



INDIANHILLS
COMMUNITY COLLEGE

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Connect 2 College/High School Programs

STUDENT HANDBOOK



NON-DISCRIMINATION STATEMENT

It is the policy of Indian Hills Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus and Learning Services, 683-5174, learningservicesequity@indianhills.edu (students with disabilities); Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number (312) 730-1560, fax (312) 730- 1576, ocr.chicago@ed.gov.

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INTRODUCTION

College Courses Expectations

Indian Hills Community College wants a student's first experience with us to be a positive one, so we encourage students, parents, and school administrators to consider the student's ability to benefit. This encompasses not only a student's academic aptitude and preparation, but also their attitude and commitment. In addition to meeting the academic requirements for taking a college class, the student should also be highly motivated. Expectations of these courses are in NO way altered because of the student's high school status. College classes expect a prepared audience and college-level skills.

Student Eligibility

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

- Students must meet proficiency requirements as evidenced by standardized tests or alternative measure of proficiency as approved the local district's Board of Education.
- Students must meet all pre-requisite requirements, including placement test scores and/or course pre-requisites, as outlined in the IHCC Course Catalog.

Policies and Procedures

High school students taking IHCC classes are subject to the same policies and procedures as traditional college aged IHCC students. Therefore students need to be familiar with the Indian Hills Community College Handbook, which can be found on the Indian Hills website (www.indianhills.edu). Policies on absences, plagiarism, tobacco use, and several other significant policies can be found in this handbook. Failure to be aware of a policy does not exempt the student from that policy.

IHCC Student Online Services

Registration

The online registration process gives students an opportunity to view available classes and complete the preferred course selection through Dual Enroll.

Important information for you:

1. If you have never taken a college class with IHCC, you will need to first create an account and then complete the application online through Dual Enroll.
Follow directions on page 11.
2. Registration will be done online with your High School Counselor. Once classes are decided, you will log into Dual Enroll to complete your pre-registration.
Follow the directions on page 12.

If you are in a Career Academy, you will register for your classes in the same manner online. If you need assistance, please feel free to contact the High School Programs office at 641-683-5125.

Please be aware that certain classes may fill up quickly. It is important to register for the classes you want, as soon as possible.

MyHills

Once you have registered for classes you may be asked to use My Hills. The following link provides information that will help you navigate & manage your My Hills page.

indianhills.edu/studentmyhills

IHCC Student Email

Your IHCC instructors will contact you through your IHCC student email. Please review the following link for information regarding your IHCC student email account.

indianhills.edu/studentwebmailbasics

Drop/Add Period

Students are able to ADD classes within the first five instructional days of the term.

Students are able to DROP classes within the first 8 instructional days of the term.

If you wish to ADD or DROP, please contact your high school counselor to start these processes.

Withdrawal

After the 8th day of the term, students may WITHDRAW from classes. The high school or if your parent is paying, there will be NO refund.

If you wish to WITHDRAW, you will need to talk with your high school counselor to start this process.

If you WITHDRAW from classes, it will not affect your Grade Point Average (GPA), but a "W" will appear on your permanent college transcript.

Technical Support

If you have problems go to the IHCC web page www.indianhills.edu and scroll to the bottom of the page. Under resources select IT Help Desk. IT Help Desk can be reached at (641) 683-5333. or view this link: www.indianhills.edu/help/index.php

Course Prerequisites

Some courses have prerequisites. For example, a student must earn credits for Introduction to Psychology before they are able to take Developmental Psychology. Prerequisites are listed on the Course Descriptions within the IHCC catalog (www.indianhills.edu/catalog).

Evaluation and Assessment

Indian Hills is completely committed to ensuring the highest

quality education possible for its students. Therefore, the college has instituted policies evaluating teaching and assessing learning. Student Perceptions are conducted twice a year. These anonymous forms address instructor performance and course content and require 15 minutes in a class period to complete. It is likely that all students will be involved in such an evaluation process at least once during their tenure at Indian Hills.

Assessment efforts exist on three levels:

1. **Course Level:** Assessment at the individual course level should help individual instructors determine how well students as a whole are meeting specific course goals and objectives. The committee will provide examples of course level assessment tools, but the choice of assessment techniques is left to the professional discretion of the instructor. Ideally, individual course goals and objectives should reflect departmental goals. Course data will be reported to the Assessment Committee.
2. **Discipline Level:** The purpose of the assessment process at this level is to determine how effectively the department as a whole meets the specific goals and objectives identified by faculty in that discipline mission statement. The assessment committee must devise assessment tools that will provide usable data to measure student learning outcomes in each discipline.
3. **Institutional Assessment:** Indian Hills Community College also conducts assessment of student learning on an institutional level. The following General Education Goals are assessed college-wide:
 - **Communication**
Goal: Communicate effectively to the intended audience
 - **Computer/Information Literacy**
Goal: Apply technology and information for academic, professional and/or personal purposes
 - **Culture**
Goal: Understand people, cultures, diversity, aesthetics and/or historical purposes
 - **Mathematical Reasoning**
Goal: Apply mathematical techniques to solve problems
 - **Scientific Systems**
Goal: Demonstrate scientific understanding, including knowledge of systems, methodology and application

The college-wide Assessment Committee determines which goals will be assessed during a given year. For the past few years, institutional assessment has focused on the written

component of the communication goal. Faculty members in each division of the college participate in this assessment by requiring their students to write on one of two prescribed topics. Your supervisor will notify you of the topics and procedures for the college-wide writing assessment. The writing samples collected from each division of the college are then evaluated annually by a voluntary group of scorers. Both full-time and adjunct faculty are invited to be part of this group. Assessment of the mathematical reasoning goal has been done by use of embedded questions. For more information on this technique, contact one of the full-time math faculty. Assessment strategies for the other goals are still in development.

All instructors in all divisions are required to participate in institutional assessments in order to improve student learning throughout the college.

Students should take assessment practices seriously. The results gleaned from them are used to maintain and improve the standards of education at IHCC.

ACADEMIC POLICIES

Appropriate Communication

Communication with faculty, staff and fellow students should be respectful and appropriate. This includes face-to-face as well as electronic communication. Students who express inappropriate or disrespectful comments to others may be disciplined. Disciplinary consequences may include removal from a course or from the college. This policy is in accordance with the Quality of Life Code stated in the Indian Hills Community College Student Handbook.

Attendance

Attendance is crucial for success!! Students should check with their instructor and the course syllabus regarding attendance policies, as instructors' policies differ. Making up work is at the discretion of the instructor, so students must know their instructor's policies. It is the student's responsibility to obtain any information and/or assignments missed during an absence. Absences do not excuse a student from course assignments or deadlines.

Cell Phones

Students are not allowed to have cell phones turned on in class unless they are part of the student's job or in case of emergencies.

Grades

Instructors issue midterm grades at the beginning of the sixth week of a term. Instructors may give traditional letter grades or pass/fail grades for their students.

Instructors are not encouraged to discuss final grades for students, and they are prohibited from conveying grades over the telephone or via email.

If you have questions, please contact high school programs 641-683-5125.

Grading System

Students should check with their instructor and the course syllabus regarding grading policies, as instructors' policies differ.

Besides standard letter grading symbols - you may see other letters on your grade report. Letter and their meanings are:

- I = Incomplete**
- J = Grade reported next term**
- L = Credit for prior education or occupational experience**
- M = Approved high school articulation credit**
- N = Audit, no credit**
- O = Grade requital/Academic Renewal**
- P = Pass**
- R = Repeated - no credit**
- T = Credit by examination**
- V = Withdrawal to military**
- W = Withdrawal**
- X = Course repeated - no credit**

All indicated prerequisites must be successfully completed with a passing grade to satisfy course requirements.

Appeal of Final Grade

If a student wishes to appeal a final course grade, the appeal process must be initiated within two (2) weeks following the end of the term in which the course was taught. The student must first contact the course instructor with questions concerning the final grade. If the student is not satisfied with the outcome of the meeting with the course instructor, the Student Appeals Process outlined in the Indian Hills Community College Student Handbook available through our IHCC website (www.indianhills.edu).

