



**INDIANHILLS**  
COMMUNITY COLLEGE

*Life. Changing.*



# ***High School Programs Manual***

2017 - 2018

## **NON-DISCRIMINATION POLICY**

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, 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 Title II of 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 Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, 683-5108; Chris Bowser, Executive Dean, Student Services (students), 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

To read the full policy, please visit: [www.indianhills.edu/nondiscrim](http://www.indianhills.edu/nondiscrim)

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# INTRODUCTION

## **College Level Classes**

The content and expectations of the courses are in no way altered because of high school students attending college level classes. College classes assume an adult audience and expect college-level skills.

## **Ability to Benefit**

Because we want a student's first experience with college to be a positive one, we encourage students, parents, and school administrators to consider the student's ability to benefit. "Ability to Benefit" involves not only a student's academic aptitude and preparation but also attitude and commitment. In addition to meeting the academic requirements for taking a college class, the student must be highly motivated.

## **Registration**

Register early for the best selection. Registration begins 4 weeks before the start of each term (exception: fall registration begins in May). Plan ahead to allow sufficient time to complete your required paperwork. All high school students each term must fill out a "College Study Program Application/Enrollment" form. The form must be signed by the student, a parent or guardian, and a high school counselor or principal before the student can be registered. Failure to complete this form may result in the student not receiving credit for the course.

\*Career Academy students will register for the entire year using a Career Academy Application.

## **Space Availability**

Students should be aware that many classes fill up quickly. It is very important to register for the classes as soon as possible.

## **Prerequisites**

Students should be aware that some courses have prerequisites that must be met before a student can take that class. For instance, a student would have to take Introduction to Psychology before taking Abnormal Psychology.

## **Student Eligibility and Pre-requisites**

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 Indian Hills classes are subject to the same policies as any other Indian Hills student. Therefore students need to be familiar with the

Indian Hills Handbook. Students taking Arts and Science classes should also be familiar with their department policy manual. Policies on absences, plagiarism, tobacco use, and several other significant policies can be found in these books. Failure to be aware of a policy does not exempt the student from that policy.

## **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.

## Testing

New full-time students are advised to take the Accuplacer test or submit ACT scores to the Testing Center prior to admission. The Accuplacer is available at the Testing Centers located on the Ottumwa and Centerville campuses and at every IHCC County Service Center. Students living outside the area may register for an exam at an institution near them. To schedule an appointment, contact the Testing Center at [testing@indianhills.edu](mailto:testing@indianhills.edu) or at (800) 726-2585, ext. 5142. ACT or SAT scores may be mailed to IHCC Testing Center. The Testing Center offers a full menu of testing services including make-up tests for current students and professional licensure and certification tests. To view the complete menu of available tests, visit [http://www.indianhills.edu/students/docs/testing\\_center\\_information.pdf](http://www.indianhills.edu/students/docs/testing_center_information.pdf)

## 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 and Planner.

## Attendance

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 and Pagers

Students are not allowed to have cell phones or pagers 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 post final grades for students, and they are prohibited from conveying grades over the telephone or via email. You can check your final grades online at IHCC Web Advisor at [www.indianhills.edu](http://www.indianhills.edu)

### **Directions for viewing grades online:**

1. Go to the IHCC web site: [www.indianhills.edu](http://www.indianhills.edu)
2. Scroll to the bottom of the page and click on Web Advisor
3. Click on **Students**
4. Click on **Log-in** and enter **User ID** and **Password**

### **Directions for viewing current course grades:**

1. Go to the IHCC web site: [www.indianhills.edu](http://www.indianhills.edu)
2. Scroll to the bottom of the page and click on Web Advisor
3. Enter User name and Password
4. Select course
5. Go to Report tab at the top of the page

## Grading System

Indian Hills Community College uses a 4 point system for determining grades per course. Letter grades and their numerical value are:

**A = 4.0**  
**B = 3.0**  
**C = 2.0**  
**D = 1.0**  
**F = 0.0**

Other grade 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.

