmacc.edu/studentaccounts/Pages/paymentduedates.aspx. Not paying by the due date on your billing statement will result in a student account hold that will prevent you from adding or dropping classes. Unpaid accounts may be referred to a collection agency/credit bureau and the State of Iowa Offset Program, which means that debts due DMACC may be collected from student’s State of Iowa tax refund and other State income.

How Do I Make My Payment?

A. Pay in full using one of these methods:
   1. Log in to the Web Info System to pay with MasterCard, VISA, Discover or electronic check.
   2. Give access to a parent, sponsor, etc., to view and pay your electronic bill through their own access. Students must set up Authorized Payers in the QuikPay system before parents are able to access the system.
   3. In person at any DMACC campus
      ▶ Cash (though not recommended for safety reasons)
      ▶ Personal check, cashier’s check or money order
      ▶ MasterCard, VISA or Discover
   
   Please Note: Success Center students can pay at the Ankeny Campus. VanKirk Center students can pay at the Perry VanKirk Center.
   4. By mail to: DMACC, 2006 S. Ankeny Blvd., Ankeny, IA 50023. Please include remittance portion printed from the E-Bill.
      ▶ Personal check, cashier’s check or money order
   5. By telephone (using credit cards or electronic checks) at 515-964-6446 or 800-362-2127, ext. 6446.
   
   When you provide a check as payment, you authorize DMACC to use information from your check to process a one-time Electronic Funds Transfer (EFT) or a draft drawn from your account, or to process the payment as a check transaction. When DMACC uses information from your check to make an EFT, funds may be withdrawn from your account as soon as the same day you make your payment and you will not receive your check back from your financial institution. If your payment is returned unpaid, you authorize the collection of your payment and a return fee of $30 by EFT(s) or draft(s) drawn from your account.

B. FACTS Tuition Management Plan

If you owe $200 or more, you can set up a Tuition Management Plan through the FACTS plan at www.dmacc.edu/registration/pages/gonnapay.aspx to make monthly payments. The cost is $25 per semester and is nonrefundable. The payments, including the $25, are automatically deducted from your checking or savings account or charged to your credit card (MC, VISA & Discover only) on the 5th of each month.

You must apply for a FACTS plan by the due date posted on your DMACC bill.

C. Deferred Billing

This option is available to students whose employers offer tuition reimbursement programs. Contact Student Accounts on the Ankeny Campus at 515-964-6446 or 800-362-2127, ext. 6446.

D. Financial Aid

File a Free Application for Federal Student Aid (FAFSA) and complete all additional documents required by www.dmacc If for any reason a student becomes ineligible for financial aid after selecting this option, it is the student’s responsibility to make payment arrangements under another option.

E. DMACC Student/Community Resource Coordinator

Students may discuss options A–D with a Student/Community Resource Coordinator at any campus or Student Accounts at the Ankeny Campus. Ankeny 515-964-6446; Boone 515-433-5037; Carroll 712-792-8304; Des Moines Urban 515-248-7520; Newton 641-791-1723; and West Campus 515-633-2405.

Offset Program

DMACC participates in the Iowa statewide Offset Program, which means that debts due to DMACC may be collected from student’s State of Iowa tax refunds.

Hope Scholarship and Lifetime Learning Credit

Students or families may receive income tax credits for college tuition and fees based on legislation called the Hope Scholarship and Lifetime Learning Credit. Information concerning this federal law is available in the Business Office at each campus. Please consult the IRS or your tax preparer for further information concerning these tax credits. Information is available on the web at irs.com/articles/the-hope-scholarship-tax-credit.

“DMACC is a great place to start my college education. It’s affordable and the teachers are very helpful. They have made it easier for me to understand the course even though English is my second language.”

— Emina
Financial aid helps students pay for college in the form of federal and state grants, loans or work-study. The first step to receiving Financial Aid is to complete your Free Application for Federal Student Aid (FAFSA). The FAFSA is completed online at fafsa.gov. The FAFSA must be completed every academic year. **DMACC’s school code is 004589.** If you need help completing your FAFSA, you may set up an appointment at the DMACC Ankeny Iowa College Access Network ICAN office. For appointment information, go to icansucceed.org. Please check your financial aid information by accessing the Student Web Info System at my.dmacc.edu. For more information, you may contact the Ankeny Financial Aid Office at 800-362-2137 ext 6282 or 515-964-6282. Our office hours are M-F 7:30am–4:30pm during the academic year and 7:30am–4:00pm during the summer.

**Attendance Verification**

Twice each semester DMACC instructors are asked to notify the Registrar’s Office about students who are not attending the classes for which they have enrolled. The attendance information is used by the Registrar to contact students about their nonattendance and by the Financial Aid Office to adjust the students’ financial aid. DMACC reserves the right to administratively withdraw students who are not attending classes.

**Veterans Services**

Educational benefits are available to a variety of military-related participants. Qualified students who are former full-time active duty U.S. military, members of the Iowa National Guard, or members of the selected Reserves of all U.S. military branches may access the Montgomery G.I. Bill. Iowa National Guard members may also qualify for the Iowa Tuition Assistance Grant. For information on all available veterans’ educational assistance programs for DMACC students, stop by the VA office in Building 5, call 515-964-6278 or visit www.dmacc.edu/veterans.

**Scholarships**

DMACC students seeking tuition assistance can apply online for scholarships funded by donations to the DMACC Foundation. Minimum for most awards is a 2.0 GPA and completion of six DMACC credits during the award term. Application deadlines vary throughout the year. The Financial Aid Office is responsible for the administration of DMACC’s Foundation Awards. Please visit www.dmacc.edu/foundation for more information. Each year many businesses and civic groups offer scholarships. To help with your scholarship search, DMACC offers a list of available scholarships at www.dmacc.edu/fin_aid under “Scholarships.”

**Federal College Work-Study**

The Federal College Work-Study Program gives eligible students an opportunity to work part-time on campus while attending DMACC. To participate in the Work-Study Program, you must complete the FAFSA and be offered Work-Study. To determine if you have been offered Work-Study, you may review your financial aid awards on the Web Info System (accessible through myDMACC). You will only be able to review financial aid awards online if you have received an award notice from the Financial Aid Office at DMACC. Students who are eligible for Work-Study may apply for positions posted at www.dmacc.edu/careercenter/Pages/workstudy.aspx.
Leave of Absence
A leave of absence may be granted to a student who leaves DMACC for military reasons or for jury duty. Only one leave per academic year will be allowed. The student must return by the end of the leave of absence or the student is treated as a withdrawal.

Return of Financial Aid Title IV Funds
A student’s financial aid is based on the number of classes the student is enrolled in and the number of days the student is enrolled in classes. When a student initiates a withdrawal from one or more classes, the amount of financial aid the student is eligible to receive is affected.

The Return of Title IV funds to the federal government is based on a calculation that determines how much aid the student is eligible for because he/she is no longer enrolled in school. This calculation is applicable until the student has completed more than 60 percent of the semester. Once the student has completed more than 60 percent of the semester, all financial aid is considered earned. For example: if 10 percent of the financial assistance awarded for the semester, any aid above and beyond the 10 percent is considered unearned and must be returned to the federal government.

An example of a calculation of a return of funds is available at www.dmacc.edu/fin_aid/Pages/finsatisfactory.aspx. Here you will learn who is responsible for returning unearned funds to the federal government. The regulations governing return of Title IV Aid are subject to change; please refer to DMACC’s financial aid website for up-to-date information.

Outstanding Balance on DMACC Account
If a student withdraws from DMACC prior to completing 60 percent of the semester, the student is responsible for paying any outstanding tuition and fee charges that remain after DMACC has repaid any unearned financial aid to the federal government.

Questions Concerning Return of Financial Aid Title IV Funds
The regulations governing Return of Title IV Aid are subject to change. For questions and up-to-date information, contact the DMACC Financial Aid Office at 1-800-362-2127, ext. 6282, or visit www.dmacc.edu/fin_aid and select “Satisfactory Academic Progress & Return of Title IV”.

“My experience at DMACC has been great. I’ve met many people and have been exposed to different cultures. I have been involved in clubs and organizations while at www.dmacc Some of the clubs I’ve been in are the Student Activities Council, Phi Theta Kappa, and the Latino Student Club.”
— Guadalupe

“My experience at DMACC has opened my eyes to careers and opportunities I would never have dreamed about. It’s because of DMACC and the faculty that I have chosen my career path. I enjoy the small class sizes and the working relationships I have built with professors.”
— Mark
Financial Aid Checklist

Check when completed

☐ File your FAFSA at your earliest opportunity. You can even file your FAFSA before you apply for admission to DMACC. The application can be completed for FREE at fafsa.gov.

☐ Within 3-5 days after submitting your FAFSA electronically, you will receive a Student Aid Report (SAR), confirming the information you reported on your FAFSA. This SAR is normally sent to the email address you provided on the FAFSA. Please review the SAR for accuracy. If changes need to be made, go to fafsa.gov, sign in, choose “make a correction,” and submit your corrections.

☐ DMACC will receive your FAFSA from the federal government within 7-10 days after it is processed. DMACC will then send you a letter and email from DMACC’s Financial Aid Office, notifying you of any forms or additional information that may be needed. The email will be sent to your DMACC email address. You can also view any outstanding financial aid requirements by logging into the Web Info System at my.dmacc.edu. Click on “Financial Aid” and then “View Financial Aid Requirements.” Please fill out all forms completely and return the requested information immediately.

☐ Examples of some forms you may be asked to complete include, but are not limited to: Verification Form, Household Resources Form, Student or Parent Low Income Form. Many of the forms can be completed online at the Financial Aid Forms page at www.dmacc.edu/fin_aid/Pages/faforms.aspx.

☐ If you are selected for verification, you may be asked to submit a Federal Tax Return Transcript. You can request a copy of your Federal Tax Return Transcript at: irs.gov/individuals/get-transcript.

☐ Your financial aid information will be processed after all forms and information requested of you have been submitted to the DMACC Financial Aid Office.

☐ You will receive a notification via DMACC email to let you know when you have a financial aid award ready to view on the Web Info System (accessible through myDMACC). Please log in to the Web Info System to accept the Financial Aid Terms and Conditions, and accept or decline your financial aid award. This is an important step that must not be overlooked!

☐ If you are a new student to DMACC and have accepted federal student loans, you will need to complete Loan Entrance Counseling at studentloans.gov. You may also need to complete the Direct Loan Master Promissory Note at studentloans.gov. If you do not complete these two important steps, you will not receive the federal student loan offered to you. For guidance in completing these requirements, please view the Entrance Counseling Master Promissory Note Booklet at www.dmacc.edu/fin_aid/Documents/entrancecounseling.pdf

Be sure to complete the correct FAFSA for the right academic year! What term are you attending DMACC?

Have you noticed we have mentioned Web Info System multiple times? This is no accident: there is a lot you can do through your Web Info System account.
Web Info System
DMACC’s Web Info System is a service that provides a convenient way for
students to obtain their academic and personal information via the Internet.

Services include:
- Change PIN (Personal Identification Number) or password.
- View/update your mailing address and telephone number.
- View your DMACC email address.
- View/update your personal email address.
- View student records and personal information (such as academic holds,
past grades, unofficial academic transcript, emergency contact names and
DMACC ID Number).
- View Financial Aid information (such as loan history and a summary of
financial aid awards).
- Perform registration activities (such as add or drop classes, check
registration status, view class schedule and view account balance
with DMACC).
- Request an official transcript.
- Access degree audit.

Technology Check List
□ I know how to prevent identity theft:
  ▶ I should not carry my Social Security Card in my wallet.
  ▶ I don’t share my usernames or passwords with ANYONE.
  ▶ I regularly change my passwords for my email accounts.
  ▶ I know what phishing is and how to recognize questionable emails.
    (If not, consult Tech Support.)
□ I know how to activate my DMACC OneCard (College ID).
  dmacconecard.com
□ I know how to access My Online Learning (Blackboard).
  www.dmacc.edu/online
□ I know that Blackboard and the DMACC network all use the same login.
□ To access Webmail, I know to use my full email address.
  Access your accounts at my.dmacc.edu

DMACC Network Username & Password
- You can access DMACC’s network from any campus location.
- For new students, usernames and passwords are generated upon acceptance. For returning students, network accounts are recreated one to two business days after registering for credit classes.
- The network ID is purged from the system after a student has not attended DMACC for 150 days.