Plagiarism and Cheating

Assuming ownership of another person's words or ideas is the essence of plagiarism. Plagiarizing copyrighted material is a legally punishable offense; plagiarizing unpublished material in school is a severe breach of academic principles.

Instructors are not required to produce the documents from which the student has plagiarized in order to prove plagiarism. Stylistic differences between the written work in question and works previously submitted by the student can easily be recognized by instructors and can constitute evidence of plagiarism.

Students should be aware of the various types of plagiarism:

- Buy a paper from an Internet site, another student or writer, or any other source
- Turn in any paper that someone else has written,

whether it was given to you, you downloaded it from the Internet, or you copied it from any other source

- Change selected parts of an existing paper, and claim the paper as your own
- Combine the ideas from many sources and claim that they're your own thoughts
- Use general or specific ideas from a source without using full and correct documentation telling where you got the ideas
- Copy or paste into your paper any key terms, phrases, sentences or longer passages from another source without using documentation to tell precisely where the material came from
- Neglect to put quotation marks around words that you quote directly from a source, even if you document the source

Quitman Troyka, Lynn and Douglas Hesse. QA Compact. Upper Saddle River, NJ: Prentice Hall, 2007.

Cheating in any form will not be tolerated. Cheating includes (but is not limited to) copying down some other student's answers on a test, quiz, assignment, or lab report, bringing in ready-made "cheat sheets", knowingly and willingly supplying answers to others and using someone else's words or ideas as though they were your own.

Both plagiarism and cheating are punishable in the following ways:

- 1. Automatic failure of the assignment;**
- 2. Automatic failure from the course;**
- 3. Expulsion from the college.**

IHCC System Acceptable Use

Information Systems are provided for the use of the Indian Hills Community College students, faculty and staff in support of the programs of the college. Access to the Information Systems is a privilege that is granted by the college. This privilege comes with a responsibility to respect the rights of other users and the rights of the college. This policy is designed to guide students, faculty, and staff in the acceptable use of computer and information systems and networks provided by IHCC. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource.

The purpose of these guidelines is to specify user responsibilities and to promote the ethical, legal, and secure use of Information Systems resources for the protection of all members of the IHCC community. The college extends membership in this community to its students and employees with the stipulation that they be good citizens,

and that they contribute to creating and maintaining an open community of responsible users.

All users of IHCC's Information Systems agree to comply with the policies stated in this document, as well as any additional guidelines established by the college for each individual information system. By use of the college Information Systems, users agree to comply with these and any other college policies. Full details about guiding principles, responsibilities of users, administration, and implementation can be found in the IHCC Student Handbook.

ACADEMIC RECORD

Scholarship Opportunity

Connect 2 College scholarship is available to Indian Hills Community College concurrently enrolled high school students who wish to continue their academic studies with IHCC. This is a one-time, non-renewable, non-transferable scholarship. Other Foundation scholarships and club scholarships can be awarded to students in conjunction with the Connect 2 College scholarship. The IHCC Foundation Scholarship Application must be filled out to earn any of these scholarships, it can be found on our website: www.indianhills.edu.

Qualifications for the Connect 2 College Scholarship:

- Students must be a new graduate from a high school and make IHCC their first choice to complete their degree.
- An overall minimum GPA of 2.0 in IHCC concurrent enrollment courses
- Maintain 2.0 cumulative GPA while enrolled with IHCC
- Students must complete the foundation application for scholarship and mark that they have taken classes at IHCC while in high school (Concurrent enrollment).
- *Candidates are also encouraged to complete the FAFSA, however, are not required to do so.*

Transfer

Students wishing to transfer credits earned at Indian Hills to other colleges will need to speak with an Academic Advisor as soon as they decide where they want to transfer. The Academic Advisor can give those students beneficial, general advice about transferring credits; however, it is the responsibility of the students to contact the college to which they transfer and find out how their IHCC credit will be accepted by that institution. Many colleges and universities have course equivalency guides on their website indicating how individual IHCC courses transfer to their college. If the student plans to attend one of the Regent institutions, they can visit www.transferiniowa.org as a comprehensive resource for transfer information.

University of Iowa 2 Plus 2 Guaranteed Graduation Plan - Planning ahead can save transfer students valuable time and money. Iowa's 2 Plus 2 Guaranteed Graduation Plan is designed to help Iowa community college students in select majors can use the 2 Plus 2 plan to supplement their AA degree with a bachelor's degree from The University of Iowa after just two additional years of study. www.uiowa.edu/2plus2

The Admissions Partnership Program is a partnership between participating community colleges and Iowa State University designed to provide an advantage to current and future students from those colleges who are planning to earn a bachelor's degree at Iowa State. Program participants plan for a successful transfer to Iowa State University through advising activities, social and cultural opportunities, and satisfying academic requirements. www.admissions.iastate.edu/partnership

Reverse Transfer

If you have earned credits from IHCC while in high school, but not a degree and decide to go directly to a 4 year institution, you can elect to participate in reverse transfer. This option gives you the opportunity to transfer back in credits from the 4 year institution to help complete a degree with IHCC. Contact an Academic Advisor for the benefits of this service &/or for more information.

Summer Classes

IHCC is able to offer Summer Academy courses FREE, through a grant received from the Department of Education. Classes will vary from year to year, so check with your High School Counselor to see what programs are available.

If you choose to attend a 4 year institution directly out of high school, you are still able to take courses with IHCC over the summer terms as a GUEST student to help lighten your load. Contact an Academic Advisor for more information.

Graduation Requirements

Graduation will be certified by the issuance of a degree or diploma. Satisfactory Completion includes complying with all program requirements, as well as the following:

1. The student must achieve at least a 2.00 cumulative grade point average;
2. A minimum of 16 semester hours in an associate degree program must be earned at Indian Hills (a minimum of 12 semester hours, or one term, in a diploma program must be taken at Indian Hills);
3. The student must have made arrangements for meeting all financial obligations to the college;
4. Students must complete the "Graduation Application" in the Warrior Information Network (WIN).

- 5 Ceremonies are held in the Spring term for both Ottumwa and Centerville Campuses.

Ordering Transcripts

Indian Hills Community College has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed. To order an official transcript(s), please link to the Clearinghouse website at www.getmytranscript.org

- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee of \$5.00 will be charged per recipient.
- Order updates will be emailed to you.
- You can also track your order online.

For issues, email: joni.kelley@indianhills.edu
Phone: (641) 683-5151 or (800) 726-2585, ext. 5151
Fax: (641) 683-5741

CAMPUS SERVICES

Bookstore

Textbooks, materials, supplies, clothing, and other items are available for purchase at the bookstore located in the Bennett Student Services Building, 7:30 A.M. - 4:30 P.M. Monday-Thursday.

College Level Examination Program (CLEP)

Students may elect to take one or more College Level Examination Program (CLEP) tests. Each CLEP Subject Examination covers material taught in an undergraduate course with a similar title at most colleges and universities. Successful completion of a CLEP Subject Examination will substitute for credit earned in a similar, traditionally taught class. Indian Hills complies with Iowa colleges' agreement that only CLEP scores at the 50th percentile or higher (the most recent national norms of people who have taken the course) will receive any credit. If you do not meet the minimum requirements to receive credit for the examination, you must wait six months before you can take the same exam. Credit by examination will not be granted:

1. If it duplicates courses previously passed or failed.
2. For a course for which the student does not meet the stated prerequisites listed in the granting community college's catalog.
3. For a course which is a prerequisite to one for which credit has previously been earned.

Students may use a maximum of 16 credits toward the Associate in Arts degree. CLEP Exams do not remove grades of "F" on courses taken, nor will credit be awarded

for any course previously passed or failed. CLEP credit will not affect your grade point average. To sign up for CLEP Exams in Ottumwa, contact the Testing Center (ground floor of Trustee Hall) at (641) 683-5142 or (800) 726-2585, ext. 5142. For CLEP testing in Centerville, contact the IHCC SUCCESS Center at (641) 856-2143 or (800) 670-3641, ext. 2207.