### **Calculating Grade Point Average**

To calculate your grade point average, you will convert your letter grades into points as follows:  
 A=4 points; B=3 points; C=2 points; D=1 point; F=0 points.  
 You then multiply your grade points by the number of credits in the course. For example, Introduction to Psychology is a three credit course. If you received a "B" in that class, you would take 3 credits times 3 grade points for a total of 9 grade points

Your overall grade point average is determined by dividing the total number of grade points earned by the total number of credits taken. (Do not include courses with a "W" grade). Here is an example: You took the following courses and received the following grades: Composition I (3 credits): B; Painting (2 credits): B; Introduction to Literature (3 credits): B; Math for Liberal Arts (3 credits): B. To determine the GPA for these grades, you will first figure out the grade points for each class and then add up the total number of credits you took and the total number of grade points you received. You will then divide the total number of grade points by the total number of credits taken. You would do the following calculations for the example given above:  $3 \times 3 = 9$ ;  $2 \times 3 = 6$ ;  $3 \times 2 = 6$ ;  $3 \times 4 = 12$ . This gives you a total of 11 credits with 33 grade points. Divide 33 by 11, giving you a 3.0 grade point average.

**Note:** It is important to know that if a class is taken on a pass/fail basis (such as developmental courses), a "P" does not impact your GPA but an "F" does.

### **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 and Planner must be followed.

### **Plagiarism and Cheating**

Assuming ownership of another person's words or ideas is the essence of plagiarism. Plagiarizing copy- righted 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.**

## **SCHEDULE CHANGES**

### **Drop/Add Period**

During the first five instructional days of a term, students may add classes; classes may be dropped the first eight days of the term with full refunds for dropped classes. No course additions are permitted after the 5th day of the term. Contact your school counselor or administrator.

### **Withdrawal**

After the eighth day of the term until two weeks before the term ends, students may withdraw from classes without

refund. During this period, students wishing to withdraw from class should speak with their school counselor or administrator.

## 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

### 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. Students may have copies of their transcripts sent to other colleges by contacting the Registrar located in the Bennett Student Service Center. 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](http://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](http://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](http://www.admissions.iastate.edu/partnership)

### 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](http://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.

## **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 an "Intent to Graduate" form.

Ceremonies are held in the Winter and Spring terms at Ottumwa, with Spring term graduation ceremonies conducted at Centerville.

## **ORDERING TRANSCRIPTS ONLINE**

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](http://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.

### **Contact Information:**

Joni Kelley, Registrar  
Indian Hills Community College  
Bennett Student Services Center  
525 Indian Hills Drive, Bldg. 12  
Ottumwa, IA 52501

Email: [Joni.Kelley@indianhills.edu](mailto: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. Textbooks are available one week prior to the start of each term.

### **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 meals are  
11:30 a.m. – 1:00 p.m. and 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.

### **Credit Exchange Policy for Fall, Winter, Spring and Full Summer Terms:**

From the 9th day (class meeting day) of the term up to and including the 28th day (class meeting day) of the term, students can withdraw from transfer or technical credit classes and enroll in developmental education classes with no additional tuition charges, if they are making an even exchange of credits. Students must enroll for the same number of developmental credits as the transfer/technical credits they are dropping in order to incur no additional tuition charges or adversely affect their financial aid. (Example: 3 credit transfer/technical class exchanged for developmental courses equaling 3 credits) **A maximum of 6 credit hours per term may be exchanged at no additional**

**charge. Developmental credits that are in addition to the six credits being exchanged will be charged at the regular tuition rate.**

From the 28th day of the term through the end of the term, enrollments in developmental credit classes will be discouraged and students will be charged the regular tuition rate for enrollment in each DV credit course. Students may add developmental classes past this date only with the approval of SUCCESS Center staff.

**Credit Exchange for Six-Week Summer sessions: Credit Exchange will not be permitted during the two shortened (6 week) summer sessions.**

## **Procedures for Credit Exchange**

### Student Responsibility

- Students wanting to do Credit Exchange will go to the SUCCESS Center. Students must have the course titles and course numbers of the courses they wish to drop.
- Students will work with SUCCESS Center faculty to select appropriate developmental courses for Credit Exchange.
- Students who add SUCCESS Center credits in excess of the six credits they are exchanging will be financially responsible for each additional credit at the regular credit hour rate and will need to make arrangements for payment with the Business Office and/or the Financial Aid Office.