Username
- The default username is your first initial, middle initial, if provided, and last
  name.
- In case of duplicate usernames, a number is added after last name (e.g.,
efhutton23).

Password
- For security reasons, we require that the password be changed after
  initial login.

myDMACC
- myDMACC is our internal network where DMACC staff, faculty and students
  may find links and references to additional information relevant to them.
- Access by clicking the myDMACC link on the DMACC Homepage at
  www.dmacc.edu. When prompted for username and password, it will be the
  same as your network login.
- By signing in to myDMACC, the user will have easy One Click access to
  Web Info System, Webmail, Office 365, Blackboard and online apps such as
  OneDrive, Yammer, Delve, etc.

Change network password from a Campus PC
1. Log onto PC and press Ctrl/Alt/Del
2. Click Change Password button
3. Type old password
4. Type new password
5. Retype password to confirm and click OK

Access DMACC’s network from any campus
1. Turn on any computer at any campus location
2. Press Ctrl/Alt/Delete at the prompt
3. Enter your unique username and password
4. Click OK
Technology Policies and Procedures

> It is important that you take precautions to protect the confidentiality of your password. Never share it with anyone or post it in any manner. If you believe your account has been compromised, you should report it immediately to Tech Support at 515-965-7300.
> For the complete documentation on DMACC's Technology Policies and Procedures, refer to dmacc.edu/helpdesk.

Your Email Address

Your Outlook email address is the same as your DMACC username with @www.dmacc.edu at the end (e.g., efhutton23@www.dmacc.edu).

All employees registered credit students have a DMACC Outlook email account.
> Easily access your Outlook email from any campus.
> Easily access your Outlook email from off-campus on any computer with an Internet connection (Webmail).

For information regarding email retention and terminations of email accounts, go to www.dmacc.edu/helpdesk and select Tech Policies & Procedures.

How to access your Outlook account

From Any Campus
> Go to Start, then All Programs, then Microsoft Office, then Microsoft Outlook. Or click Outlook icon located on desktop.
> Tip: To pin the Outlook icon to your Taskbar or Start Menu, you can drag it to those locations or right-click the icon.

From Off-campus Outlook Web Access
1. Open your web browser and go to the DMACC Home Page (www.dmacc.edu).
2. Click myDMACC.
3. Type network username (e.g., efhutton23) and password.
4. Click Sign In.
5. Click the Webmail button.

Set up DMACC Email on your Smart Phone
Instructions for accessing your DMACC email from a Smart Phone are located on the Tech Support website. Training Documents > Smart Phone. Note: select the link for Office365 Access Instructions.

DMACC Online

> www.dmacc.edu is the DMACC Home Page, where anyone may find links and references to additional information.

Data storage

Network drive P
> Daily system backup
> May access from any computer on a DMACC campus. When off-campus, access through mylab.dmacc.edu.

OneDrive—Des Moines Area Community College
> OneDrive for Business is an online storage location on a Microsoft server instead of a DMACC server. The advantage is that the files are available to the user and others, if permissions are set, from any device at any time via Microsoft Office or Office 365. Each user has 5TB (terabyte) of free online storage.
> Access by clicking the App Launcher button in Webmail or by clicking the Office 365 button in myDMACC.
> For detailed documentation, refer to the Office 365—Skype section on the the DMACC Tech Support website at dmacc.edu/helpdesk.
> For an explanation of all storage options at DMACC, refer to Document Management at DMACC in the General section of the DMACC Tech Support website.

Microsoft Office & Windows

> The office suites currently used and supported at DMACC are Microsoft Office 2013 or Microsoft Office 2016.
> The operating systems currently used and supported at DMACC are Windows 7 and Windows 10.
> For additional resources, refer to documentation on the DMACC Tech Support/Help Desk site at dmacc.edu/helpdesk. Note: You must sign in to access all documentation.
> Des Moines Area Community College has decided to provide Microsoft Office to every student free of charge. Office 365 includes the latest version of Word, Excel, PowerPoint, Access, Publisher, OneNote and more. As long as you're a registered credit student here at DMACC, you'll be able to use this software for free.
> • Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad).
> • Use with OneDrive for automatic device syncing.
> • Gain valuable skills on the world's most popular productivity software.
> • Use the same programs as the faculty to ensure full file compatibility.
> • To get your Microsoft Office, follow these simple steps:
> • Sign into myDMACC.edu.
> • Click the Office 365 button.
> • Click Install Office apps and choose Office 2016.

“My education was individualized to fit my personal needs.”
— DMACC Student

“The warm smiles and kind hearts of DMACC advisors remind me that I can do anything!”
— DMACC Student
DMACC Virtual Lab

- MyLab.dmacc.edu is an environment that simulates a network desktop and is accessible from any PC that has an Internet connection and uses Internet Explorer.
- When working within the Virtual Lab environment, you have access to your P drive, DMACC Outlook email and some specialized software. You can also access local drives on your home computer but will not have access to your printer, speakers or any other peripherals attached to your computer.
- Instructions on how to access the DMACC virtual lab may be found by clicking on the My Lab link on the DMACC Tech Support webpage.

My Online Learning

- Online classes at DMACC are offered through the Blackboard Learning Management System.
- For additional information, go to www.dmacc.edu/online.

Notes:

- An online orientation for new students will be available two weeks prior to the course start date.
- Students will not be able to access their Blackboard class until the day before the online credit class begins.

DMACC Alert System

In an emergency . . .

The DMACC Alert—Emergency Notification System can quickly alert DMACC students, faculty and staff to potentially dangerous situations. The system would be activated for events reflecting immediate pending danger such as a violent person on campus, a dangerous chemical spill or a bomb threat evacuation. DMACC Alert will also be used to notify students, faculty and staff of weather-related closings.

How you will get the message

- Any DMACC Crisis Management Team (CMT) member can broadcast a voice message to be transmitted over the DMACC phone system and speakers in buildings across the district. Messages can also be sent to students, faculty and staff email, and cell and landline phones.
- Messages can be sent district-wide or to specific buildings and campuses.
- DMACC Alert will only be used for “crisis” level events and weather-related closings.

How do I sign up to receive DMACC Alert?

Student, faculty and staff DMACC email addresses and phone numbers in the DMACC Alert-Emergency Notification System (RAVE) are automatically put in the RAVE system.

If you want to add others to the alert system, you need to log in to getrave.com/login/dmacc and add additional email, cell and landline numbers, up to three each.

Getting and Staying Connected Online

All official DMACC communications will come to you via email, and may include information about registration, grades, financial aid, bills and campus events.

- Grades are not mailed out—you will need to check them through the Web Info System.

myDMACC gives you one-click access to

- Your DMACC Email (webmail)
- Web Info System (includes deeper links)
- Blackboard (online classes)
- Microsoft Office 365 programs

One Password = All Access

my. www.dmacc.edu

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 (! @ # $ % ^ & * ( ) _ + < > ? ! { } - ~ = \\)
- Your new password cannot contain any form of your name
Myth #1: Online classes are easier than face-to-face courses.

Truth: Many students find online classes to be MORE challenging than face-to-face classes because online classes require more time management, self-motivation, written communication skills, technological skills and reading ability. On average, students usually earn higher grades in face-to-face classes than in online classes.

Myth #2: Online classes are “work at your own pace.”

Truth: Unless the course is specifically listed as “self-paced,” it will have due dates and deadlines just like a face-to-face class. If you miss deadlines due to a computer problem or because you didn’t go online that day, your grade will suffer. It is VERY important to log in to the class as soon as the class begins for the term as there will be assignments due right away.

Myth #3: Taking an online class is a good way to learn computer skills.

Truth: In order to be successful in an online class, you should already know how to use email (including attaching and sending documents), how to navigate an online environment (do you regularly shop, pay bills, spend time online?), and how to access Blackboard. You should also have easy access to a reliable computer with up-to-date software.

Myth #4: You can sign up for online classes past the official add date.

Truth: Online classes are subject to the same add/drop dates as face-to-face classes. Online students are subject to all the same DMACC policies and procedures as on-campus students.

Online Class Checklist

If you have decided to take an online class this semester, use the following checklist to make sure you are ready to succeed:

☐ I know how to log in to Blackboard.
☐ I completed the online Blackboard orientation or attended an online class orientation (www.dmacc.edu/online).
☐ I have daily access to a computer with up-to-date software and a reliable Internet connection.
☐ I have a backup plan if something happens to my computer.

My plan is ____________________________________________

☐ Computer labs on my campus are located here:

______________________________________________

☐ I know how to purchase my textbooks for my online class and will purchase them before class begins.

☐ I have blocked out at least three hours per week per credit hour on my schedule to complete the class (3 credit hours=9 hours, 12 credit hours=36 hours PER WEEK).

☐ I know my online instructor’s name(s) and how to best contact him/her.

Name ____________________________________________

Contact info ______________________________________

☐ I know how to contact Tech Support if I have questions.
☐ I know how to submit assignments, exams and quizzes.
☐ I have printed a copy of the course syllabus.
Advising, Counseling and Academics

Advising
The academic advisor is the link between the student and the institution. An academic advisor can share knowledge, experience and insight that is beneficial to the student. The advisor’s role is to help the student evaluate and realize educational and career options.

An advisor can assist with:
- Planning your class schedule
- Understanding degrees, diplomas and certificates
- Transfer information
- Registering for classes
- Learning more about a DMACC major or program of study
- Checking your progress toward graduation
- Understanding DMACC’s academic policies and procedures

The student’s role is to explore academic, career and personal goals. This requires the student to:
- Provide DMACC with all past academic history and future goals
- Seek advising from appropriate advisor/counselor regularly
- Learn academic program requirements
- Utilize available resources, including those that are web-based, to monitor academic progress
- Take responsibility for actions and decisions that affect academic progress

Counseling
DMACC has counseling services available to help students along the way.
- Conflict with your roommate?
- Relationship or family problems?
- Trouble getting along with your instructor?
- Feeling depressed? Overwhelmed? Lack of motivation?
- Is stress or anxiety interfering with your life?
- Struggling with the transition to college?
- Grieving a loss?

You're not alone. Talk to a DMACC Counselor at a campus near you!

More information and resources can be found by visiting www.dmaccedu/counseling.

Attend a wellness workshop on
- Healthy Relationships
- Test Anxiety
- Stress Management
- Depression
- How to Help a Friend in Crisis
- Time Management
- Healthy Lifestyle
- Determining Your Career Path

Student Development Mission Statement
The mission of the Student Development Department is to provide counseling and advising in a learning environment to help individuals achieve their educational, career and personal goals. The Student Development Staff strives to be knowledgeable, resourceful, respectful and trustworthy when working with individuals.
Should You Be a Full-Time or Part-Time Student?

First, let’s define those terms:

**Full-time:** A student who is taking at least 12 credit hours per semester in the Fall and Spring semesters and at least 8 credit hours in the Summer (if they choose to take Summer classes). Going full-time is usually the only way it is possible to earn your Associate’s degree in two years, unless you have earned college credit previously.

<table>
<thead>
<tr>
<th>Example 1:</th>
<th>Example 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall=16 credits</td>
<td>Fall=12 credits</td>
</tr>
<tr>
<td>Spring=16 credits</td>
<td>Spring=12 credits</td>
</tr>
<tr>
<td>Total: 32 credits x 2 years=64 credits</td>
<td>Summer=8 credits</td>
</tr>
<tr>
<td>Total:32 credits x 2 years=64 credits</td>
<td></td>
</tr>
</tbody>
</table>

**Part-time:** A student who is taking between 1 and 11 credit hours per semester in the Fall and Spring semesters and between 1 and 7 credit hours in the Summer (if they choose to take Summer classes).

**Note:** Check with Financial Aid about verifying part-time status. Some grants and loans require students to be enrolled in a minimum of 6 credit hours.