Indian Hills offers CLEP Subject Examinations in the following areas:

- Freshman College Composition
- Analysis and Interpretation of Literature
- American Literature
- English Literature
- College French
- College Spanish
- American Government
- American History I and II
- Human Growth and Development
- Introduction to Educational Psychology
- Principles of Macroeconomics
- Introductory Psychology
- Introductory Sociology
- Western Civilization I and II
- Calculus with Elementary Functions
- College Algebra
- General Biology (No lab credit)
- General Chemistry (No lab credit)
- Introduction to Accounting
- Introductory Business Law
- Principles of Marketing

Food Services

Several food options are available.

Indian Hills Diner (Main Building)

Breakfast: 6:15-8:30 A.M. | Monday-Thursday

Lunch: 11:00 A.M. – 1:00 P.M. | Monday-Thursday

Dinner: 5:00-6:30 P.M. | Monday-Thursday

Friday, Saturday and Sunday: 11:30 A.M. – 1:00 P.M. & 5:00-6:00 P.M.

Warrior Junction (ATC Building) and Airport Café (North Campus)

Breakfast: 6:15-8:30 A.M. | Monday-Thursday

Lunch: 11:00 A.M. – 1:00 P.M. | Monday-Thursday

Grievances and Appeals Procedures

1. A student shall first try to resolve his/her difference with the person against whom he/she has a complaint.
2. If the difference is not resolved, the student shall take his/her concern to the coordinator or instructor of the appropriate course.
3. If this does not resolve the problem, the student

shall meet with the appropriate dean. In the event the situation involves a violation of the standards of student conduct as outlined in the Policy for Student Conduct Suspension and Dismissal in the program student handbook, a written statement shall be prepared notifying the student of the alleged violation and intended action.

4. If the problem is not resolved, the student shall have three (3) days to request a hearing with the Dean of Students. The Dean of Students will hold a hearing within three (3) days of the request and receive all evidence by listening to the testimony of the student and other relevant witnesses and considering any relevant documents. Within two (2) days of the hearing, the Dean of Students will issue a decision.

Credit Exchange

The Credit Exchange Policy is intended to assist students who are in jeopardy of failing a course. Credit Exchange is an opportunity to exchange courses in order to improve the skills that are necessary to successfully complete transfer or technical credit classes. For more information contact the Success Center (641) 683-5238.

ID's

Student ID cards are available in the library located in the Main Building and Student Services in the Bennett Student Services Center. You must be registered and show a photo ID in order to obtain an ID card.

Services for Students with Disabilities and Individualized Education Plans (IEPS)

Students with IEPS or 504 plans should work with their school and IHCC Disability Services on their college disability plan. Individuals with disabilities who require accommodations or special services have access to assistance through the IHCC Success Center. Services are available to students who may need classroom accommodations, interpreters, and/or specialized equipment.

Students enrolling in credit programs who are requesting accommodations must document their disability by providing a written statement signed by a school counselor, physician, psychologist, or other health care professional. Statements must include; (a) a description of the disability, (b) a statement of how the disability prohibits one or more major life activities and is barrier to the student's full participation in the program, and (c) a description of the specific accommodations to be provided. (Requested accommodations must be related to the individual's specific disability). All requests for accommodations should be made prior to enrollment.

Students taking college classes through IHCC should make their requests for accommodations at the time they are completing their high school programs enrollment form. All student requests are dealt with in a confidential manner.

Testing

High school students are advised to take the Accuplacer test or submit ACT scores to the Testing Center prior to admission into specific programs. The Accuplacer is available at the Testing Centers located on the Ottumwa and Centerville campuses and at the IHCC County Service Center. ACT or SAT scores may be mailed to IHCC Testing Center.

The IHCC Testing Centers offer a variety of tests to measure individuals' aptitudes, abilities, and interests. Testing services are available to current students and to the general public. IHCC Testing Centers also provide licensure and certification testing for professionals and skilled trades. Career Assessment workshops are available to help students select a career or choose/change a college major. Testing Services include college entrance tests (ACT and Accuplacer), CLEP (College Level Examination Program), and graduate school admission tests. New full-time students are required to take the Accuplacer test or provide written transcripts of ACT or SAT scores. The Accuplacer assesses reading, writing and math skills. Accuplacer, ACT and SAT scores are used for academic advising and to determine admission to Health Occupations or other college programs. Testing for professional or occupational certification is available through the following companies: Pearson/Vue, Lasergrade/PSI, Castleworld and Comira. Other tests available include: chemical testing, computer certification tests, dental testing, certified nursing assistants, surgical technician testing, etc. Other tests are available upon request. Accuplacer and General Equivalency Exam tests are available at both IHCC Testing Centers and at IHCC County Service Centers. For a complete schedule of all IHCC testing services in the area, please call (800) 726-2585, ext. 5142 or email to: testing@indianhills.edu In Centerville, please call (800) 670-3641, ext. 2214.

Library

Libraries are located on the Ottumwa and Centerville campuses. Each library offers comprehensive services and collections to support the informational needs of students, staff and community patrons. The college ID card serves as a library card, and must be presented to check out materials. Items are circulated for three weeks. Fines are charged for overdue materials.

Information is just a click away at <http://www.indianhills.edu/libraries/index.html>. You'll find the library link at the bottom of the college home page. Explore the library's web page for information on library locations, hours, policies, and research tips, and to gain access to thousands of books, CDs, DVDs, video tapes, audio books, e-books and videos, and full-text magazines, journals and newspapers through the library's databases. Online resources are available 24/7, providing staff and students with access to library materials any time or place.

- Use the card catalog to find books, videos, CDs, DVDs, e-books, audio books and videos.
- Use the database link to find full-text articles on thousands of topics. Database passwords are available through the myHILLS account under the My Services tab.

Visit the library for reference, interlibrary loan, and photocopy service, research assistance, access to computers, wireless internet access, individual and group study space, and instruction on how to use library resources. To speak to a librarian, call (800) 726-2585 ext. 5199 or (641) 683-5199 (Ottumwa) or (800) 670-3631 ext. 2237 (Centerville). Assistance is also available at library@indianhills.edu and through the virtual reference desk, "Chat with a Librarian" instant messaging. This service is accessed from the library's web page during regular library hours.

Severe Weather Information

For high school students, below is the policy in the event of a storm cancelation or delay:

1. If IHCC or the host school district closes, the host school and the academy classes will be canceled.
2. If only the non-host district cancels school, we do not expect students to travel and will work with students regarding missed work.
3. Regarding 2 hour delays/10 A.M. start: AM classes would be affected, we will cancel AM classes **only** if it is IHCC or the host school district delaying school.

Bottom line- we want the students to be safe and traveling during bad weather will not be encouraged. Students need to observe their district's weather announcements first.

The decision to cancel or delay IHCC classes will be made by the college president before 6:00 A.M. if at all possible. Please do not call the campus for cancellation or postponement information. Cancellation and postponement information will be posted on the homepage of the Indian Hills Community College website and/or on MyHills as soon as possible. If IHCC classes are cancelled or delayed due to severe weather conditions or for any other reason, the following media outlets will be notified as soon as possible.

Radio

- KBIZ - 1240 AM - Ottumwa
- KISS - 101.5 FM - Ottumwa
- KLEE - 1480 AM - Ottumwa
- KOTM - 97.7 FM - Ottumwa
- KRKN - 104.3 FM - Ottumwa
- KTTA - 92.7 FM - Ottumwa
- KCOG - 1400 AM - Centerville
- KMGD - 98.7 FM - Centerville

- KIIC - 1370 AM & 96.7 FM - Albia
- KDMU - 106.3 FM - Bloomfield
- KELR - 105.3 FM - Chariton
- WHO - 1040 AM - Des Moines
- KLIK - 95.9 FM - Fairfield
- KMCD - 1470 AM - Fairfield
- KNIA - 1320 AM - Knoxville
- KILJ - 1130 AM & 105.5 FM - Mount Pleasant
- KBOE - 740 AM & 104.9 FM - Oskaloosa
- KRLS - 92.1 FM - Pella
- KCII - 1380 AM & 95.3 FM - Washington
- KMEM - 100.5 FM - Memphis, MO

Television

- KYOU - Channel 15 - Ottumwa
- KTVO - Channel 3 - Kirksville, MO/Ottumwa
- WHO - Channel 13 - Des Moines
- KCCI - Channel 8 - Des Moines
- WOI - Channel 5 - Ames/Des Moines

Study Tips for Academic Success

» Attend Every Class

- You cannot learn if you are not there.