### SUCCESS Center Responsibility

- SUCCESS Center faculty will advise students and recommend the appropriate developmental courses to replace the courses the student is dropping.
- SUCCESS Center faculty will complete an add/drop form for the Credit Exchange courses, listing the courses to be dropped and the developmental courses that are to be added. If students are adding developmental courses in addition to those that are being exchanged, the faculty member will complete a separate registration for the additional courses.
- The SUCCESS Center will immediately send the add/drop form(s) to Enrollment Services. Enrollment Services will process the add/drop form the same day it is received.
- As soon as the add/drop form is processed (which may involve a 24 hour turn-around time), students will be able to access MyHILLS for their developmental course materials.

## **IHCC Student Online Services**

### **Computer Tutorial**

### **How to Log In to WebAdvisor, MyHills, and Student WebMail**

**Purpose:** To show students how to log in to "WebAdvisor," "MyHills," or "Student WebMail" for the first time and change their default password.

### **IMPORTANT NOTE REGARDING YOUR USERNAME AND PASSWORD:**

When you were accepted to Indian Hills Community

College, a username and password were created for you to access WebAdvisor, MyHills, and Student WebMail.

A student username, or "User ID," is usually in the following format: **firstname\_lastname**. For example, the student Janet Learner's username would be "janet\_learner."

A student's default password is his/her Student Number followed by "Az" (capital "A" and lowercase "z"). For example, if someone's seven digit student number is "0123456," then his/her default password would be "0123456Az." To learn how to find out your "User ID" and "Student/Employee Number," please see "What is my User ID and Student Number?" later in this tutorial.

After logging in to WebAdvisor for the first time, you will be prompted to change your password. All passwords must be **six to nine characters in length**, and must contain at least **one capital letter, one lowercase letter, and one number**. Password cannot contain special characters. Be sure to change your password to something that you can easily remember. Also, it is very important that you **never give your username and password to anyone**, as that person could potentially access all of your Indian Hills accounts. Once you have changed your password, you will be able to use your username and new password to access "WebAdvisor," "MyHills," "Student WebMail," and "Lynda.com."

The Indian Hills Community College Office of Information Technology (IT) enrolls students automatically into their MyHills courses after they have registered for their courses in **WebAdvisor**. This usually takes no more than one business day.

### **Technical Support**

If you have problems go to the IHCC web page [www.indianhills.edu](http://www.indianhills.edu) and scroll to the bottom of the page. Under resources select IT Help Desk.

**New Students:** Your application must be processed before you can log-in.

### **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.

### **Parking**

Parking stickers are required on all vehicles parked on campus. Stickers are available through the Bookstore located in the Bennett Student Services building. Parking stickers are available in the campus book-stores.

### **Services for Students with Disabilities**

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. Students should contact the Ottumwa SUCCESS Center by calling (800)726-2585, ext. 5238. Centerville students should contact the Centerville SUCCESS Center at (800)670-3641, ext. 2232.

### **Student Health & Wellness**

Our Behavioral Health counselor can assist you with many circumstances. A few examples include:

- Depressed mood and mood swings
- Anxiety related to school, work or test taking
- Grief and loss
- Family issues
- Anger management
- Dating and relationship issues
- Negative addictive behaviors
- Sexuality issues
- Adjustment issues of international students
- Problems with eating and maintaining healthy body image
- Having a friend in distress
- Thoughts of self-harm or self-harming behavior

Currently enrolled IHCC students can see the Behavioral Health Counselor at no charge. It is a free service. Call (641) 683-5336 to request a counseling appointment.

### **Success Centers--(Skill Upgrading for College and Careers Ensuring Student Success)**

At IHCC, we believe that all students have value and our goal is to empower students to achieve their full potential in an academic setting. At the SUCCESS Centers on the main IHCC campuses in Ottumwa and Centerville, you can find assistance in skill upgrading, academic support, and career counseling.

Services:

- Computer Labs
- Developmental Classes

- Disability Services
- ESL (English as a Second Language)
- Peer Tutoring
- Pre-Enrollment Workshops
- Professional Tutoring

Hours: Monday through Thursday, 7:15 a.m. – 7:00 p.m.

### **Use of Tobacco Products**

Indian Hills Community College is committed to providing a tobacco-free environment for our staff, students, constituents, and visitors to our campuses. Tobacco use is prohibited on college property including in its buildings, college owned vehicles, outdoor areas, or any vehicle located on college grounds. This policy is consistent with the Iowa Smokefree Air Act.