A note about summer classes: They move faster than fall and spring classes so if you choose to enroll for summer, you should always take a lighter load.

Pros and Cons of Being a Part-Time Student:

**Pros:**

- Students who work full-time and/or have families may find it easier to balance school with life responsibilities by taking a smaller course load.
- Financial aid is available for part-time students. Keep in mind some types of aid require students to be enrolled in a minimum number of credit hours.
- For students returning to school after an extended absence, going part-time might be a good way to get back into the swing of college life.

**Cons:**

- Some DMACC programs are not designed to be completed on a part-time basis. Work closely with your advisor to stay on the correct sequence.
  
  *Note: Not all DMACC classes and programs are available online, at night, or during weekends. Talk to an advisor about the program you want to complete.*
- Traditionally, students who go full-time are more likely to graduate. The longer you are in school, the more opportunities there are for life circumstances to change or obstacles to arise. If you take six credit hours a semester, it could take more than five years to graduate with your Associate’s Degree.
- Part-time status might affect other things such as insurance eligibility, Veterans benefits or scholarship eligibility.

  *Good to know: Part-time students are subject to all the same deadlines, policies and procedures as full-time students.*

Study Hours/Credit?

Most courses require at least 2 hours of study time outside of class for each hour spent in class per week. An example for a full-time student is below:

<table>
<thead>
<tr>
<th>12 (hours in class)</th>
<th>+</th>
<th>24 (hours study time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>= 36 (hours per week expected)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Online courses generally require more learning time due to the independent nature of the course and the time spent learning to use the software for the course.*

Time Management

Be conservative in the number of courses you take your first semester. Full-time students are advised to work 20 hours per week or less. A key to college survival is balancing necessary study time with employment, family and outside responsibilities.

Students who work full-time are advised to start with one or two classes. You may find that you can handle more as you learn to manage your class time and work time. A counselor or advisor can help you with this decision.

Suggestions for determining your course load are outlined below. These suggestions refer to Fall and Spring semesters only and are not appropriate for determining your Summer semester course load.

<table>
<thead>
<tr>
<th>Employment Obligations</th>
<th>Suggested Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>40+ hours/week</td>
<td>3–4 credit hours (1 course)</td>
</tr>
<tr>
<td>30–40 hours/week</td>
<td>3–6 credit hours (1–2 courses)</td>
</tr>
<tr>
<td>20–30 hours/week</td>
<td>6–9 credit hours (2–3 courses)</td>
</tr>
<tr>
<td>20 hours/week or less</td>
<td>12–16 credit hours (4–5 courses)</td>
</tr>
</tbody>
</table>
Degrees, Diplomas and Certificates: What are the differences?

**Degree**
A degree consists of 64 or more credit hours of coursework. Career programs require coursework directly related to their specialty area while other degree programs prepare students to make an easier transition to a four-year school. DMACC has several degree options:
- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)
- Associate of General Studies (AGS)

You should always talk to an advisor to make sure you are following the right degree program for your educational and career goals.

**Diploma**
The programs that result in a diploma typically require fewer credit hours than a degree, but have very specialized courses as part of their program. The diploma option might be best for someone who is looking for work in a specialized field where a degree is not required. There are many choices to consider, so talk to an advisor or counselor about your options or visit www.dmacc.edu/programs to review programs of study offered at www.dmacc.edu.

**Certificate of Specialization**
A certificate is a short-term credit program intended to provide the latest information and skills needed to help you function more effectively in your job, or to update your skills for employment possibilities. It will provide you and your employer with evidence of continued education in a specific occupational area. There are many choices to consider, so talk to an advisor or counselor about your options or visit www.dmacc.edu/programs to review programs of study offered at DMACC.

“Transferring to DMACC was super easy. The counselors were very helpful to me. I was able to transfer all my credits from my four-year college and then apply them toward a degree at DMACC, then I can transfer back to another four-year college to get my Bachelor’s degree.”
— Quynh

“One of the main reasons I decided to attend DMACC was because of the teachers. All of the professors in my program are great because they have real-world experience.”
— Lucas
DMACC Transfer Program

Do you plan to transfer to another college or university to earn a four-year degree? If the answer is yes, DMACC has several options to help you get started on the right path. Please visit www.dmacc.edu/transfer/Pages/get-started.aspx for more information on the right classes, programs, and degrees that are right for you.

**Tip:** Do not assume that all classes, programs and degrees will easily transfer to a four-year institution. Academic Advisors are available to help you select the right path to meet your goals.

You may also visit [www.dmacc.edu/transfer/Pages/partnershipprograms.aspx](http://www.dmacc.edu/transfer/Pages/partnershipprograms.aspx) to see how DMACC partners with the institutions listed below to help students earn their four-year degrees.

- Buena Vista University
- Drake University
- Grand View University
- Grinnell College
- Iowa State University
- Purdue University Global
- Simpson College
- University of Iowa
- University of Northern Iowa
Important Academic Information

Transfer Credit
If you have earned college credit through classes at another institution, you may be eligible to transfer those credits to DMACC. To apply for transfer credit, students must request that an official transcript bearing a seal and signature be sent directly to the DMACC Admissions Office. Transcripts must be sent from each previously attended institution even though all previous records may be summarized on one transcript. If you have not reported your transfer credit, please send an official transcript from each prior institution to DMACC Admissions, 2006 S Ankeny Blvd, Bldg 1, Ankeny IA 50023.

Credit for Educational Experience in the Armed Forces
Credit earned through educational experiences in the armed forces may be validated and accepted by DMACC. An American Council on Education (ACE) publication, “Guide to the Evaluations of Educational Experiences in the Armed Services,” is generally used in making these determinations and credit is granted in compliance with DMACC Educational Services procedures. No credit will be awarded based on the Military Occupational Specialties Evaluation program. Credit may be awarded for coursework completed via correspondence, classroom study and examination through the United States Armed Forces Institute. Credit may also be granted on the basis of scores earned on the Subject Standardized Test of the Defense Activity for Non-Traditional Educational Support. Copies of official transcripts showing such work will be evaluated by the DMACC Office of Credentials.

DMACC Credit as a High School Student
Many students choose to take college courses in high school to get a head start on their college career. It is important to recognize that any courses you take while in high school will directly affect your grade point average and academic standing when enrolling in DMACC as a college student. All students who enroll in courses at DMACC need to follow the Satisfactory Academic Progress (SAP) policy. Please see the policies section to read more about the SAP policy.

SDV 108—The College Experience: Planning Your Success
DMACC requires all new students seeking an AA—Liberal Arts, AGS, and AS—Liberal Arts degree, and some AAS degrees to take SDV 108, The College Experience, during their first semester. Students taking all classes online should take the online SDV 108. The goal of the course is to connect students with DMACC faculty/staff, the designated program of study, resources and other students, all while teaching healthy lifestyles, leadership, basic study skills, diversity and college procedures. Blackboard skills and other DMACC technology skills are taught. SDV 108, The College Experience, gives students the knowledge and support they need to succeed at DMACC and beyond.

“I am working toward a Liberal Arts-AA and then will transfer to Iowa State to become an Elementary Special Education Teacher. I chose DMACC because I wanted something smaller than a university, to be involved, and to take classes I need for my major. The cost of DMACC is very affordable.”
— Alissa

“The teachers I’ve had so far are great and I’ve learned a lot from each and every one of them. One thing I love about attending DMACC is the fact that there is always someone to help out with academic problems. There is always an advisor available to talk to and also tutors to help out if I’m struggling in a class.”
— Jeneba
Students who do not need to take SDV 108

- Transfer students with 24 credits, a GPA of 2.0 and above and an official transcript from the previous institution
- Students who meet the definition of Guest Student (ES 4100)
- Students enrolled in the DMACC dual credit programs who have applied for graduation and successfully completed at least 64 credits (an AA or AS degree) prior to graduating from high school

Completion Plans

DMACC faculty and staff are dedicated to our students’ success, and we know students with a completion plan have a higher rate of success. Students begin working on their individual completion plans with the assistance of their SDV 108 instructor and advisors during their first semester.

ALEKS

Assessment and LEarning in Knowledge Spaces (ALEKS) is a web-based assessment designed to help determine which math course is best for each student. Students who wish to enroll in a mathematics course at DMACC for the first time will be required to take the ALEKS mathematics placement assessment. Transfer students and current DMACC students, including Postsecondary Enrollment Options (PSEO) and Career Advantage students, who have earned a C- or higher in a transfer-equivalent prerequisite math course within the previous 18 months from the date of enrollment will be exempt. Academic transcripts will be required to verify transfer credit/grade awarded. Students who only need MAT 772 for their program of study are also exempt.
Reading Your ACCUPLACER Classic, ACT, ALEKS, and COMPASS Scores

DMACC uses results of the ACCUPLACER Classic, ACT, ALEKS and COMPASS assessments to more accurately recommend courses in which students are most likely to succeed. The ACCUPLACER Classic, ACT and COMPASS are used for placement in reading, writing and English courses, while ALEKS is used for placement in math courses.

**TIP:** Please discuss your scores and placement with your advisor or counselor to ensure that you are in the course that will satisfy degree requirements for your intended program.

The table below shows suggested courses based on your assessment scores.

### Reading Skills

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
<th>ACCUPLACER CLASSIC</th>
<th>COURSE RECOMMENDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-09</td>
<td>01-34</td>
<td>20-29</td>
<td>Student should see Academic Achievement Center for further evaluation</td>
</tr>
<tr>
<td>10-13</td>
<td>35-60</td>
<td>30-44</td>
<td>RDG 038: College Prep Reading I</td>
</tr>
<tr>
<td>14-18</td>
<td>61-80</td>
<td>45-72</td>
<td>RDG 039: College Prep Reading II or RDG 049: College Reading II</td>
</tr>
<tr>
<td>19-36</td>
<td>81-99</td>
<td>73-120</td>
<td>Ready for college-level reading. (To build speed and accuracy, take RDG 163: Speed Reading.)</td>
</tr>
</tbody>
</table>

### Writing Skills

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
<th>ACCUPLACER CLASSIC</th>
<th>COURSE RECOMMENDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-13</td>
<td>01-37</td>
<td>20-65</td>
<td>ENG 060: College Prep Writing I</td>
</tr>
<tr>
<td>14-18</td>
<td>38-69</td>
<td>66-81</td>
<td>ENG 061: College Prep Writing II</td>
</tr>
<tr>
<td>14-19</td>
<td>42-99</td>
<td>68-120</td>
<td>COM 703: Communication Skills</td>
</tr>
<tr>
<td>19-36</td>
<td>70-99</td>
<td>82-120</td>
<td>ENG 105: Composition I or ADM 157: Business English</td>
</tr>
</tbody>
</table>

### Math Skills

<table>
<thead>
<tr>
<th>ALEKS PLACEMENT RESULT (Percentage of Mastery)</th>
<th>COURSE TO BE ENROLLED IN</th>
<th>DMACC COURSE TO PREPARE FOR THIS LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–13%</td>
<td>MAT 034: Arithmetic</td>
<td>MAT 053 if you plan on taking MAT 063</td>
</tr>
<tr>
<td></td>
<td>MAT 053: Pre-Algebra</td>
<td>MAT 034 if you plan on taking MAT 064</td>
</tr>
<tr>
<td></td>
<td>MAT 772: Applied Math</td>
<td></td>
</tr>
<tr>
<td>14–29%</td>
<td>MAT 063: Elementary Algebra</td>
<td>MAT 063 if you plan to take MAT 073, MAT 773 or MAT 141</td>
</tr>
<tr>
<td></td>
<td>MAT 064: College Prep Math</td>
<td>MAT 064 if you plan on taking MAT 110 or MAT 157</td>
</tr>
<tr>
<td></td>
<td>BUS 112: Business Math</td>
<td></td>
</tr>
<tr>
<td>30–45%</td>
<td>MAT 073: Elementary Algebra II</td>
<td>MAT 121 if you plan on taking MAT 130</td>
</tr>
<tr>
<td></td>
<td>MAT 110: Math Lib Arts</td>
<td>MAT 073 if you plan to take MAT 121, MAT 162 or MAT 114</td>
</tr>
<tr>
<td></td>
<td>MAT 141: Finite</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAT 157: Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAT 773: Applied Math II</td>
<td></td>
</tr>
<tr>
<td>46–60%</td>
<td>MAT 130: Trigonometry</td>
<td>MAT 121 if you plan on taking MAT 130</td>
</tr>
<tr>
<td></td>
<td>MAT 121: College Algebra</td>
<td>MAT 073 if you plan to take MAT 121, MAT 162 or MAT 114</td>
</tr>
<tr>
<td></td>
<td>MAT 162: Principles of Business Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAT 114: Elementary Educators Math I</td>
<td></td>
</tr>
<tr>
<td>61–75%</td>
<td>MAT 166: Calculus for Bus/SS</td>
<td>MAT 121 if you plan on taking MAT 166</td>
</tr>
<tr>
<td></td>
<td>MAT 129: Precalculus</td>
<td>MAT 130 if you plan to take MAT 129</td>
</tr>
<tr>
<td>76–100%</td>
<td>MAT 211: Calculus I</td>
<td>MAT 121 and MAT 130, or MAT 129</td>
</tr>
<tr>
<td>76–100%</td>
<td>MAT 217: Calculus II</td>
<td>MAT 211</td>
</tr>
</tbody>
</table>

Score developed by ALEKS Corporation based on DMACC Course Competencies and designed to help students know which course they are prepared to begin.