» Know Each of Your Instructors

- Contact your instructors when you have questions.
- Let your instructors know that you are interested in doing your best in class and ask for their advice on how to improve.

» Manage Your Time

- Use a daily "To Do" list to accomplish tasks each day.
- Establish and follow a weekly schedule to ensure time for class studying and recreation.
- Develop a 12 week term calendar to track test dates, assignments, and work and family commitments.

» Make a Friend in Each Class

- This person can be your study partner and someone with whom to compare class notes.

» Be an Active Participant in Class

- Develop good listening skills.
- Sit in the front of the classroom.
- Maintain eye contact with the instructor.
- Ask questions related to the topic of the class when appropriate.

» Develop Note Taking Skills

- Have a notebook or a section of a 3-ring binder for each class.
- Take notes every class day.

- Review and revise your notes within 24 hours of the class. Research indicates that you will forget 80% of a lecture within 24 hours. To remember information you must take notes and review/complete them within 24 hours. The more you review, the more you remember. To improve your memory over several weeks (to prepare for a test), you need to review your notes regularly.
- Be aware of clues from your instructor about what is important include in your notes:
 - a. Information repeated by the instructor;
 - b. Information written on the overhead, the chalkboard, class handouts, and/or PowerPoint presentations
 - c. Information followed by a pause (time to write it down);
 - d. Information delivered with emphasis.
- Date and give a title or topic to each day's set of notes.
- Leave blanks in your notes when you miss information. After class ask the instructor or your study partner about what you missed.
- Develop a note taking system (such as the outline form) that allows you to use space as visual clues as to the importance of information and how information relates to other information.
- Review your notes on a regular schedule (daily or twice each week).
- Review your notes.
- Review, review, review

» **Developing Test Taking Skills**

- Have a regular study schedule. Don't wait until the last minute to study. Research shows that most students tend to remember the information they study first or last in a study session. Therefore, several shorter study sessions of 45-60 minutes are more effective for learning than one long 3-4 hour session.
- Begin preparing for your first test on the first day of class by taking and reviewing notes.
- Write questions over your notes so you can quiz yourself about the information.
- Be prepared for tests, build your confidence and reduce your test anxiety.
- Ask your instructor what will be covered on the test so you will know what material to study.
- Have a plan for test taking:
 - a. Read and understand all the directions
 - b. Review the entire test to see if some items are worth more points than others
 - c. Plan your test time so that you do not leave

any item unanswered

- d. Answer all the easy questions first
 - e. Go through the test a second time to answer more difficult questions
 - f. If you just do not know the answer, guess if there is no penalty
- Focus on your test taking and do not be distracted by movement in the room, especially the movement of students leaving early.
 - Realize that tests in college may seem more difficult because they focus more on applying and synthesizing information and less on rote memory or recognition.
 - Take all the time allowed for a test. If your mind goes blank, sit quietly, use relaxation techniques to calm yourself and read through the test again.
 - Review your old tests to see which questions you missed and why you missed them.

After Graduating from High School

Getting Started on your Future: Steps to Success

1. Apply now! www.indianhills.edu/admissions
2. Campus Visit-You can tour campus, ask questions, and see campus housing.
3. Placement Exams-Take ACCUPLACER Test or submit your ACT scores. Math scores are valid for two years; reading and writing scores remain valid for three years.

**Call Testing Center: (641) 683-5756,
Ottumwa Campus**

**Call Testing Center: (641) 856-1243,
Centerville Campus**

4. Financial Aid & Scholarships
Apply for financial aid & scholarships
IHCC FAFSA School Code: 008298
Apply for your pin number: www.pin.ed.gov
 - Apply for financial aid: www.fafsa.gov
 - www.indianhills.edu/scholarshipapp
 - www.iowacollegeaid.gov
 - www.icansucceed.org
 - onestop@indianhills.edu

There are priority deadlines for FAFSA filing for each Iowa college and university so pay attention to all filing deadlines.

Keys to Getting Scholarships

- Apply early
- Compile a personal inventory of your academic, extracurricular and service learning/volunteer hours

- Follow application directions precisely; Do Not Miss Deadlines!
 - Line up letters of recommendation early
 - Do a thorough, thoughtful job on all required essays
5. Sign up for classes
 6. Get your Student ID at the IHCC library or Bennett Building
 7. Attend Student Orientation
 8. Buy your books
 9. Ask questions

Benefits as an IHCC Student

All regular season activities are free to students producing a current student identification card. Activity announcements are posted throughout campus on the bulletin boards, on the Grapevine (the campus communication system), on the website calendar and through student e-mails.

Facilities are available at the Ottumwa and Centerville campuses that serve as recreational areas for students and staff members and as sites for many instructional programs. The Hellyer Student Life Center and the Tom Arnold Net Center in Ottumwa and the Multi-Purpose Building in Centerville host athletic events and intramural sports, as well as health and recreation classes. Individuals are to observe all rules and regulations in the use of equipment and facilities.

Student Clubs and Organizations

The following student clubs and organizations have been recognized by the IHCC Student Senate:

Ottumwa Campus

- Student Senate
- The Academy
- Allies for Equality
- Aero Club
- Art Club
- Automotive Collision Technology Club
- Automotive Technician Club
- Business Professionals Club
- Chamber Singers
- CLS (Clinical Lab Sciences) Club
- Computer Networking Club
- Computer Programming Club (Code Warriors)
- Concert Choir
- Criminal Justice
- Culinary Arts Club
- Diesel Power Systems Club
- Disc Golf
- Drama Club
- ECE (Early Childhood Education) Club
- EMS (Emergency Medical Services) Club
- E-Tech Club
- Jazz Band

- Horticulture Club
- HOSA Club (Future Health Professionals)
- Laser Club
- Multicultural Club
- New Life Christian Fellowship
- OTA (Occupational Therapy Assistant) Club
- Phi Theta Kappa
- PTA (Physical Therapy Assistant) Club
- Renewable Energy Club
- Robotics/SkillsUSA Club
- Science Club
- Scrub Club (Nursing)
- Skeleton Crew Club (Radiology)
- Smile Squad Club (Dental Assistant)
- Talons & Tecu Leaves
- Therapeutic Massage Club
- Warrior Basketball Band

Centerville Campus

- Student Senate
- Ag Club
- Construction Tech Club
- Science Club
- Scrub Club

Indian Hills provides a convenient online registration process using DualEnroll.com. Here's how to register for your Indian Hill course(s).