### **Testing**

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](mailto: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](mailto: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**

Indian Hills Community College The decision to cancel or delay 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 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
- KTWA - 92.7 FM - Ottumwa
- KCOG - 1400 AM - Centerville
- KMGO - 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
- KIIK - 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

## 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 & Teci Leaves
- Therapeutic Massage Club
- Warrior Basketball Band

#### CENTERVILLE CAMPUS

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

### 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 chalk board, 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

### **Graduating from high school?...**

Getting Started on your Future: Steps to Success

1. Apply now! [www.indianhills.edu/admissions](http://www.indianhills.edu/admissions)
2. Campus Visit- IHCC Warrior Wednesdays. 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](http://www.pin.ed.gov)
  - Apply for financial aid: [www.fafsa.gov](http://www.fafsa.gov)
  - [www.indianhills.edu/scholarshipapp](http://www.indianhills.edu/scholarshipapp)
  - [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov)
  - [www.icansucceed.org](http://www.icansucceed.org)
  - [onestop@indianhills.edu](mailto: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

# APPENDIX

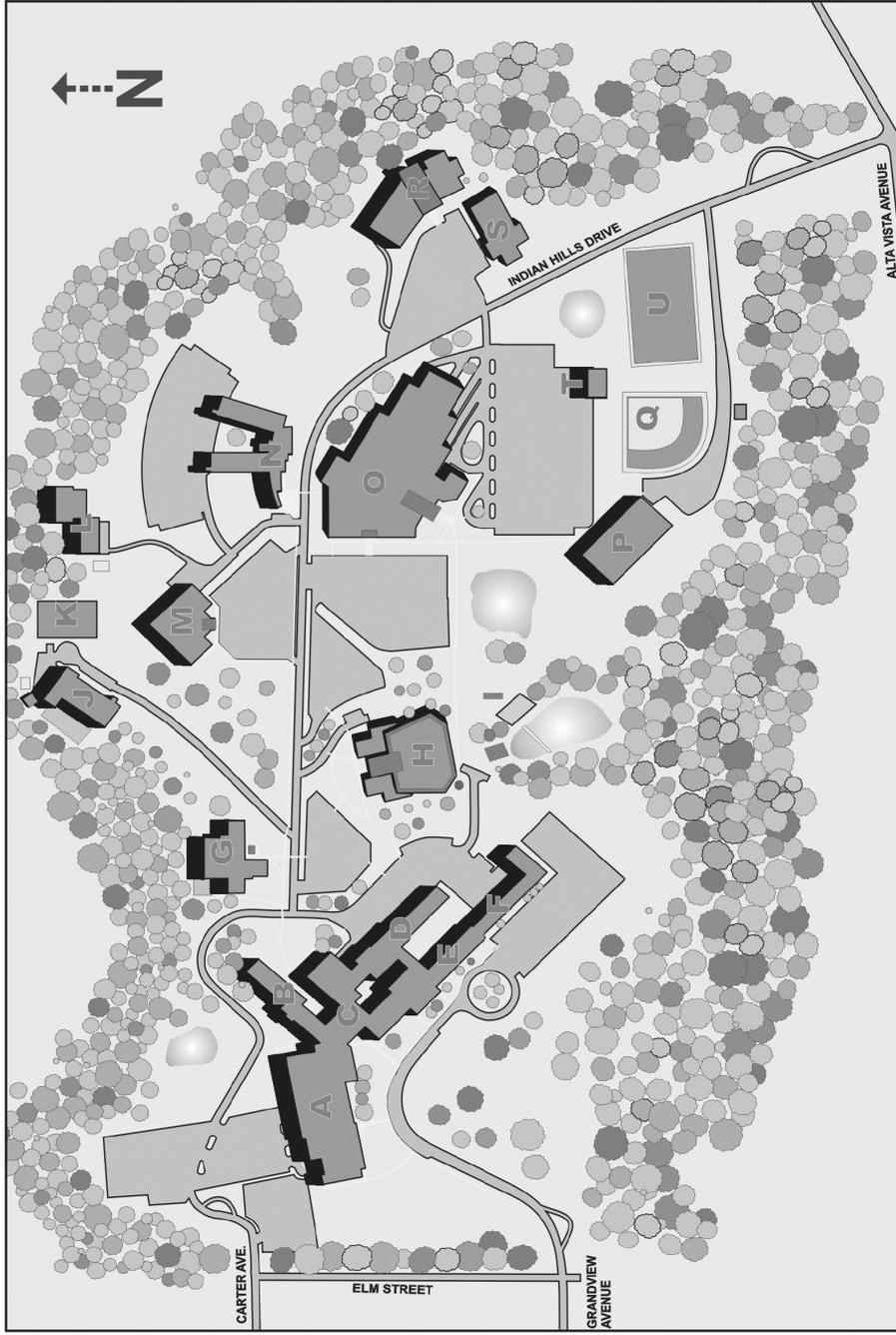


# INDIANHILLS COMMUNITY COLLEGE

## MAIN CAMPUS

### Main Campus Directory

- 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  
Maintenance Office (Basement)
- D Appanoose Residence Hall**  
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