The Placement Score Table can be found at [www.dmacc.edu/mathplacement](http://www.dmacc.edu/mathplacement).
### College Preparatory Courses

#### Reading

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDG 038</td>
<td>College Preparatory Reading I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The first in a series of two courses designed to help students succeed with college-level reading assignments. Emphasis will be placed on vocabulary development and basic comprehension skills, particularly the skill of recognizing the main idea and supporting details.</td>
<td></td>
</tr>
<tr>
<td>RDG 039</td>
<td>College Preparatory Reading II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The second in a series of courses designed to help students succeed with college-level reading assignments. Emphasis is on strengthening vocabulary and comprehension skills, including annotating, summarizing, making inferences and reading critically.</td>
<td></td>
</tr>
<tr>
<td>RDG 049</td>
<td>College Reading II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course is designed to support student success with college-level reading. Emphasis is on reading critically, developing vocabulary and improving comprehension. This course is intended to be taken concurrently with a college-level course.</td>
<td></td>
</tr>
</tbody>
</table>

#### English

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 060</td>
<td>College Preparatory Writing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduces students to writing at the basic sentence and paragraph levels, including grammar, punctuation, spelling and editing techniques. Students then compose 3–4 essays.</td>
<td></td>
</tr>
<tr>
<td>ENG 061</td>
<td>College Preparatory Writing II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prepares students for college-level writing while reviewing sentence and paragraph patterns, mechanics and essay development. Explores writing purposes, audience and editing based on assignment criteria. Students write 4–6 essays.</td>
<td></td>
</tr>
</tbody>
</table>

#### Math

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 034</td>
<td>Arithmetic</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A review of the fundamental operations of arithmetic, including addition, subtraction, multiplication and division of whole numbers, decimals and fractions.</td>
<td></td>
</tr>
<tr>
<td>MAT 053</td>
<td>Pre-Algebra</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A review of arithmetic and an introduction to algebra. This is a college preparatory course designed to strengthen arithmetic skills and introduce basic concepts of algebra in preparation for MAT 063.</td>
<td></td>
</tr>
<tr>
<td>MAT 063</td>
<td>Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A beginning algebra course covering most elementary topics of algebra. This includes the real number system, solving equations and inequalities, polynomials, fractional equations and radical expressions.</td>
<td></td>
</tr>
<tr>
<td>MAT 064</td>
<td>College Prep Math</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Prepares students for enrollment in MAT 110 (Math for Liberal Arts) or MAT 157 (Statistics). This course includes math study skills, arithmetic skills, problem-solving, algebra and geometry. This class is not recommended for science, math or engineering majors.</td>
<td></td>
</tr>
<tr>
<td>MAT 073</td>
<td>Elementary Algebra II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A review of elementary algebra along with the new topics including exponents and radicals, functions and graphs, quadratic equations, inequalities and systems of equations.</td>
<td></td>
</tr>
</tbody>
</table>
Registration Instructions for the DMACC Web Info System

Start from the DMACC homepage: www.dmacc.edu

Step 1 Start from the DMACC homepage, www.dmacc.edu. Click on the myDMACC logo or type my.dmacc.edu in the browser of any off-campus device. Note: When accessing on-campus computers, you will see the myDMACC Sign-In screen.

Step 2 You are on the myDMACC sign-in page. Enter your DMACC username (i.e., jfdoe1 or jdsmith) and 8-character password. You can look up your username or reset your password from this page. Note: if you have never logged in previously, you must set up your security questions and answers.

Step 3 After you have successfully logged in, you will be on the myDMACC Home Tab. Access to relevant information and resources will be displayed such as Webmail, Blackboard, Web Info System and Office 365.

Step 4 Click on the Student tab. To register for classes, click on the Web Info System button on the left side of the page.

Step 5 (A or B)

Step 5A If you have attended DMACC previously, you earned DMACC credit while you were in high school, or you have transfer credit from another college that has been evaluated by DMACC, you can view this credit by clicking on “View Transcript.” Then, select “All Levels” and “Credit Transcript” and Submit. Make note of any coursework listed on your transcript that will provide credits toward completion of your selected degree. When finished viewing your transcript, select the “Student Services Tab” at the top of the page.

Go to Step 6.

Step 5B If you know that you do not have previous college credits (either at DMACC, dual credit through your high school or at another institution), click on the Registration Main Menu.

Go to Step 7.

Step 6 Click on Registration.

Step 7 Click on Add/Drop Classes.

Step 8 Choose appropriate semester and click on Submit.

Step 9 You are now at the “Register for or Add/Drop Classes” page. To register for your classes, use either Option 1 (for best results) or Option 2.

Option 1
Click on the Class Search button near the bottom. Select Advanced Search to have a thorough search engine look for class sections that have seats available. You are now at the “Look Up Classes” page.

Note: For the best search results, utilize only the Subject, Course Number and Campus for each class you’re searching for.

Once you have narrowed your search using the Subject, Course Number and Campus, click Section Search.

Helpful Hint: Click on the course title to read the course description before selecting a course.

From your search results, select the course you wish to take by clicking the box to the left of the course. At the bottom of the page, click Register.

If there is a registration error, you will see a STOP sign. There is a Registration Error Help link at the bottom of the page. Continue using the same process and remember to use Advanced Search each time.

Option 2
If you know the CRN (course reference number) of the courses you want to take, scroll to the “Add Classes Worksheet” at the bottom of the page and enter the CRN for each class in the blanks provided.

Click on Submit Changes.

If there is a registration error, you will see a STOP sign. There is a Registration Error Help link at the bottom of the page.

Step 10 When your schedule has been fully developed, print a copy by clicking on the Student Detail Schedule link at the bottom of the page, below the line.

Print a copy of your schedule. You are responsible for the accuracy of your schedule.

Step 11 To print a copy of your tuition amount due, click on Registration Fee Assessment.

This is your tuition amount due. Print a copy. You are responsible for payment of your tuition by the tuition due date. Tuition due dates are available online at www.dmacc.edu/studentaccounts/Pages/paymentduedates.aspx or by contacting the Student Accounts office.

Step 12 To update all contact information, select the Personal Information tab at the top of the page. Make sure to confirm all addresses, phone numbers and email contact information and update any areas if needed.

Step 13 Optional: If you wish to pay your tuition and fees online or set up a payment plan, click on Online Payment Plan or Credit Card Payment or Echeck Payment at the bottom of the “Registration Fee Assessment” page.

Step 14 Optional: If you have Financial Aid information that you want to view, click on the Student Services tab at the top of the page, then click on the Financial Aid link.

Step 15 To log out of the system, click on Exit in the upper right-hand corner of the page and then click on Return to Homepage.

Students must view final grades using the Web Info System at the end of each term. Login, click on Student Services, Student Records, and then Final Grades or Academic Transcript.

How to Read Our Class Listings

- CRN stands for course reference number. This is an identifying number for each course and is used in registering and for other procedures.
- SUBJECT is the course department identifier.
- COURSE NO. indicates the specific course number by which a class is identified.
- SECTION stands for section number. The section number identifies the specific course and when it meets.
- CREDIT HOURS indicates the number of credits given for the course.
- DAYS indicates the day or days of the week the class meets. T=Tuesday R=Thursday
Class Schedule Worksheet

Courses—Write down the courses you plan to take in the boxes below.

<table>
<thead>
<tr>
<th>COURSE ACRONYM &amp; NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENG 105</td>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

Schedule—Building—Write down the courses, dates and times below.

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m.</td>
<td></td>
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</tr>
<tr>
<td>8:00 a.m.</td>
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<tr>
<td>9:00 a.m.</td>
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<tr>
<td>10:00 a.m.</td>
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<tr>
<td>11:00 a.m.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12:00 p.m.</td>
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</table>
### Example Schedule A

<table>
<thead>
<tr>
<th>COURSE ACRONYM &amp; NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 063</td>
<td>Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SDV 108</td>
<td>The College Experience</td>
<td>1</td>
</tr>
<tr>
<td>ENG 105</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 213</td>
<td>Intro to Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 14**

The student in this example is considering a career as an educator. For skill development, he is taking MAT 063, which will count toward full-time status in this term but not toward degree requirements. ENG 105, PSY 111 and EDU 213 will all help fulfill graduation requirements and will transfer. EDU 213, however, will require a 40-hour practicum so 14 credits here includes extra outside-of-class time. SDV 108 is required for graduation and will help with understanding resources at DMACC.

### Example Schedule B

<table>
<thead>
<tr>
<th>COURSE ACRONYM &amp; NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 034</td>
<td>Arithmetic</td>
<td>3</td>
</tr>
<tr>
<td>SDV 108</td>
<td>The College Experience</td>
<td>1</td>
</tr>
<tr>
<td>COM 703</td>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>MGT 145</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 102</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 13**

The student in this example is pursuing Automotive Mechanics Technology but is on “Standby” for a spot. While waiting, she is taking MAT 034 to improve math skill, COM 703 and MGT 145 for graduation requirements, and BUS 102 to pursue her Supervision Certificate while waiting.
Policies and Expectations

DMACC students are responsible for being familiar with policies and procedures affecting their activities. Failure to read the policies and procedures will not be an excuse for noncompliance. Below are a few policies that are important to know. A complete list of the policies and procedures is available at www.dmacc.edu/HANDBOOK.

Student’s Right to Know
Institutions are required to provide students with information regarding campus security, alcohol and drug use, crime prevention, reporting of crimes, sexual assaults, Equal Employment Opportunity and Affirmative Action, college policy regarding HIV/AIDS, graduation rates, transfer data, drug-free schools and campus information. This information is available at www.dmacc.edu/consumerinfo.

The Family Educational Rights and Privacy Act (FERPA)
FERPA is a federal law that gives students the following rights to their educational records:
1. Inspect and review their educational records.
2. Request the amendment of records that he or she believes are inaccurate.
3. Request that disclosure of their personally identifiable information be limited, except to the extent that FERPA authorizes disclosure without consent.
4. File a complaint with the Department of Education regarding an institution’s alleged failure to comply with the Act.
FERPA rights apply to eligible students who have reached the age of 18 OR who attend postsecondary institutions.

Attendance & Enrollment
Students have the primary responsibility for dropping courses or withdrawing from the College if they decide not to attend. The College, however, has administrative procedures whereby students may be dropped.
At the beginning of the semester, instructors are asked to report the names of students who do not attend class. Students are notified and dropped from those courses. If there has been an instructor error and they wish to reenroll in class, they must obtain their instructors’ written permission by an established date. Financial aid may be adjusted for students who are administratively dropped. When approximately one-third of the semester has passed, instructors are asked to report grades for all students or those who have quit attending class. All students are notified. Those students who have been dropped for quitting attending from all courses and have financial aid may be required to repay financial aid under the federal repayment formula and will be notified. (For information on the Return of Title IV Funds, please see the Financial Aid section on page 14.)