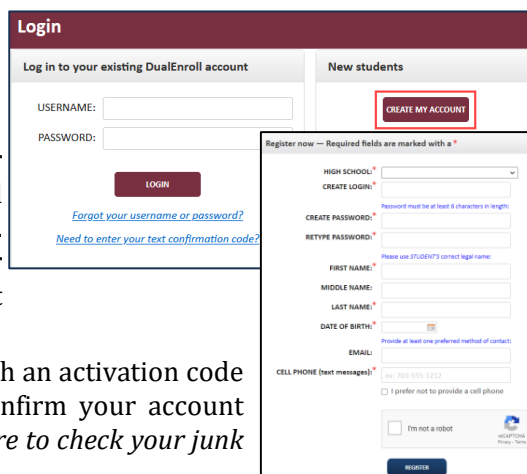
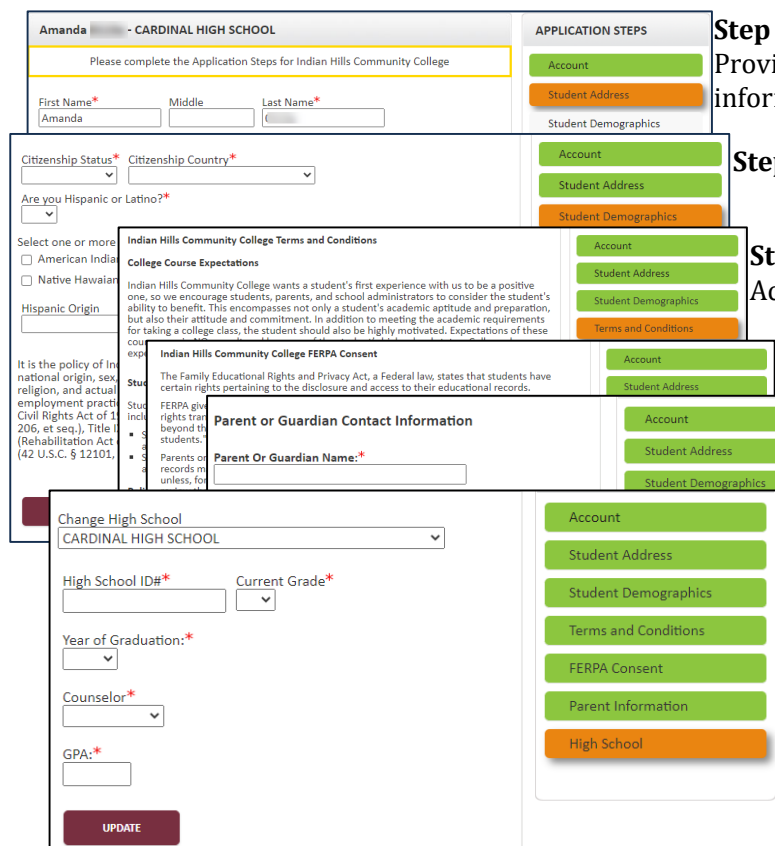
First Time Students - Create an Account

You can register by computer, tablet, or smart phone by going to <https://indianhills.dualenroll.com> and clicking on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **REGISTER**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

Indian Hills has six application steps. Completed steps are listed in green under **Application Steps**, and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.

Step 1: Student Address

Provide student address and other basic information.

Step 2: Student Demographics

Step 3: Terms and Conditions

Accept Indian Hills terms and conditions.

Step 4: FERPA Consent

Step 5: Parent Information

Enter parent contact preference and information. *PARENT CONTACT information cannot be the same as the student contact information.*

Step 6: High School

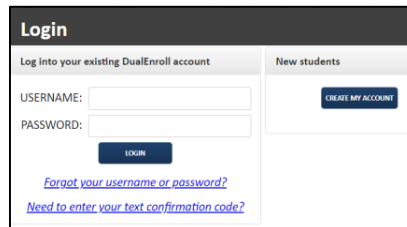
Enter your HS ID number, grade, year of graduation, counselor, and GPA. If you are a homeschooled student, this step will ask you for an approver and their email address.

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.

Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the Help Desk button in the upper right corner of the screen.

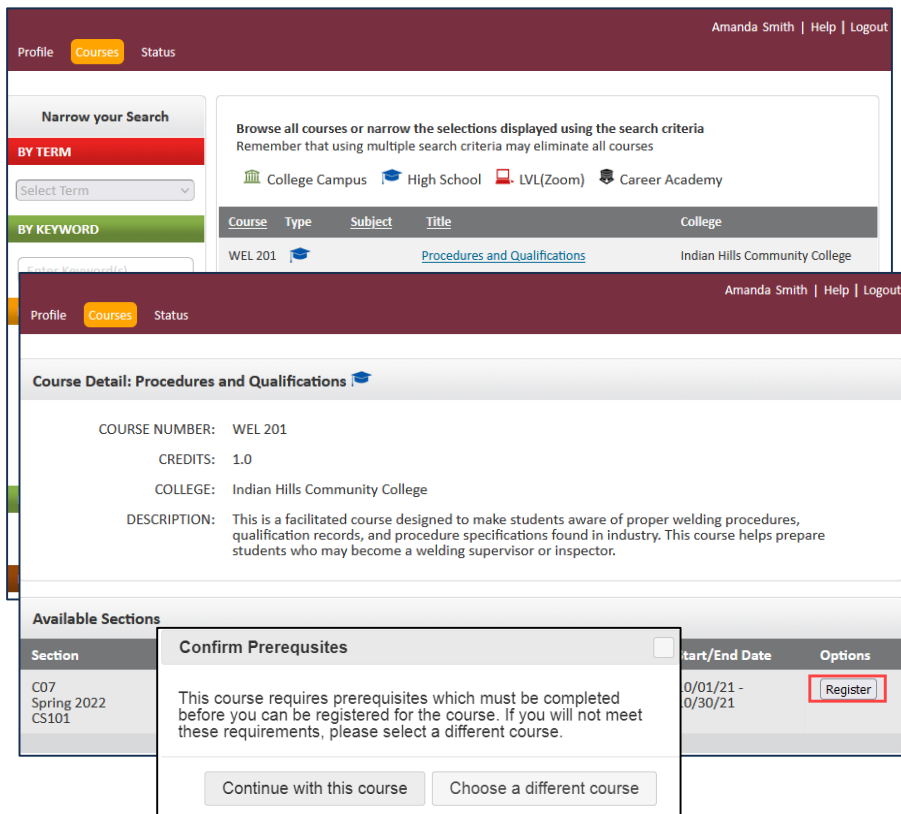


Register for Course(s):

Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

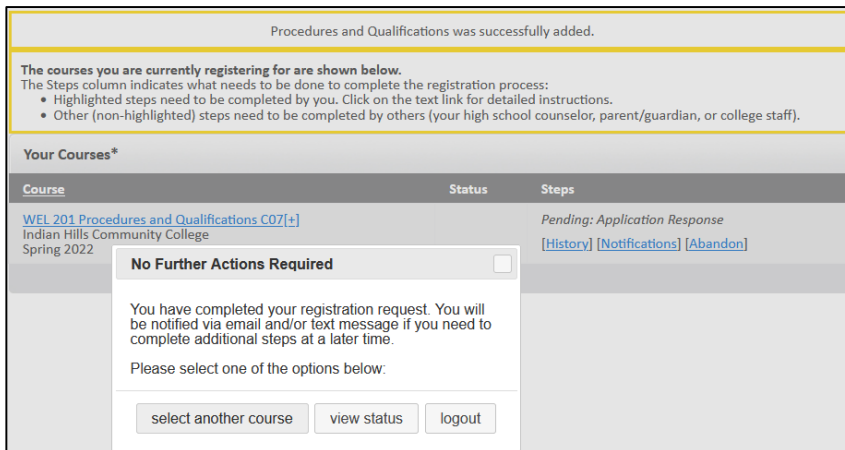
The course finder shows you which Indian Hills courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process. If the course you have selected has prerequisites, you will be prompted to continue with the registration if the prerequisites are met or to choose a different course.



Your part of the registration is done for now. You may choose to: **select another course, view registration status, or logout.** You will receive an email letting you know when your registration is complete or if more information is needed from you.

If your parents are having a problem with the consent, you can click on [Resend](#) or [Change contact](#) under the Steps column, update the parent contact information, and/or resend the consent link to your parents.



Enjoy your class!

Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.

Dear Parent/Guardian,

Your child, *Amanda Smith* has signed up to take a class, *WEL 201 Procedures and Qualifications* from *Indian Hills Community College*.

Indian Hills Community College requires parental/guardian consent. [Click here](#) in order to give your consent.

Note: You have received this email because Amanda provided it as Amanda's parent/guardian's email address on the dualenroll.com website when Amanda signed up for the class.