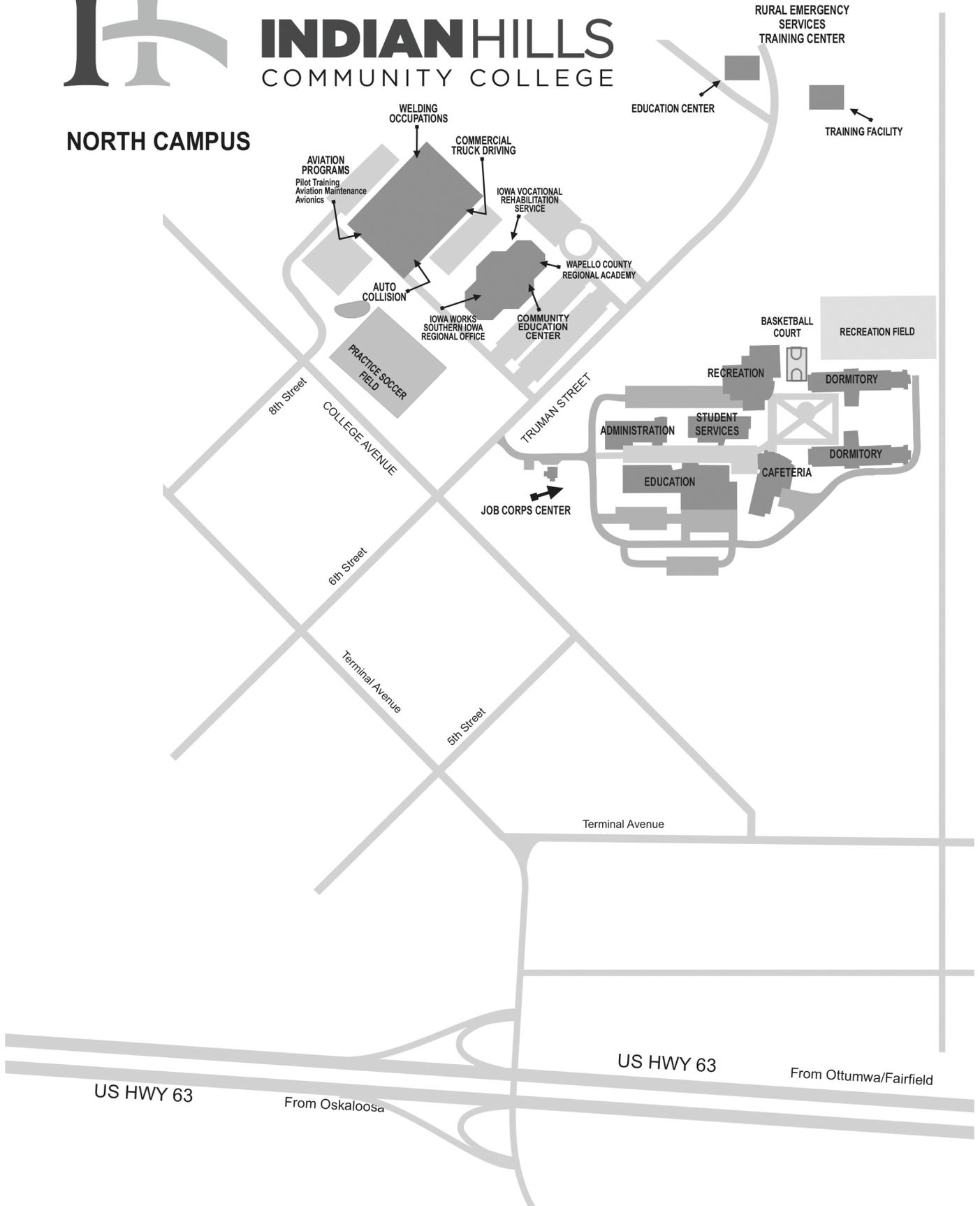
- Soccer Office  
Softball Office  
Volleyball Court/Office
- Q R.L. Hellyer Softball Field**
- R Rosenman Video Conference Training Center**  
Rural Health Education Partnership  
Health Sciences Programs  
Iowa Communications Network Classrooms (CC3-CC7)
- S Rural Health Education Center**  
Health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