Satisfactory Academic Progress (SAP)
Satisfactory Academic Progress is a set of standards to make sure you are on the path toward graduation. The standards include a minimum grade point average of 2.0 and successful completion of 67% of attempted hours. The first semester that you fall below these standards, you will be placed on Academic Warning. This gives you the opportunity to make progress toward those standards.

If you are not in good standing, you will fall into one of these three categories:

**Academic Warning**
- Students who fall below a 2.00 GPA or fail to pass 67% of their attempted hours in a term will be placed on Academic Warning.
- Students on Academic Warning will return to a status of “good academic standing” when their cumulative GPA is raised to 2.00 or higher and their cumulative credit completion rate is 67% or above.
- If students continue to receive a semester GPA of 2.00 or above and pass 67% of their courses attempted but their cumulative GPA or completion rate is still below the standard, they will remain on Academic Warning until both their cumulative GPA is at least a 2.00 and their cumulative completion rate is 67% or above.

**Conditional Enrollment**
- A student on Academic Warning who earns a term GPA of less than 2.00 or has not completed 67% of credits attempted for the term will be placed on Conditional Enrollment for the following term of enrollment.
- A student on Conditional Enrollment who earns a term GPA of 2.00 or higher but whose cumulative GPA remains below a 2.00 or has not completed 67% of credits attempted for the term will remain on Academic Conditional Enrollment.
- A student on Conditional Enrollment who earns a term GPA and a cumulative GPA of 2.00 or higher and has completed 67% of cumulative credits attempted will be placed in good standing.

**Academic Disqualification**
- A student on Conditional Enrollment who earns a term GPA of less than 2.00 and/or does not complete 67% of term credits attempted will be placed on Academic Disqualification and will not be allowed to enroll in credit coursework for a period of one semester (or one Summer semester plus one Fall semester in the case of a suspension at the end of the Spring semester).
Financial Aid Satisfactory Academic Progress

DMACC outlines a set of requirements referred to as Financial Aid Satisfactory Academic Progress (SAP) to comply with federal regulations requiring the monitoring of the academic progress of financial aid recipients. The Financial Aid SAP requirements are outlined in Educational Services Procedure ES 4300. The full text of this policy can be found at [www.dmacc.edu/fin_aid](http://www.dmacc.edu/fin_aid) under “Satisfactory Academic Progress.”

**There are three components to the Financial Aid SAP policy:**

- **Minimum GPA:** Students must maintain a cumulative GPA of 2.0 or higher to remain eligible for financial aid. Academic records are reviewed at the completion of every term of enrollment (Fall, Spring, Summer) to determine financial aid SAP.

- **Minimum Pace of Completion:** Students must complete coursework at a minimum cumulative rate of 67%. Completed coursework is defined as any course for which the student receives a passing grade. Pace of completion is calculated by dividing completed credit hours (all passing grades) by attempted credit hours (completed hours, hours enrolled in as of the end of the 14th day (Census) of the semester and hours with nonpassing grades or incompletes). Rate of completion decreases when a student fails, withdraws from or repeats a course. A pace calculator is available at [www.dmacc.edu/fin_aid/Pages/pacecalculator.aspx](http://www.dmacc.edu/fin_aid/Pages/pacecalculator.aspx).

- **Maximum Time Frame (Duration of Eligibility):** Federal regulations limit financial aid eligibility to 150% (96 credits for a two-year program) of the published length of the education program, as measured in attempted credit hours. Transfer credit hours (if available) are counted in the calculation of duration of eligibility.

**Repeating a Course and Incompletes**

The credit hours from a repeated course are counted as attempted hours every time the course is repeated. Once the course is passed, the credit hours are counted as both attempted and completed credit hours. Incompletes are counted as no-pass grades.

**Financial Aid SAP Statuses**

- **Satisfactory/Good Standing:** The student has achieved a cumulative GPA of 2.00 or higher, and a cumulative credit completion rate of 67% or higher and has completed his or her program with 150% of the published length of the educational program.

- **Warning:** The student has their first term of not meeting the minimum cumulative GPA or cumulative pace of completion requirements as outlined above. Students in this category may continue to receive financial aid for a term during which they are on a Warning status.

- **Financial Aid Suspension:** The student has two consecutive terms of not maintaining satisfactory academic progress. Students in this category are no longer eligible to receive financial aid. In addition, students who fail to complete any courses within their first term of enrollment (e.g., combination of Ws and Fs) will be placed on Suspension for the following term (no term of Warning will be offered).

**Appealing Financial Aid Suspensions**

Students who have extenuating circumstances may appeal their financial aid Suspension. Extenuating circumstances that may be considered include personal illness or accident, serious illness or death within immediate family or other circumstances beyond the reasonable control of the student. An appeal deadline is established each term and is outlined on the appeal form. For additional information on The Financial Aid SAP requirements, see Educational Services Procedure ES 4300.
Campuses and Centers

Des Moines Area Community College offers a variety of locations in central Iowa for students to take classes and access student resources. Each campus offers a variety of programs for new students, and students are encouraged to learn more about campuses when deciding on a program.

Getting to Know the Ankeny Campus

Location
2006 S. Ankeny Blvd., Ankeny, IA 50023

Phone
515-964-6200
515-964-6286 (evening services)

Website
www.dmacc.edu/ankeny

Campus Hours of Operation
Monday–Thursday: 7:30 a.m.–9:00 p.m.
Friday: 7:30 a.m.–4:00 p.m.

Student Services Hours
Monday–Thursday: 7:30 a.m.–7:00 p.m.
Friday: 7:30 a.m.–4:00 p.m.

Academic Advising
515-964-6200 | Building 1

Academic advisors are dedicated to helping you achieve your educational goals. Advisors are available to help you learn about various majors/programs of study, plan your course of study, and register for courses. In addition, advisors can help you better understand admissions and graduation requirements, differences in degree programs and DMACC policies and procedures. Finally, advisors can answer any questions you have about transferring to a four-year institution. Appointments are strongly suggested although walk-ins are accepted.

Career Center
515-964-6200 | Building 5

The DMACC Career Center provides free career services to students and alumni at all stages of their career development in order to support successful transitions from college to career. Services and resources include career exploration workshops and assessments, career coaching/counseling services, job and internship search assistance, resume/cover letter reviews, mock interviews, assistance with the College Work-Study Program, job market information and DMACC graduate employment data. The Career Center also maintains a free online job and internship board, CollegeCentral.com/DMACC, and hosts on-campus recruiting events throughout the year to help students and alumni connect with employers. Call 515-964-6200, then dial 0 to make an appointment. Additional information can be found at www.dmacc.edu/CareerCenter.

Computer Labs
Building 5 & 6

The main computer lab in Building 6 is available for students to use for classroom preparation. Printers are also available in the lab for students to print class-related paperwork. A few smaller computer labs are located in rooms in other buildings around the campus, including the Building 5 Student Center. For students using laptops, DMACC offers wireless internet access on campus. DMACC has chosen PaperCut to help reduce both wasteful printing and our carbon footprint by regulating printing. You will be given a credit in your PaperCut account at the beginning of each term that you are enrolled as a DMACC credit student. When your account reaches $0.00 your printing privileges will be suspended and you will not be able to print until more money has been deposited into your account.

Counseling
515-964-6200 | Building 1

Ankeny full-time and part-time counselors support students' positive mental health and academic success by providing brief counseling, referrals to community resources and outreach. They are dedicated to helping students achieve academic and career goals by addressing a variety of personal issues. Counselors are available during daytime and evening hours. Appointments are strongly suggested although walk-ins are also accepted.

Disability Services
515-964-6850 | Building 6, Room 10-B

DMACC and the Disability Services staff are committed to providing an accessible environment that helps students with disabilities reach their full potential. Services are available for students with disabilities to ensure equal access to educational opportunities. Services and resources include accommodations for students with disabilities, information about and referral to other agencies, disability services orientation for new students and individual orientation.

Energy Conservation
515-964-6612

At DMACC, we continue to be a statewide educational leader in reducing our energy consumption. Energy conservation not only provides a significant opportunity to fund new programs and avoid increased tuition levels, but also reduces our impact on the environment. With your continued help, DMACC has annually reduced energy costs by more than 20% since our energy conservation program began in 2012. Getting involved in energy conservation at DMACC offers you an opportunity to be a role model through good environmental stewardship. Your efforts will help us reduce pollution and greenhouse gas emissions, and will give you a confident feeling that you’re helping protect our environment. You can learn more about energy conservation at DMACC by visiting our website at www.dmacc.edu/green.
Getting to Know the Ankeny Campus (Cont.)

Financial Aid
515-964-6282 | Building 1
DMACC’s Financial Aid Office is staffed to assist all students with applying for, receiving and maintaining financial aid. DMACC’s degree and diploma programs are eligible for federal financial aid, as are most certificate programs that require 16 or more credits. Additional state funding is available to assist students in career and vocational programs. New programs must be approved by the Iowa Department of Education and the U.S. Department of Education before they are eligible. Financial aid includes all federal and state grants, college work-study and loans, including Federal Direct Student Loans.

Library
515-964-6317 | Building 6
The DMACC Ankeny Campus library is located on the southwest end of Building 6. DMACC students have access to a variety of services and resources, including research assistance, study rooms, copiers, books, videos and journal articles. Students use their DMACC OneCard as their library card in order to borrow books and access online resources. You may learn more about DMACC libraries by visiting our website at www.dmacc.edu/library.

Library hours are: Monday–Thursday: 7:30 a.m.–9:00 p.m.
Friday: 7:30 a.m.–4:00 p.m.

Parking
515-964-6259 | Building 12
Parking regulations apply at the Ankeny Campus. The registered holder of a parking permit, regardless of who drives the vehicle, is responsible for that motor vehicle complying with all regulations. Violating parking regulations will result in fines. Parking lots are marked with signs designating areas for students, visitors, disabled and staff/faculty parking. Parking permits are required for all vehicles driven by daytime students. Permits and a copy of parking regulations are available at no charge from the Security Office in Building 12 and at the Information Desk in Building 1. Evening and Saturday students are not required to register their vehicles unless parked on the campus during daytime hours, Monday through Friday. If you are taking classes at other campuses, be sure to follow their parking regulations.

Security
515-964-6500 | Building 12
Law enforcement and security are provided as warranted by existing conditions to help ensure the safety and security of our campuses. DMACC provides 24-hour/day security officer patrol of the Ankeny Campus. Security measures may include uniformed security guards, closed-circuit television, building security systems, exterior lighting and courtesy phones. DMACC Security personnel administer traffic and parking regulations, and provide assistance to the College community, as well as assisting in car starting and unlocking cars.

Student Activities
515-964-6359 | Building 5
The Student Activities Office is available to answer your questions and provide discounts to various attractions and activities in the Des Moines area. They also offer a central lost and found, free faxing for DMACC students and fun activities on campus. Watch the bulletin boards located in most campus buildings for information on activities, services, job openings and items for sale. You may post a notice on any of these boards after having it dated and approved by the Student Activities Office.