Parent: Parent Permission

Your child, *Darcey Fritsch*, has signed up to take one or more dual enrollment courses from *Indian Hills Community College*. *Indian Hills Community College* requires that you as the parent or guardian of this student indicate your consent for your student to participate in dual enrollment. You are responsible for paying for this course. Please follow the links below for information on how to remit payment to Indian Hills Community College. If payment is not remitted your child may not receive college credit for this course.

Link to One Stop FAQ: <https://www.indianhills.edu/academics/resources/onestop/faqs.php>

Link to Tutorial for Making a Payment:
https://www.indianhills.edu/_center/tutorials/webadvisor_stu_student_account_suite/webadvisor_stu_student_account_suite.html

Link to Calendar with due dates: <https://www.indianhills.edu/calendar/>

1. Sign electronically by entering your first and last name:

2. Click 'Complete Step' to give permission for your child to take this course and agree to the above.

COMPLETE STEP

Provide your electronic signature by **entering your first and last name in the box provided**. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student's enrollment at Indian Hills. If the high school is not paying for your child's course, your parent permission page will include links on how to remit payment.

Click **COMPLETE STEP**.

Note: Parents do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.

APPENDIX

College Transfer: Questions and Answers

1. When should I begin planning my transfer to a four year college?

It is never too early to begin your transfer planning. If you know which college or colleges you are seriously considering, discuss your plans with an academic advisor. The counselor will know if the schools you are considering have any requirements you need to complete here at IHCC. The choice of your college major also affects transfer requirements, so you should not only have early contact with the school, but also with your major's department. Two early admission programs are also available. University of Iowa 2 Plus 2 Guaranteed Graduation Plan - planning ahead can save transfer students valuable time and money. Iowa's 2 Plus 2 Guaranteed Graduation Plan is designed to help.

Iowa community college students in select majors can use the 2 Plus 2 Plan to supplement their AA degree with a bachelor's degree from The University of Iowa after just two additional years of study. The Admissions Partnership Program is a partnership between participating community colleges and Iowa State University designed to provide an advantage to current and future students from those colleges who are planning to earn a bachelor's degree at Iowa State. Program participants plan for a successful transfer to Iowa State University through advising activities, social and cultural opportunities, and satisfying academic requirements.

2. Where can I find information about transferring?

www.transferiniowa.org - This web site provides transfer information for University of Iowa, Iowa State and University of Northern Iowa

3. Don't all colleges require the same thing?

No. Some have specific requirements that you can meet here as you complete your AA degree. For example, some colleges require a foreign language to graduate with a four-year degree. You may take Spanish or French here at IHCC, which would count toward your AA graduation requirements and also fulfill the requirement of the four-year college you plan to attend later. IHCC academic advisors will help you plan your courses here to your best educational and financial advantage.

4. Does IHCC have a transfer agreement with my transfer institution?

IHCC has transfer/articulation agreements (which outline how courses will be accepted) with several institutions. The IHCC catalog gives an overview of the participating colleges under the subject heading "Articulation Agreements." Talk to an academic advisor for more detailed information.

5. If I change my mind later about which college I want to attend, won't I have wasted a lot of time and taken classes I don't need?

No. The academic advisor will always advise you to take classes that count toward meeting your IHCC graduation requirements. Many people attend colleges different from their original choices. If you begin looking at several colleges in your first year at IHCC and remain flexible, you'll be less likely to have transfer problems.

6. Does it make a difference if I transfer without my Associate of Arts degree? Wouldn't just having the 61 hours be the same?

Some colleges will honor your AA degree as meeting their general education requirements. In other words, you will have met their first two-year requirements. If the college you will be attending has this policy, it will be to your advantage to finish your degree even if you must stay a little longer. If you do not complete all the degree requirements, your transcript will be evaluated on a course-by-course basis. Some classes may not be accepted by the college as fulfilling its requirements. You may have to take first- or second- year classes at your new school. This will be an additional expense and could delay the completion of your college program. Other colleges will always evaluate each course separately even when you do have your degree. For these schools, early contact will help you select classes here at IHCC that will transfer to these institutions

7. When should I apply to a four-year school?

Each school has its own admissions deadline. You need to contact an admissions counselor at the college you will transfer to for that specific information. In general, the earlier you make contact with the college, the better. It is a good idea to contact the admissions office six to nine months BEFORE you expect to start classes.

8. Why contact them so early?

As stated above, each college has its own deadlines for admission. In addition, there are individual deadlines for scholarship applications, loans, grants and other areas of financial assistance, and even class registration. Contacting schools early also will aid in selecting electives that will be accepted by the transfer college as stated in question/answer four.

9. What records will my prospective college need to complete transfer of credits?

Institutions usually require official transcripts of all college, university, and high school course work. Transcript requests should be made in writing and should include your signature. Many institutions have transcript request forms to simplify the process. Call or visit the admissions office of your previous institution to find out what specific information is required.

10. How do I obtain an official IHCC transcript?

Go to the Registrar's office (in the Bennett Student Services Building on the Ottumwa Campus); complete a "Request for Transcript" form. Your official transcripts will be mailed directly to your transfer institution after grades and/or degrees are posted (usually 30 days after the end of the term).

11. Will I still be eligible for a Pell Grant at my new college?

Yes. The Federal Pell Grant is a student aid program that assists undergraduate students. Just as you applied for a Pell Grant here, you will have to apply for a Pell Grant at your new college by completing a FAFSA (Free Application for Federal Student Aid). Contact the new school to obtain any other forms you might need.

12. Private colleges are so expensive. How does anyone afford to go to them?

Private colleges such as William Penn and Buena Vista, often offer grants and scholarships that, along with the Iowa Tuition Grant, can sometimes reduce the costs to the same level as that of public colleges. You should talk with a college representative to check on levels of financial assistance before you eliminate any school you want to attend.

13. What is the Iowa Tuition Grant? I must not be eligible for this grant because I didn't get it here at IHCC.

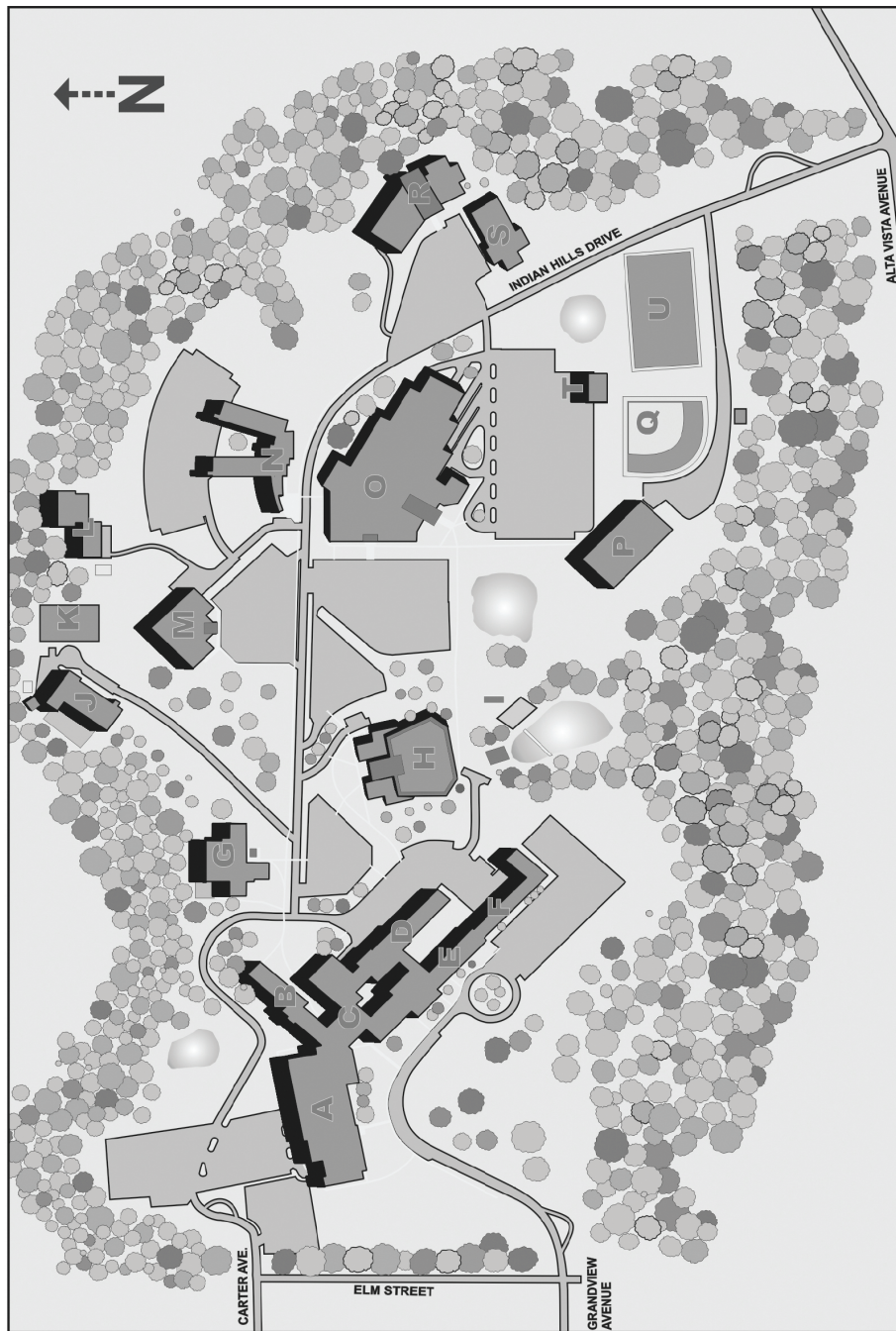
The Iowa Tuition Grant is only available to students who attend private Iowa colleges. It is funded by the state of Iowa and is available to students based on financial need just like the Pell Grant. In fact, you use the same financial assistance form for the ITG as you do for the Pell Grant. The ITGs are awarded only ONCE a year. The deadline is usually in the early spring. If you miss the deadline, you must wait until the next year to apply for this grant. If you are considering going to a private four-year school in Iowa, you will definitely want to apply for this grant.