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



# INDIAN HILLS COMMUNITY COLLEGE

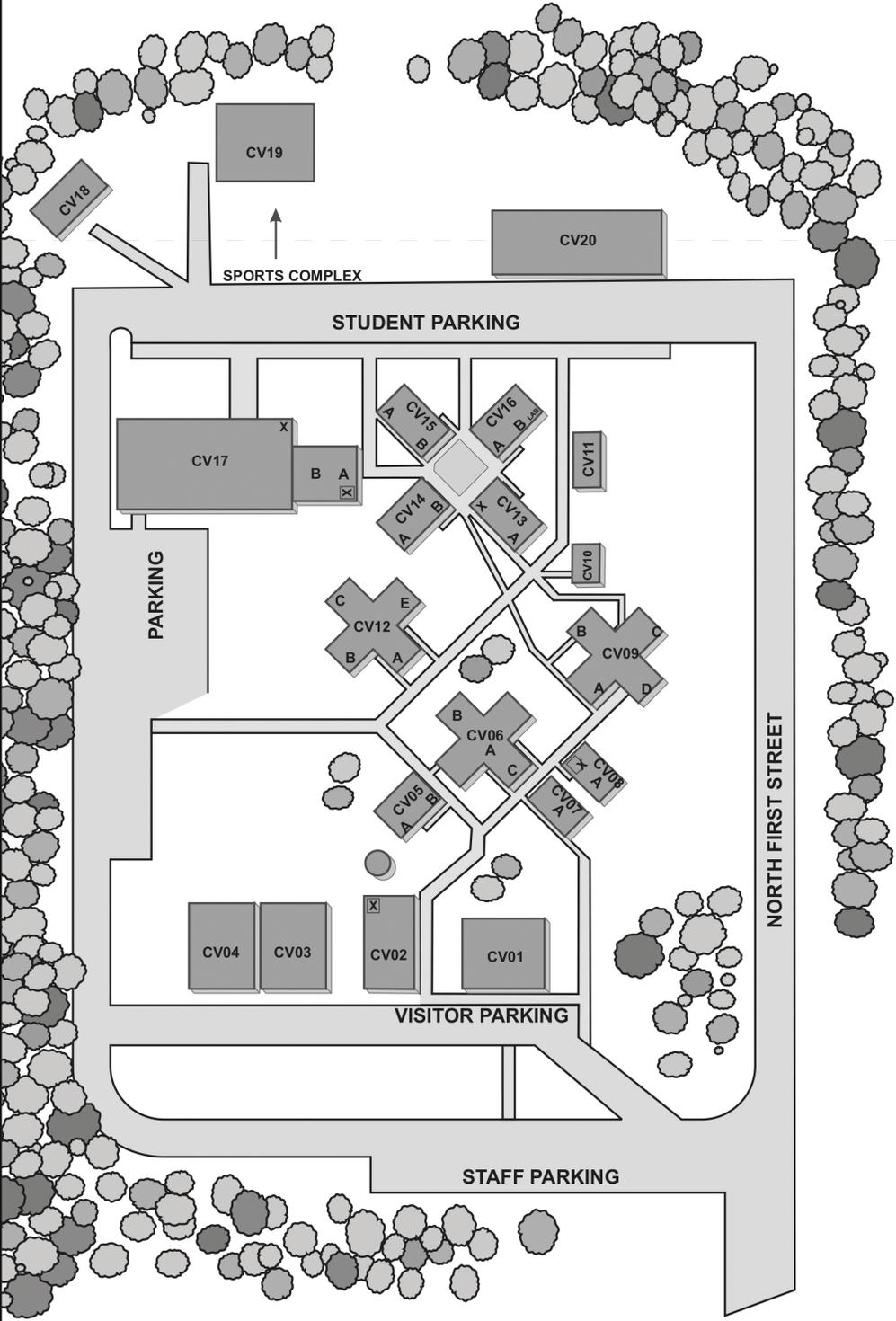
## NORTH CAMPUS





**CENTERVILLE 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 12  
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