Veterans Services
515-964-6278 | Building 5
DMACC has been recognized as a Certified Higher Academic Military Partner (CHAMP) through HomeBase Iowa. Our career and degree programs are approved by the U.S. Department of Veterans Affairs (VA) education benefits. Don Enright is DMACC’s Veterans Services Coordinator and serves as the students’ liaison to the Department of Veterans Affairs. He is also a resource to other DMACC departments and services. Contact him to activate any veterans education benefits for which you might be eligible.
Student Services Information Directory—Ankeny Campus

Academic Achievement Center, Bldg. 6-19
Provides academic help with subjects including but not limited to biology, chemistry, physics, accounting, reading, writing and study strategies. Study groups are encouraged to work in the AAC.
515-965-7004

Admissions Processing, Bldg. 1
Processes applications for admission and program changes, monitors admission prerequisites and program capacities. Receives and processes incoming high school and college transcripts.
515-965-7337

Academic Records, Bldg. 1
Issues transcripts for DMACC credit or CEU classes. Accepts and processes requests for loan deferments and verification of enrollment. Verifies adult high school diploma records. Provides general information about academic policies.
515-964-6341, 515-964-6396 or 515-964-6565

Bookstore, Bldg. 5
Items for sale include textbooks, study aids, supplies and more. Hours will be extended during the first two weeks of each semester. During student breaks, bookstore hours will vary and will be posted.
515-964-6302

Campus Recreation, Bldg. 5
Please call 515-964-6539 for more information on the programs below, or 515-964-6000 for Trail Point Aquatics and Wellness:
- Intramurals
- Extramurals
- Club Sports
- Outdoor Recreation
- Trail Point Aquatics and Wellness

Credentials Evaluation, Bldg. 1
Provides students with an official evaluation of educational experiences (DMACC or other college transcripts, military training, etc.) toward a specific program. Awards credit for CLEP, AP and high school articulation.
515-964-6507

Evening Services, Bldg. 5
Provides support services for students, faculty and staff during evening hours. Student services provided include advising, counseling, registration and financial aid during evening hours Mondays through Thursdays and select Saturdays at the beginning of each semester.
515-964-6286

Graduation Analysis, Bldg. 1
Accepts application for graduation and determines program requirements for degree awards.
515-964-6507

Information Center, Bldg. 1
Provides general campus information. Also provides information on housing, child care, registration and other available activities. Schedules appointments for counselors and advisors. It is the major information link with other departments on campus.
515-964-6200

International Student Office, Bldg. 1
Provides assistance to students with disabilities
515-964-6471

Library, Bldg. 6
Provides makeup testing for students or testing to fulfill admissions or assessment requirements.
515-964-6595

Testing Center, Bldg. 6-23
Coordinates a comprehensive activities program and offers various campus services, such as lost and found, discount ticket sales, and more. Serves as an information source for on-campus organizations and extracurricular student and alumni involvement opportunities.
515-964-6376 or 515-964-6359

Student Computer Center, Bldg. 6-16
The Student Computer Lab is available to all DMACC students for academic work. A printer located in the lab is available for printing class assignments.
515-965-6007

Student Health Services, Bldg. 24
Administers basic first aid and provides assistance for special medical needs. Student health insurance forms are available through the nurse. A doctor’s service is available during Fall and Spring semesters.
515-964-6352

Student Activities, Bldg. 5
Coordinates a comprehensive activities program and offers various campus services, such as lost and found, discount ticket sales, and more. Serves as an information source for on-campus organizations and extracurricular student and alumni involvement opportunities.
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515-965-6007

Student Health Services, Bldg. 24
Administers basic first aid and provides assistance for special medical needs. Student health insurance forms are available through the nurse. A doctor’s service is available during Fall and Spring semesters.
515-964-6352

Vocational Rehabilitation Office, Bldg. 6-8a
Provides assistance to students with disabilities who qualify for State Vocational Rehabilitation services. A downtown Des Moines office may also be contacted.
515-964-6366

www.dmacc.edu
Website providing access to the following information: student records and services, financial aid, course descriptions and registration.
Getting to Know the Boone Campus

Location
1125 Hancock Drive, Boone, IA 50036

Phone
515-432-7203

Website
www.dmacc.edu/boone

Home of the DMACC Bears
www.dmacc.edu/athletics

Academic Achievement Center (AAC)
515-433-5096
The AAC is located on the first floor in Room 102. Students can receive free academic assistance in math, English, reading, study skills and computer skills. Free peer tutoring is also available in many other subject areas.

Hours on Student Contact Days:
Fall and Spring Semester:
Monday–Thursday: 8:00 a.m.–8:00 p.m.
Friday: 8:00 a.m.–3:00 p.m.
Summer Semester:
Monday and Wednesday: 8:00 a.m.–8:00 p.m.
Tuesday, Thursday and Friday: 8:00 a.m.–3:00 p.m.

Athletics
515-433-5050
The Boone Campus is home to the DMACC Bears athletic sports teams. All DMACC students can attend games and events for free by showing their DMACC ID. Information and schedules can be found at www.dmacc.edu/athletics.

Advising and Counseling
Appointments: 515-432-7203
The Boone Campus has advising and counseling staff to assist you with your academic and career questions during the day and evening hours. Please call to schedule an appointment.

Bookstore
515-433-5034
The Boone Campus Bookstore offers textbooks for classes offered at the Boone Campus and the Ames Hunziker Center. All online books must be ordered online or at the Ankeny Bookstore. In addition to books, the store offers office supplies, electronics, gifts, paper products and all the latest DMACC Bears apparel. More information can be found at www.dmacc.edu/student_services/bookstore.

Student and Community Resource Center
515-433-5037
The Student and Community Resource Center serves to promote personal, academic, and career growth for single parents, displaced homemakers, female offenders, displaced workers and low-income individuals. Services provided at the Student and Community Resource Center include:
- Academic Counseling
- Pre-Enrollment
- Financial Aid Counseling
- Referrals to supportive agencies
- Financial Assistance for Child Care (for those who qualify)
- Transportation Assistance (for those who qualify)
The Student and Community Resource Center is also the point of contact for individuals interested in DMACC's Workforce Training Academy (WTA) programs in Boone and Ames.

Disability Services
515-433-5024
Any student requesting disability services must complete an Application for Accommodations. The Boone Disability Liaison, Shelby Hildreth, can assist you with the application process and any questions you may have. You may also call the Disability Services Coordinator, at 800-362-2127, ext. 6850.

Financial Aid and Business Office
515-433-5023 or 515-433-5022
Financial aid at DMACC is need-based, so the first step is to complete your FAFSA form. You can find information about your financial aid and payment options on the Web Info System. Our office is located on the lower level of the west part of the main building.

Honors Program
515-433-5091
The DMACC Honors Program was created to challenge high-achieving students while at DMACC and to help students transfer with honors to a four-year college/university honors program or enter the workforce after graduating from www.dmacc. Information about the Honors Program can be found at www.dmacc.edu/honors.

Library Media Center
515-433-5043
The Boone Campus Library contains nearly 20,000 books, videos, CDs and DVDs, along with a fully equipped computer lab. To see what’s available and operating hours, check out the library website at www.dmacc.edu/library.

Parking
515-432-7203
Student parking is allowed on the north and south sides of the building. Overflow parking is available on Hancock Drive. Students living in housing can park next to housing. All vehicles should be identified with a DMACC parking sticker. Parking stickers are free and can be picked up at the Boone Campus front office. We encourage students to avoid parking next to the baseball field during baseball practice and games.

Scholarships
515-433-5025 or 515-433-5027
DMACC Foundation scholarships are available to current and prospective DMACC students. Information about scholarships and the application process can be found at www.dmacc.edu/foundation.
Getting to Know the Boone Campus (Cont.)

Student Activities and Clubs/Organizations
515-433-5078
Get involved! The Boone Campus offers you many different types of activities and clubs to expand your interests and to get to know others. Join up for a fun time! Stop by the front office to learn more about all of the exciting options.

Veterans Services
515-964-6278 | Ankeny Campus
Don Enright is DMACC’s Veterans Services Coordinator and serves as the students’ liaison to the Department of Veterans Affairs. He is located at the Ankeny Campus, but serves all DMACC students. Contact him to activate any veterans education benefits for which you might be eligible.

Student Housing
515-433-5046
Experiencing college life in student housing is fun and affordable. The Borgen Square Apartments are located directly across from the Boone Campus. They offer private bedrooms and rent includes all utilities, cable and wireless internet connection. Information and applications can be found at www.dmacc.edu/boone.
Getting to Know the Carroll Campus

Location
906 North Grant Rd., Carroll, IA 51401
Phone
712-792-1755
Website
www.dmacc.edu/carroll

Academic Achievement Center (AAC)/Tutoring

The Academic Achievement Center (AAC) is located within the campus library. Services include homework assistance, tutoring services, testing (makeup tests/proctoring for online class exams) and developmental academic skills. Instructors in the AAC are skilled in math, writing, reading, study skills and sciences. AAC hours are posted outside the office door.

Academic Advising

The Carroll Campus currently does not assign most students to a particular academic advisor or counselor; you are free to choose the advisor with whom you wish to work. You should know that certain programs will require you to work with a specific advisor/counselor:

- Valerie Enenbach (Room 125): Pre-Nursing/Nursing; CNA; Honors Program
- Julie Lueth (Room 154): UNI/DMACC 2+2; Human Services
- Jen Wollesen (Room 154): Welding

Not all DMACC programs are available in Carroll. However, there are a number of programs for which students may take available prerequisite or required general education classes at the Carroll Campus before attending one of the other DMACC campuses to complete their program.

The Carroll Campus offers all of the required coursework for the following programs:

- Certificates
  - Accounting
  - CNA
  - Advanced CNA
  - Welding
  - Office/Clinic Support Assistant
  - General Office

- Diplomas
  - Welding
  - Administrative Office Professional
  - Accounting

- Degrees
  - Associate of Arts (AA)
  - Associate of Science (AS)
  - Associate of General Studies (AGS)
  - Business Administration (AA)
  - Business Administration, General Business Concentration (AAS)
  - Financial Administration, Accounting (AA)
  - Nursing (AAS)
  - Human Services (AAS)

- 2+2 On-Campus Transfer Options
  - Buena Vista University
  - UNI (elementary education)

Activities/Organizations

Beta Theta Xi Chapter of Phi Theta Kappa: Phi Theta Kappa is a national honor society whose mission is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for student development through their four hallmarks of leadership, scholarship, service and fellowship. For further information about this scholastic opportunity, see Valerie Enenbach, Room 125.

Nursing: Students studying nursing on the Carroll Campus are also members of the Nursing Club on campus. Advisor for the club is Denise Higgins, Room 141.

Student Housing

The Carroll DMACC Campus offers affordable housing for students. The completely remodeled co-ed housing unit is located at New Hope (approximately one mile from campus) and has the following amenities:

- Sixteen private bedrooms (each individual will share a bathroom with one other person)
- Lounge with study area, large-screen TV and fireplace
- Full kitchen with refrigerator, stove and dishwasher
- Washers and dryers in each wing

Rent includes all utilities, cable TV, laundry and wireless Internet.

Carroll Campus Activities Board (CCAB)

The CCAB plans a variety of activities and offers students a wide range of services designed to enhance campus life and the overall college experience. To get involved in the CCEB, email Bethany Sweeney at besweeney@www.dmacc.edu.

Campus Announcements

Large video screens are located in the halls and student lounge areas of the campus and will show announcements and reminders to students about on-campus events. The campus Provost will also send mass emails to students concerning important study tips, deadlines for graduation, filing for financial aid workshops, etc. Campus closings are announced on local radio stations and the DMACC website. You may also choose to receive a DMACC alert message sent to your cell phone.

Career Services

Career Counseling: Students may meet with the campus counselor, Jen Wollesen, Room 154, for these services. Currently DMACC uses the ACT Profile system for skills assessment and career exploration.

Job Opportunities: Local and area job opening notices are received on campus and posted on the job announcement board at the north end of the campus student lounge. Notices are date stamped on the date received. Carroll students may also use the Career Center website at www.dmacc.edu/careercenter to find additional job postings.

Computer Labs

Computer labs are available for student use during regular campus hours. Labs are located in Room 129 and Room 158 (inside the library). Please make sure to check signs/desks in case the lab is in use for a class. Printers are also available in the labs for class-related work. A few additional computers are located in the campus library.

Counseling Services

DMACC Carroll Campus Counselor, Jen Wollesen, is available to assist you in a variety of areas. Life concerns such as academic issues (such as struggling with grades), personal issues (such as stress, anxiety, etc.) and career issues (such as developing a career path) are a few areas where a counselor may be of assistance. Jen may be found in Room 154.

Disability Services

712-792-8332

It is DMACC’s policy to comply with the access provisions of state and federal civil rights legislation for persons with disabilities. Services are available for students with disabilities to ensure equal access to educational opportunities. Applications for Accommodations may be obtained from the Carroll Liaison, Julie Lueth, Room 154. Julie will also assist you with coordinating approved accommodations with your instructors. If you know you will need accommodations, see Julie before the start of your first semester, or call the Disabilities Services Coordinator at 1-800-362-2127, ext. 6850.
Getting to Know the Carroll Campus (Cont.)