Main Campus Directory

INDIANHILLS COMMUNITY COLLEGE | MAIN CAMPUS

- A Arts and Sciences Wing**
Arts and Sciences Programs
Buena Vista University Center
Criminal Justice Program
Disability Services
Educational Opportunity Center
Performing Arts
Printing Department
St. John Auditorium
SUCCESS Center
- B Keokuk/Mahaska Residence Hall**
- C Dining Room/Library**
Art Gallery
Culinary Arts Program
Formal Lounge
Hills Diner and Dining Room
Library
- D Appanoose Residence Hall**
Maintenance Office (Basement)
Board of Trustees Meeting Room
- E Administrative Wing**
Business Office
Development/Foundation Office
Human Resources Office
Information Office
Payroll Office
- F Wapello Residence Hall**
- G Trustee Residence Hall**
Testing Center
Housing Office
International Affairs Office
Student Health Services
Student Services Office
- H Hellyer Student Life Center**
Athletic Director's Office
Basketball Court/Offices
Golf Office
Recreation Facilities
- I Marge Dodd Outdoor Stage**
- J Child Development Center**
- K Cemetery**
- L Maintenance Building**
Landscape and Turfgrass Programs
- M Bennett Student Services Center**
Admissions
College Bookstore
Counseling/Scheduling
Financial Aid Office
One-Stop
Registrar's Office
Veterans Affairs
- N Oak Residence Hall**



- O Advanced Technology Center**
Advanced Technology Programs
Customized Learning
Everingham Pavilion
Iowa Communications Network
Classrooms (107-108)
Regional Economic Advancement Center
Regional Entrepreneurship and
Leadership Initiatives
Small Business Development Center
Warrior Junction
- P Tom Arnold Net Center**
Cross Country Office

- Soccer Office
Softball Office
Volleyball Court/Office
- Q R.L. Hellyer Softball Field**
- R Rosenman Video Conference Training Center**
Rural Health Education Partnership
Health Sciences Programs
Iowa Communications Network Classrooms (CC3-CC7)
- S Rural Health Education Center**
Health Sciences Programs
- T Security Office**
- U Soccer Field**

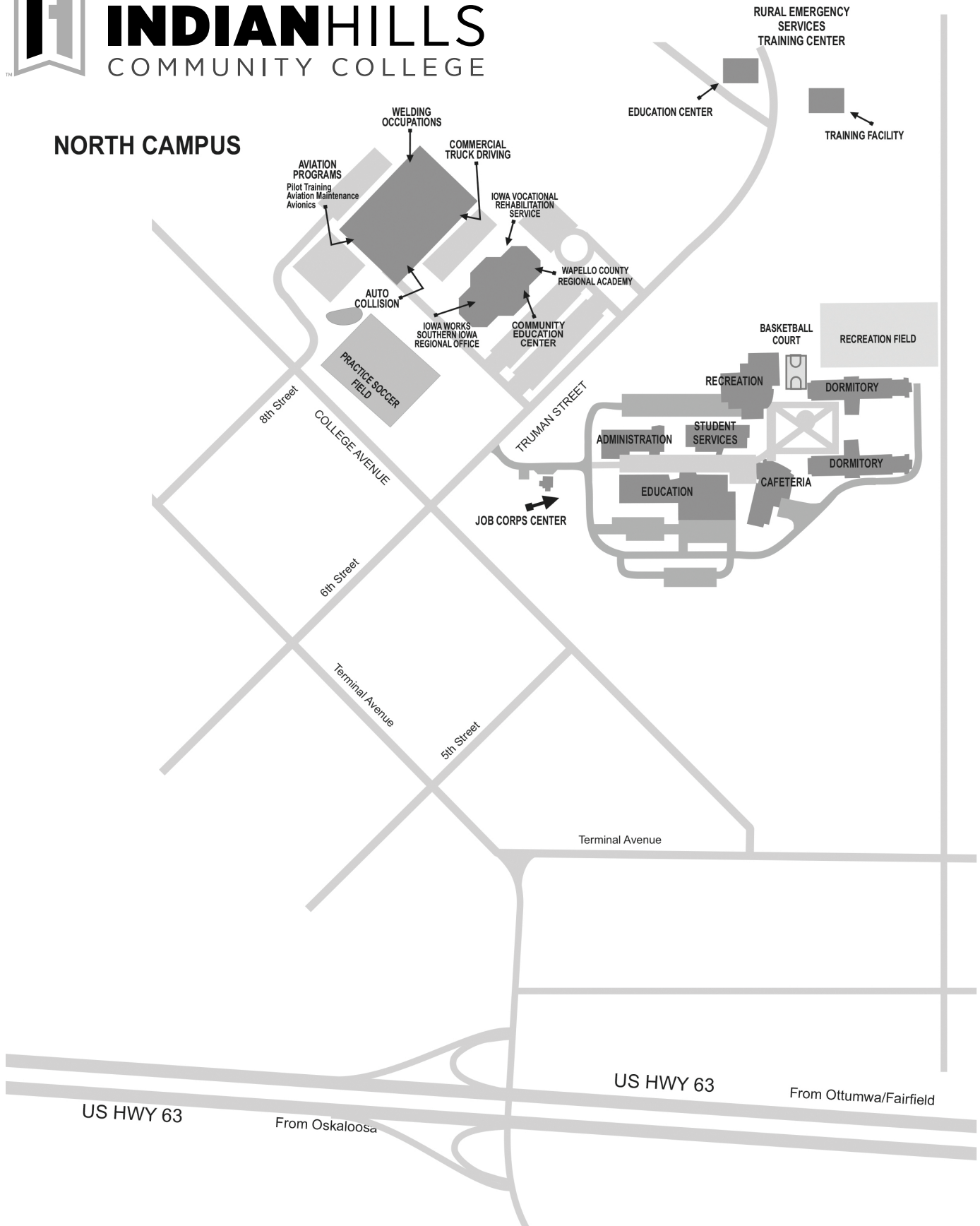
- North Campus (at Ottumwa Industrial Airport)**
Accelerated College Career Academy
Adult Basic Education
Community Education Center
Instructional Programs
(Automotive Collision, Avionics, Aviation
Maintenance, Aviation Pilot Training,
Commercial Driver Training and Welding)
Iowa Works
Rural Emergency Services Training Center
Vocational Rehabilitation