# Indian Hills Community College

## 2017-2018 Calendar Four (4) Day Week - Monday through Thursday

FLEXIBLE SCHEDULING WITH A FOUR-DAY WEEK AND EVENING AND WEEKEND CLASSES AVAILABLE

### **FALL TERM - 2017**

<b>August 28</b>	Fall Term Begins Day, Evening and Online Classes Begin
<b>August 31</b>	Staff Workshop - No Afternoon Classes Morning and Evening Classes will meet
<b>September 4</b>	Labor Day Holiday - College Closed
<b>September 5</b>	Classes Resume Last Day to Add Classes
<b>September 11</b>	Last Day to Drop Classes
<b>October 5</b>	Midterm
<b>October 16</b>	Last Day for Credit Exchange
<b>October 18</b>	Winter Term Registration Begins
<b>November 1</b>	Last Day to Withdraw for Fall Term
<b>November 15</b>	Last Day of Fall Term

<b>February 28</b>	Last Day to Add Classes
<b>March 6</b>	Last Day to Drop Classes
<b>April 2-5</b>	Spring Break - College Closed
<b>April 9</b>	Classes Resume Midterm
<b>April 16</b>	Last Day for Credit Exchange
<b>April 24</b>	Summer Term Registration Begins Fall Term 2018 Registration Begins
<b>May 3</b>	Last Day to Withdraw for Spring Term
<b>May 16</b>	Spring Term Graduation - Centerville
<b>May 17</b>	Last Day of Spring Term
<b>May 21-24</b>	Spring Term Graduation - Ottumwa
<b>May 28</b>	Early Summer Break - College Closed Memorial Day Holiday - College Closed

### **WINTER TERM - 2017**

<b>November 16</b>	Winter Term Begins Evening and Online Classes Begin
<b>November 20</b>	Day Classes Begin
<b>November 22</b>	Thanksgiving Holiday - College Closes at 2:00 p.m.
<b>November 23</b>	Thanksgiving Holiday
<b>November 27</b>	Classes Resume Last Day to Add Classes
<b>November 30</b>	Last Day to Drop Classes
<b>December 25-</b>	
<b>January 4</b>	Winter Break - College Closed
<b>January 8</b>	Classes Resume
<b>January 10</b>	Midterm
<b>January 18</b>	Last Day for Credit Exchange
<b>January 24</b>	Spring Term Registration Begins
<b>February 6</b>	Last Day to Withdraw for Winter Term
<b>February 20</b>	Last Day of Winter Term Winter Term Graduation

### **SUMMER TERM - 2018 (1st session, 5/29 - 7/9) (2nd Session, 7/10 - 8/16)**

<b>May 29</b>	First Day of Summer Term Evening and Online Classes Begin
<b>May 30</b>	Day Classes Begin
<b>May 31</b>	Last Day to Add Classes for First Summer Session
<b>June 4</b>	Last Day to Drop Classes (with 100% Refund) for First Summer Session
<b>June 5</b>	Last Day to Add Classes for Full Summer Term
<b>June 11</b>	Last Day to Drop Classes (with 100% Refund) for Full Summer Term
<b>July 2</b>	Last Day to Withdraw for First Summer Session
<b>July 4</b>	Independence Day Holiday - College Closed
<b>July 5</b>	Classes Resume
<b>July 9</b>	Midterm
<b>July 10</b>	Second Summer Session Begins
<b>July 12</b>	Last Day to Add Classes for Second Summer Session
<b>July 16</b>	Last Day to Drop Classes (with 100% Refund) for Second Summer Session
<b>August 2</b>	Last Day to Withdraw for Full Summer Term
<b>August 9</b>	Last Day to Withdraw for Second Summer Session
<b>August 16</b>	Last Day of Summer Term
<b>August 10</b>	Last Day to Withdraw for Second Summer Session
<b>August 17</b>	Last Day of Summer Term
<b>August 21-24</b>	Late Summer Break - College Closed

### **SPRING TERM - 2018**

<b>February 21</b>	Spring Term Begins Evening Online Classes Begin
<b>February 22</b>	Day Classes Begin

## High School Programs Staff

### **Camie Richards**

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**INDIAN HILLS**  
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](http://www.indianhills.edu)**