Financial Aid
712-792-8305

In Carroll, the campus financial aid/student accounts staff member is Jan Weitl. She is located in the main business office of the campus. Students are strongly encouraged to double-check the status of their financial aid with Jan to make sure everything is ready. Remember—financial aid is NOT immediately available—it takes time to process the data from your Student Aid Report. DMACC also establishes a timeline for when funds are distributed. ALWAYS plan far enough ahead to have financial aid in place before classes start!

DMACC OneCard
712-792-1755, ext. 8305

All students will receive a DMACC OneCard in the mail. This is your official DMACC identification card that includes your student ID number. PLEASE DO NOT DESTROY! The DMACC OneCard serves as your library card, provides access to various DMACC services and allows you to select a preference for refunds issued through DMACC (e.g., financial aid and dropped class refunds). Photographs for DMACC OneCards are taken in the library. Hours for photographs are posted on the library door or you may call Jane Riley at 712-792-8317 to schedule an appointment. For more information regarding DMACC OneCards, please visit www.dmacc.edu/onecard or contact Jan Weitl at 712-792-1755, ext. 8305

DMACC Student/Community Resources
(Iowa New Choices)

Iowa New Choices is a statewide program to prepare qualified single parents, displaced homemakers, single pregnant women and female offenders for work through educational training, advising and support services. Renee Schon, DMACC Student/Community Resources Coordinator, DMACC Carroll, is located in the main Business Office, Room 111 on the Carroll Campus. Her hours are Monday through Wednesday, 8:00 a.m.–4:00 p.m. You may also reach her at 712-792-8304.

Library
712-792-8316

The DMACC Carroll Campus library is located on the northwest end of the building. A variety of services are available for students through the campus library; you may read about them on their webpage: www.dmacc.edu/carroll/Pages/library_resources.aspx. Students must have a current DMACC library card to access these services, so please take a moment to stop in the library to complete the form, or visit the library website to register online. Carroll Campus library staff members include Lisa Dreesman, Library/Media Specialist, and Jane Riley, Library Assistant/ICN Coordinator.

Library hours are:
Monday-Thursday: 7:30 a.m.–9:00 p.m.
Friday: 7:30 a.m.–4:00 p.m.

Semester Break Hours are:
Monday-Friday: 7:30 a.m.–4:00 p.m.

Parking

Students on the Carroll Campus are not required to have parking permits. However, if you are taking classes on the Carroll Campus AND another DMACC campus, be sure to follow the parking regulations for the other campus.

Veterans Services

All services for Veterans must go through the Veterans Coordinator office on the Ankeny Campus. Students need to call 1-800-362-2127, ext. 6278.

Driving to the Carroll Campus

Take Highway 30 to N. Grant Road. Turn north on N. Grant Road, and the campus is on the east (right) side of the street, just past the football stadium.
Getting to Know the Newton Campus

Location
600 N. 2nd Ave. West, Newton, IA 50208

Phone
641-791-3622

Website
www.dmacc.edu/newton
facebook.com/DMACCNewton

Parking
Free parking is available on the south and east sides of the building. No permit is needed.

Academic Achievement Center (AAC) and Tutoring
The Academic Achievement Center is located in Room 109. Services include homework assistance, tutoring services and developmental academic skill instruction. Instructors in the AAC are skilled in biology, chemistry, math, reading and writing.

Academic Advising
641-791-3622
Stop by the front desk or call to set up a time to meet with an advisor.

Bookstore, DMACC Apparel
641-791-1770
The bookstore is located right inside the main entrance. Books for Newton Campus classes can be purchased there, and you’ll also find school supplies, gift items, clothing and snacks.

Computer Lab
The computer lab in Room 110A has extended hours so you can check email, do your homework, print your paper or work on your online class. Student workers who can answer basic questions are often stationed at the Lab Monitor desk.

Disability Services
Students interested in applying for accommodations may contact the Disability Services Coordinator at 515-964-6850.

Personal Counseling
Personal, confidential counseling is available to all students who have run into obstacles interfering with their personal or academic success (goal-setting, developing a career path, family/relationship issues, stress, anxiety, etc.). Please see any instructor, advisor or staff member to get a referral to a counselor, or contact the counselor directly at 641-791-1747.

DMACC Den
The Student Lounge is located at the west end of the main floor. Vending machines with cold beverages, snacks and sandwiches can be found there along with tables, couches and a TV.

Financial Aid
641-791-1725
The Financial Aid/Student Accounts office is located in the Student Services area near the front desk.

Get Involved in Campus Life
The Student Activities Council (SAC) plans fun and educational events for all students along with activities that give back to the campus and community. The Newton Campus also has several clubs for students to join. Watch for signs around campus on how you can get involved.

Library/Testing Center
641-791-1731
The library at the east end of the main floor has subscriptions to a variety of print and online magazines, journals and other resources. The staff is always happy to help you get started on your research. If you missed a test that your instructor is allowing you to make up, it can be taken at the library. The Library/Testing Center also administers the ACCUPLACER Classic assessments and TEAS test (for pre-nursing students).

Tutoring
641-791-1730
Stop in to the Academic Achievement Center in Room 109 or call to schedule an appointment. FREE tutors are available in most subject areas.

Wireless Internet
There is wireless Internet access throughout the building. No password is needed.

The Newton Campus offers all of the required coursework for the following programs:
Business Administration – AA and AAS.
Culinary Arts – Diploma
Early Childhood Education – Certificate
Electrical Construction Trades – Diploma
Human Services – Certificate
Liberal Arts – AA and AS
Nursing – RN
Realtime Reporting – AAS.
Welding – Diploma and Certificates
Getting to Know the Urban Campus

Location
1100 7th Street, Des Moines, IA 50314

Phone
515-244-4226

Website
www.dmacc.edu/urban
www.dmacc.edu/urban/studentlife

Academic Support Services

Academic Achievement Center (AAC)
Building 1, Room 204
515-248-7204
www.dmacc.edu/urban/aac
Monday–Thursday: 8:30 a.m.–7:00 p.m.
Friday: 8:30 a.m.–1:30 p.m.

The Urban Campus Academic Achievement Center (AAC) offers academic and support services to students who fall into three general categories—those enrolled in regular DMACC credit courses, those in HSET/ESL noncredit courses, and those who need to complete pre-admission requirements or brush up before enrolling in college courses. Students who are preparing to take job entry examinations may also use the labs.

Any regular DMACC college student may visit our open labs and supplement their studies with general or specific instruction in the following courses and subjects: reading, math, accounting, business, science, English, writing, HSET, ESL, speech/presentation and computer applications. Students need to bring their textbooks, assignment sheets, study aids, and their questions to get help from lab instructors and/or peer-tutors.

All students will need to know their DMACC Student ID to check in and out at the AAC Welcome Desk. DMACC Student ID number can be found on DMACC OneCard or at the Urban Student Life Office in Building 1, Room 101.

Students are encouraged to check the main AAC doors for the most current AAC schedules each semester.

AAC Peer Tutoring Services:

Peer tutors are current DMACC students who received high marks from previous courses taken at www.dmacc.edu. They are to supplement AAC instructors to help students understand concepts and lessons from their specific courses. Peer tutors are available for all DMACC students at no charge.

Peer tutors have set schedules every semester in the AAC. All peer tutoring will be conducted within the respective AAC hours per semester (closed over breaks) and services are available on a walk-in basis. Students need to be aware that the AAC lab has DMACC instructors for their primary academic support. Always check to see if one of the AAC instructors is available first.

To become a peer tutor, students must fill out an application. Tutors must have obtained at least a “B” in the subject they intend to tutor, or they must have approval of the instructor who teaches the subject. Tutors must also have a cumulative GPA of 3.0 and above during employment at the ACC. Applications may be obtained at the Urban Testing Center in Building 1, Room 207.

Bookstore
Building 1, Room 134
515-248-7212
www.dmacc.edu/student_services/bookstore
Monday–Thursday: 8:00 a.m.–5:00 p.m.
Friday: 8:00 a.m.–2:00 p.m.

At the campus bookstore you can purchase textbooks, supplies, and DMACC apparel, as well as program materials, snacks and lots of other exciting items. Come check us out today!

Campus Safety, Security and Parking
Building 1, North Entrance
515-248-7200
www.dmacc.edu/urban/security
Monday–Friday: 7:00 a.m.–10:00 p.m.
Saturday: 7:00 a.m.–2:00 p.m.

Parking stickers are required to park on the Urban Campus. Obtain a free parking permit at the Student Life Office (Building 1, Room 101). Urban Campus security officers are available for various types of safety assistance such as jumpstarts, tire inflations, car unlocks, escorts to classes and accommodation transfers.

Clubs and Student Activities Council
Building 1, Room 101-C
515-248-7507
www.dmacc.edu/urban/sac

Campus clubs and Student Activities Council (SAC) promotes college motivation, provides a medium for campus involvement and contribution, develops leadership skills, and gives student a representative voice within the campus community. Current clubs at DMACC-Urban include:

> Accounting Club
> Black Students United
> Gay-Straight Alliance
> Human Services Club
> International Club
> Latino Student Club
> Journalism Club
> Phi Beta Lambda (Business Association)
> Phi Theta Kappa (Honor Society)
> STEM Club (Science, Technology, Engineering and Mathematics)
> Urban Christian Fellowship

Disability Services and Academic Accommodations
Building 1, Room 207
515-248-7204 or 515-964-6850
www.dmacc.edu/disabilities

Monday–Thursday: 8:00 a.m.–7:00 p.m.
Friday: 8:00 a.m.–2:00 p.m.

All DMACC students who qualify for disability services may apply for student accommodations. Services and resources include:

> Accommodations for students with disabilities
> Information and referral to other agencies, such as Iowa Vocational Rehabilitation Services and Department of Human Services
> Disability Services Orientation for new students
> Individual orientations covering physical access and early registration
> Academic success workshops

FAFSA Friday
Building 1, Room 232
515-422-4226
www.dmacc.edu/urban/studentlife
Friday: 9:00 a.m.–3:00 p.m.

The program is designed to assist prospective and current students in filling out the online version of the FAFSA (Free Application for Federal Student Aid) and supporting the completion of additional financial aid documentation.
Getting to Know the Urban Campus (Cont.)

Library
Building 1, Room 122
515-248-7210
www.dmacc.edu/urban/library
Monday–Thursday: 7:30 a.m.–8:00 p.m.
Friday: 7:30 a.m.–1:30 p.m.
Professional librarians are available during normal library hours to assist with research and citation questions. Librarians also provide research instruction through the 1-credit SDV 171, class visits to the library and informal meetings with individual students. The Urban Library is a full-service college library offering access to a wide range of electronic and print sources, including a leisure reading collection that includes a variety of non-English items.

In addition, the library has a self-serve, fee-based photocopier. For a small fee, library staff can assist with sending/receiving faxes throughout the United States.

Student Life Office
Building 1, Room 101
515-422-4226
www.dmacc.edu/urban/studentlife
Monday–Tuesday: 7:30 a.m.–7:00 p.m.
Wednesday: 9:00 a.m.–5:00 p.m.
Thursday–Friday: 7:30 a.m.–5:00 p.m.
The mission of Urban Student Life Office is to provide comprehensive support in a learning environment, assisting individuals to achieve their educational goals, career direction and personal growth. The staff strive to be knowledgeable, resourceful, respectful and trustworthy when working with all individuals. The DMACC-Urban Student Life office includes Enrollment/Registration Support, Academic Advising, Counseling Services and Financial Aid/Student Accounts.