INDIANHILLS

COMMUNITY COLLEGE

NORTH CAMPUS



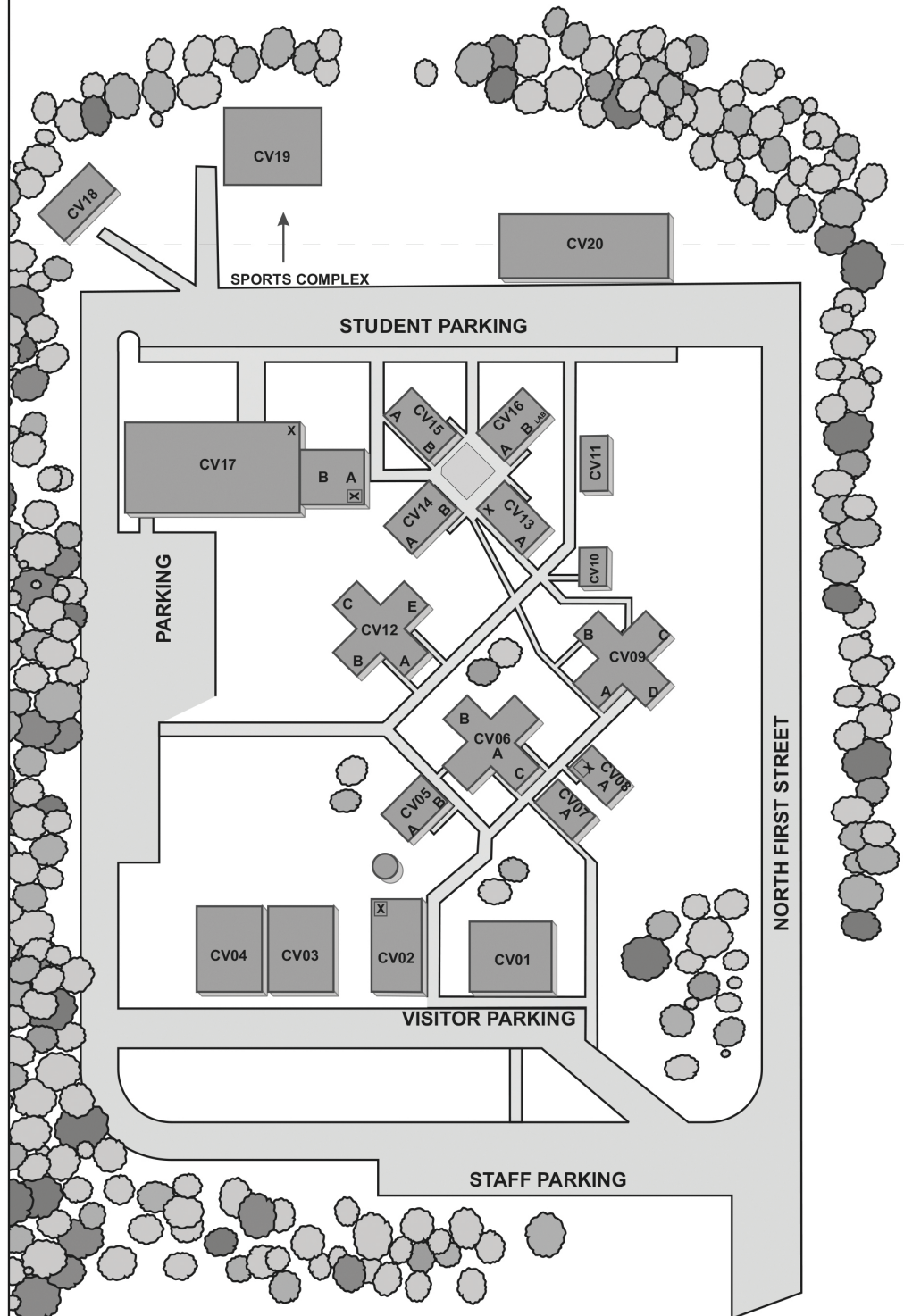
- CV01 Administration
Reception/Admissions
Business Office
Financial Aid
Restrooms
- CV02 Food service/Student Union
Restrooms
- CV03 Maintenance Building
- CV04 Maintenance Building
- CV05 Classroom Building
Classroom 1
Classroom 2
- CV06 Library/Campus Store
Computer Lab - Room 6
Restroom
- CV07 Art Building
Classroom 3
- CV08 Classroom Building
Classroom 4
Photography Lab
Restroom
- CV09 Science Building
Classroom 7
Biology Classroom 8
Physical Science Classroom 9
Chemistry Classroom 10
Restroom
- CV10 Success Center
Developmental Education
ESL
Testing
GED
- CV11 Faculty Offices
- CV12 Industrial Education Building
Drafting Computer
Lab/Classroom 11
Manufacturing Processes
Lab 12
Construction Trades Lab 22
Drafting Computer
Lab/Classroom 13
Construction Trades Classroom 14
Visualization Lab 14B
Restroom
- CV13 Classroom Building
Classroom 17
Restrooms
- CV14 Training Facility
Classroom 15
Classroom 16
- CV15 ICN Classroom Building
Classroom 19
Classroom 20
- CV16 Nursing Building
Nursing Lab Room 18
Nursing Classroom 18
Nursing Office
- CV17 Multi-Purpose Building
Gymnasium
Coaches' Offices
Restrooms
- CV18 Dormitory
- CV19 Sports Ccomplex
Baseball Fields
Softball Fields
Restrooms
Concession Stand
- CV20 Appanoose County
Day Care
- CV21 Land-Based Management
Test Plots



INDIANHILLS

COMMUNITY COLLEGE

CENTERVILLE CAMPUS



INSTRUCTIONAL TIMELINES CALENDAR (2022-2023)

Fall Term: 8/29/22 - 11/16/22

Fall Term Begins
Labor Day Holiday
Last Day to Add (5th day of term)
Last Day 100% Refund
Midterm
Registration Opens for 22/Winter
Last Day to Withdraw for 22/Fall
Fall Term Ends

Deadline

Aug. 29
Sept. 5
Sept. 6
Sept. 12
Oct. 6
Oct. 20
Nov. 3
Nov. 16

Winter Term: 11/17/22 - 2/21/23

Winter Term Begins
Thanksgiving Holiday
Last Day to Add (5th day of term)
Last Day 100% Refund
Winter Break
Classes Resume
Midterm
Registration Opens for 23/Spring
Last Day to Withdraw for 22/Winter
Winter Term Ends

Deadline

Nov. 17
Nov. 24
Nov. 28
Dec. 1
Dec. 26-Jan 5
Jan. 9
Jan. 11
Jan. 24
Feb. 9
Feb. 21

Spring Term: 2/22/23 - 5/28/23

Spring Term Begins
Last Day to Add (5th day of term)
Last Day 100% Refund
Spring Break
Classes Resume
Midterm
Registration Opens for 23/Fall
Last Day to Withdraw 23/Spring
Spring Term Graduation
Spring Term Ends
Spring Term Graduation

Deadline

Feb. 22
Mar. 1
Mar. 7
Apr. 3-6
Apr. 10
Apr. 10
Apr. 24
May 4
May 17, Centerville
May 18
May 18, Ottumwa

CONTACTS FOR IHCC CONNECT 2 COLLEGE/ HIGH SCHOOL PROGRAMS (2022-2023)

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INDIANHILLS

COMMUNITY COLLEGE

Life. Changing.

Main Campus

525 Grandview Avenue
Ottumwa, Iowa 52501
(641) 683-5111 (800) 726-2585

Centerville Campus

721 North First Street
Centerville, Iowa 52544
(641) 856-2143 (800) 670-3641

www.indianhills.edu