Academic Advising
- Articulate career direction academic goals
- Identify programs of study that align with career goals
- Complete academic forms (registration, add/drop, academic improvement plans, graduation plans)
- Monitor progress toward graduation and degree completion
- Transfer to another college or university

Counseling Services
- Cope with crisis situations
- Balance your multiple life roles (work, family, school, community)
- Identify additional community resources
- Overcome academic and test anxiety
- Improve personal mental and emotional health

Enrollment and Registration
- Navigating the Application process
- Change your program of study
- Address transcript request inquiries
- Process academic forms (registration, add/drop, academic improvement plans, graduation plans)
- Support students in navigating the college environment

Financial Aid/Student Accounts
- Complete the Free Application for Federal Student Aid (FAFSA)
- Assist with completing additional financial documentation
- Process tuition payment
- Educate students on various aspects of financial literacy
- Provide reduced DART Bus Passes and SAC-sponsored event tickets

Testing Center
Building 1, Room 207
515-248-7218
www.dmacc.edu/testingcenter
Monday–Thursday: 8:00 a.m.–7:00 p.m.
Friday: 8:00 a.m.–2:00 p.m.
Services offered at the DMACC-Urban Testing Center include:
- Makeup DMACC exams
- ACCUPLACER Classic Exam
- ESL ACCUPLACER Classic Exam
- DMACC Challenge tests
- ATI TEAS Exam
- CLEP Exam
- Entrance testing for other institutions
- HiSET Official Exam

TRIO/Student Support Services
Building 1, Room 210
515-248-7516
www.dmacc.edu/urban/triosss
Monday–Friday: 8:00 a.m.–5:00 p.m.
TRIO/Student Support Services is a federally funded program designed to provide academic support, cultural activities and personal development programming to 220 students at Des Moines Area Community College’s Urban Campus. Applications are required to become part of the program.
Getting to Know the West Campus

Location
5959 Grand Avenue, West Des Moines, IA 50266

Phone
515-633-2407

Website
www.dmacc.edu/west

Campus Hours of Operation
Monday–Thursday: 7:30 a.m.–9:00 p.m.
Friday: 7:30 a.m.–4 p.m.

Student Services Hours
Monday–Thursday: 7:30 a.m.–6:30 p.m.
Friday: 8:00 a.m.–4:00 p.m.

Programs:
- Business Administration
- Liberal Arts
- Network Technology

Parking at West Campus
At this time, no permit is needed to park at the West Campus. Parking is available on three sides of the West Campus building. If the parking lot is filled to capacity, there is overflow parking available across the street on the south side of Grand Avenue.

Student Services
515-633-2411 or 515-633-2408
Student Services can answer questions on many administrative aspects of DMACC, including admissions and the application process, financial aid, paying your tuition, scheduling ACCUPLACER Classic tests, advising, transcripts, career questions, etc. A few of these specific services are outlined below. Student Services is located on the west wing of the first floor.

Academic Achievement Center (AAC)
The AAC is located in Room 119W and provides students a place to gain additional help with course assignments or general help with foundational skills necessary for class success. Individuals between the ages of 17 and 20 who are not currently in school may work on completing their high school diploma, or HiSET, in the Center. The AAC also offers computer-based tutoring systems, staff and peer tutors to assist students.

Academic Resource Center (ARC)
515-633-2408 or 515-633-2411
The ARC houses the virtual library of information accessible through the Online Library and the main library at the Ankeny Campus. Staff can help students research and locate appropriate information and resources. The ARC also provides makeup tests for credit students. All ACCUPLACER Classic tests will be located in the ARC, however, appointments are needed. Please call to schedule your ACCUPLACER Classic test appointment. The ARC is in Room 119W.

Advising
The West Campus has two Academic Advisors, Jim Koopman and Jennifer Julich, who are generally available from 7:30 a.m. to 6:30 p.m. Monday–Thursday, and from 7:30 a.m. to 4:00 p.m. on Friday. Jim and Jennifer can help with course schedules, academic progress, career concerns, transferring to a four-year school, the Honors Program, Phi Theta Kappa and much more. You can schedule an appointment by calling either 515-633-2408 or 515-633-2411 or stopping by Student Services.

Computer Lab
Computer Lab access is available to students when the building is in operation. The computer lab is located in Room 117W.

Disability Services
515-964-6850
Accommodations are provided for students with disabilities. You can get information about the Disability Services Office by visiting www.dmacc.edu/disabilities.

Meals at West
BYTES Café is open Monday–Thursday, 11:00 a.m.–10:00 p.m., in the back of the ellipse. The café also provides computer work stations and wireless Internet access.

Student Groups on Campus
Club West is the Student Activities committee for the West Campus. Each semester, the students plan multiple events, including Welcome Back Fest, I-Cubs games, Lunch-n-Learn speakers, Spring Fest, special food deals and giveaways, holiday events, and casual games such as bowling, volleyball or horseshoes. They also support our cWeek events. It’s a great way to meet other students and gain teamwork and leadership skills. Yvonne Fielder is the current Club West advisor: ymfielder@dmacc.edu.

The Fellowship Club provides students with a time every week to meet and talk with other students at the West Campus about their personal experiences, faith and life. The group meets on Mondays from noon to 1:00 p.m. in the Bell Conference Room.

Phi Beta Lambda is a business-focused organization for students at postsecondary institutions. The organization provides leadership conferences, socials, business networking, civic and community engagement and the opportunity to assist in other campus activities. The advisor for Phi Beta Lambda is Jill Friestad-Tate, jmfriestadtate@dmacc.edu.

Phi Theta Kappa is the International Honor Society for Two-Year Colleges. Once the student is inducted into this organization, it offers the opportunity to develop leadership skills, provide service to your community and promote continuing academic excellence. Members are also eligible for Phi Theta Kappa transfer scholarships at participating institutions. You may contact Jennifer Julich, jljulich@dmacc.edu, for more information.

For information on other student support services not listed above, please consult the Student Resource Guide or the DMACC webpage at www.dmacc.edu.
Getting to Know the West Campus (Cont.)

Tutoring
West Campus offers free tutoring to students in math, writing, communications, accounting and English, when student tutors are available. Go to the ARC, Room 119W, for more information.

Math and Writing Labs
Math and English are tutored by instructors in the Bell Room, 207E. Hours change each semester but are posted on the door.

Veterans Services
515-964-6278 | Ankeny Campus
Don Enright is DMACC’s Veterans Services Coordinator and serves as the students’ liaison to the Department of Veterans Affairs. He is located at the Ankeny Campus, but serves all DMACC students. Contact him to activate any veterans education benefits for which you might be eligible.

The West Campus Bookstore
515-633-2423
The bookstore contains textbooks, basic supplies and DMACC merchandise in Room 115W. You may also have the option to purchase used textbooks or rent your textbooks for some of your classes. You can purchase your books online or in person at the bookstore.
The DMACC Career Academy/Hunziker Center serves both high school students and college students. During the morning and early afternoon hours, the Center offers career and technical classes for area high school students. In the late afternoon and evening, the Center offers a variety of liberal arts, business and pre-engineering classes for college students. A limited number of college classes are offered during the morning and early afternoon as well.

The building is generally open and staffed as follows:
Monday–Thursday: 7:30 a.m.–9:00 p.m.
Friday: 7:30 a.m.–3:30 p.m.

Please note: Not all services are available during building hours.

**Academic Advising**
515-663-6700
Please call to schedule an Academic Advising appointment. Appointments are generally available Monday–Thursday, 1:00 p.m.–9:00 p.m.

**Bookstore**
Textbooks and other required materials for Hunziker Center classes should be purchased at the Boone Campus bookstore.

**Computers**
Computer stations are available at the first floor lobby and the second floor computer lab.

**Disability Services**
515-663-6700
Please call to schedule an appointment.

**Registration**
515-663-6700
Located at the front desk, Monday–Thursday, 3:30–9:00 p.m., or by appointment with the academic advisor.

**Testing**
515-663-6700
ACCUPLACER Classic testing, ESL ACCUPLACER Classic testing and makeup testing are available by appointment only.

**Vending Machines**
Located on east side of the second floor.

**Students are welcome to visit any DMACC campus for the following services:**
- Financial Aid
- Counseling (Career & Personal)
- Student Accounts
- Tutoring

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**Getting to Know the Hunziker Center in Ames**

**Location**
1420 S. Bell Avenue, Ames, IA 50010

**Phone**
515-663-6700

**Website**
www.dmacc.edu/ames

The DMACC Career Academy/Hunziker Center serves both high school students and college students. During the morning and early afternoon hours, the Center offers career and technical classes for area high school students. In the late afternoon and evening, the Center offers a variety of liberal arts, business and pre-engineering classes for college students. A limited number of college classes are offered during the morning and early afternoon as well.
Getting to Know the Perry VanKirk Career Academy

Location
1011 2nd Street, Perry, IA 50220

Phone
515-428-8100

Website
www.dmacc.edu/perry

Fax
515-428-8104

Office Hours:
Monday—Thursday: 7:30 a.m.—8:00 p.m.
Friday: 7:30 a.m.—5:00 p.m.

Directions to Campus:
From Interstate 80
Take the Hwy 141/Grimes exit off of I-80 heading northwest. Follow Hwy 141 into Perry. Turn right on 1st Avenue, turn right on Willis Avenue, and turn right on 2nd Street. The Perry VanKirk Career Academy will be on your right at the end of the block.

Disability Services
Students interested in applying for services should contact the Disability Services Coordinator at 515-964-6850.

Executive Director, Randy Gabriel
515-428-8100 | rgabriel1@www.dmacc.edu

The DMACC Perry VanKirk Career Academy serves high school students and college students. The Center offers career and technical classes for area high school students, as well as liberal arts credit courses in the evening hours. HSET and ESL classes are also available for students on a limited basis. Staff is available to assist with many student services including ACCUPLACER Classic testing, help with financial aid, student accounts, admissions and registration.

Academic Advising
Please call 515-428-8100 to schedule an Academic Advising appointment. Appointments are generally available on Mondays, Thursdays, and Fridays.

Books
Books for Perry VanKirk classes may be ordered online or purchased at the Ankeny Campus bookstore. Books that are purchased online may be shipped to the Perry Center for students at no additional expense.

Parking
Free parking is available with the exception of the parking lot between the library and the VanKirk building (facing the library).

Student Services
Students have access to DMACC services located on other campuses, including the Academic Achievement Center (AAC), Campus Health, Campus Recreation, tutoring and student clubs/organizations.
Getting to Know the DMACC Center for Career and Professional Development at Southridge

Location
1111 E. Army Post Rd., Des Moines, IA 50315

Phone
515-287-8700

Website
www.dmacc.edu/southridge

Fax
515-287-8739

Building Hours
Monday–Thursday: 7:30 a.m.–9:00 p.m.
Friday: 7:30 a.m.–4:30 p.m.
Saturday: 8:00 a.m.–12:00 noon

Disability Services
Students interested in applying for accommodations may contact the Disability Services Coordinator at 515-964-6850.

State-of-the-Art Facilities
The Southridge facilities offer students access to advanced technology, sophisticated equipment, tools and training.

It also gives students access to more varied programs, such as:
- Auto Collision
- Automotive Technology
- Business and Marketing
- Criminal Justice
- Computer Programming
- Health Occupations/CNA
- Liberal Arts
- Teacher Academy
- Welding

Vending Machines
Located within the center for student use. Easy access to mall and surrounding stores is available.

Earn College Credit While Still in High School
DMACC Career Academies allow students to earn college credit while still in high school—at no charge. Develop valuable workplace skills you can put to use immediately after high school graduation. Explore various career options while still in high school so you can enter college more focused on your ultimate career field. Earn credits that give you a free head-start on college.

The faculty and staff at the DMACC Success Center at Southridge are committed to doing everything possible to make sure students are successful in meeting their educational goals. The expanded classroom space doubles the number of Liberal Arts & Science credit classes available to students pursuing a two-year college degree. For greater flexibility, credit classes are offered at night and on Saturdays.

Other Programs Offered
- Adult Basic Education (ABE)
- English as a Second Language (ESL)
- HiSET (formerly GED) classes and testing
- DMACC Adult High School Diploma classes
- High School Correspondence Program

Testing
515-287-8720

A variety of tests are administered at Southridge including but not limited to the ACCUPLACER Classic Test, ESL ACCUPLACER Classic, DMACC Challenge Test and HiSET testing.

Center Leadership
Executive Director: Dr. Hollie Coon
515-287-8700
hlcoon@www.dmacc.edu

SOUTHRIDGE CENTER

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