



**IOWA CENTRAL  
COMMUNITY COLLEGE**

# **Project Earlybird High School Student Handbook 2022-2023**



**NACEP**

*Advancing Quality College  
Courses For High School Students*

# 2022-2023 Handbook

## for High School Students Enrolled in College Courses: Concurrent Enrollment, PSEO, Senior Year Plus, Career Academy, Triton Academy, and Charter School Options

### **Mission Statement**

Iowa Central Community College provides quality educational opportunities in and outside of the classroom.

### **Philosophy**

It is the philosophy of Iowa Central Community College, as a comprehensive community college, to aid in developing our citizens' capabilities to the maximum. Iowa Central provides a flexible program to satisfy the needs of the individual and the needs of the community. An educational environment is planned to provide experiences for those who desire pre-professional courses, improvement of educational or technical skills, or developmental programs for self-enrichment. This environment can be on campus or on-site.

In concert with this mission, Iowa Central offers:

- college transfer courses
- career and technical training
- general education
- recreation and personal enrichment programs
- economic development
- community service activities for people with diverse interests, needs, backgrounds, and skills
- adult basic education

### **Service Excellence Values**

#### **Professionalism**

- Accountability: Recognize that work performance directly reflects your character.
- Communication: Practice exceptional internal and external communication.
- Personal Responsibility: Give 100%.
- Adapt: Respond to the ever-changing environment of higher education.

#### **Integrity**

- Diversity: Recognize and value individual and cultural differences.
- Ethics: Strive to be honest, fair, and responsible.
- Respect: Inspire mutual respect.
- Consistency: Promote and represent Iowa Central at all times.

#### **Excellence**

- Empower: Encourage initiative, creativity, and thoughtfulness in all we do.
- Quality Education: Continuously pursue improvement in courses, methods, and systems.
- Celebrate: Celebrate success and embrace and learn from challenges.
- Exceed Expectations: Strive to be the best you can be at all times.

### **Vision Statement**

For all we serve, Iowa Central Community College strives to be the premier learning community and college of choice, preparing the best citizens and workers for our region and beyond.

### **We will aspire to:**

- Contribute effectively to the economic, social, and cultural opportunities of our region.
- Work proactively with businesses, civic organizations, high schools and other academic institutions to improve collaboration, develop educational and career opportunities, expand Iowa Central's visibility, and target public and private investment into Iowa Central.

- Monitor progress against our priorities, commitments, and aims, using relevant performance indicators, benchmarks, and targets. Through this assessment, we will maintain focus on our planning process to ensure we continue to meet academic and institutional needs.
- Plan and budget annually to provide the framework for making the strategic plan operational.

### **Student Conduct Code**

Students are expected to conduct themselves in a responsible manner. Students who enroll accept our policies, regulations and operational procedures. Student behavior, which after due process is found to be disruptive to classes or to destroy the rights of others or property, may result in disciplinary probation or suspension.

### **Student Rights and Responsibilities**

Students of the College have both rights and responsibilities as described in the Iowa Central Community College Student Handbook and in Board Policies Iowa Central's mission is to promote intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, strengthens community, and inspires progress. This can occur in an environment that fosters intellectual inquiry within a climate of academic freedom and integrity. Students and instructors are expected to promote these goals in the context of inclusiveness, mutual respect, and tolerance of others, as ideas are explored, facts gathered, opinions weighed, and conclusions drawn.

### **Process for Student to Express Academic Concerns and Complaints**

From time to time, a student may have concerns about such issues as scholastic dishonesty, discrimination, disability accommodations, or grading grievance. If the student's concern relates to:

- Educational records, the student should follow the review/grievance procedures in Board Policy Number 404, Access to Educational Records
- A finding of scholastic dishonesty, the student should follow the appeal process in Board Policy Number 407, Scholastic Dishonesty
- A student grade, the student should follow the review procedure in Board Policy Number 408, Student Grade Appeal
- Conduct by the instructor perceived by the student to be a violation of the College's non-discrimination/harassment policy, the student should follow the complaint procedure in Board Policy Number 414, Discrimination Process
- A student may have other academic concerns and complaints about a particular classroom experience, specific curricular matters, instructor conduct in the classroom or in another instructional setting that adversely affects the learning environment, misuse of instructor authority to promote a political or social course within an instructional setting, inequities in assignments, or scheduling of examinations at other than published times. If such concerns arise, the student should follow the procedure in Board Policy 415 described below:
  - Ordinarily, the student should first attempt to resolve the concern with the instructor.
  - If after meeting with the instructor, the student believes their concern is not resolved, or, if the student does not feel, for whatever reason, they can directly approach the instructor, the student should meet with the division dean. This meeting shall be scheduled within ten (10) calendar days after meeting with the instructor. The division dean shall investigate the concern fully, including meeting with the instructor and the student and attempt to resolve the concern.
  - If the concern is not resolved to the satisfaction of the student, the student may submit within five (5) calendar days after the meeting with the division dean, a written summary of their concern to the Vice-President of Instruction. The Vice-President will confer with the division dean, the instructor, and the student in an attempt to resolve the concern.
  - If the concern is not resolved to the student's satisfaction, the student may within ten (10) calendar days of the receipt of the Vice President of Instruction's findings request, in writing, that the College President review the concern. The President will review the concern and take such action as they

deems appropriate including (but not limited to) the recommendation of action to the Board of Directors.

### **Title IX**

As an educational institution, Iowa Central Community College strives to provide a respectful, safe, and non-threatening environment for students and employees. The mission of the College is to promote intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, strengthens community, and inspires progress. Harassment and violence against students, faculty, and staff subverts this mission and will not be tolerated. Students who feel that they have been the subjects of such harassment should advise the Vice President of Enrollment Management and Student Development or the College's Director, Human Resources/Equal Employment Opportunity (EEO) Coordinator. Staff members should advise one of the following: their immediate supervisor, the appropriate Vice President, or the College's Director, Human Resources/EEO Coordinator. More information on Title IX at [www.iowacentral.edu/about/titleIX.asp](http://www.iowacentral.edu/about/titleIX.asp).

### **Admission**

Iowa Central Community College is a comprehensive college with an open-door admissions policy. There is no application fee for admission to the College.

#### **Ways to Apply**

- Apply online at [www.iowacentral.edu/admissions](http://www.iowacentral.edu/admissions)
- Request paper application by phone, 800-362-2793 ext. 1008 or 515-574-1008

A student may be accepted by the College, however, some academic programs have additional admissions requirements to be considered for acceptance into those programs including academic qualifications and other criteria. Academic programs that have additional requirements are Associate Degree Nursing, Dental Hygiene, Emergency Medical Services, Medical Assistant, Medical Laboratory Technician, Practical Nursing, Radiologic Technology, and Professional Semi-Truck Driving program. To learn about these additional requirements, refer to the Applied Science and Technology Programs section of this catalog.

## **REGISTERING**

### **Registering for Iowa Central Courses**

All high school students who are wanting to enroll in a college course must complete an application (depending on enrollment type):

- **Concurrent enrollment (Project Earlybird)** - will take place at the high school and does not require a parent/guardian signature. Students must complete the entire online Earlybird Registration Application located on the Iowa Central website.
- **Senior Year Plus – Internet & On-Campus/Virtual Course enrollment** - must be completed with the staff at the high school via an online school-specific form.
- **PSEO enrollment** - requires parent/guardian signature if the student is under 18 years of age. Students must contact their high school counselor for the enrollment form, fill it out in its entirety, and submit it to the Distance Learning Office.
- **Career Academy enrollment** - must be completed with the staff at the high school and/or the Career Academy Coordinator.
- **Triton Academy enrollment** - must be completed with the staff at the high school.
- **Charter School enrollment** - must be completed with the staff at the high school and/or one of Iowa Central's advisors.

### **Concurrent Enrollment (Project Earlybird)**

The concurrent enrollment (Project Earlybird) program promotes rigorous academic or Career Technical Education (CTE) pursuits by providing opportunities for high school students to enroll in Iowa Central Community College

courses offered within the high schools. Project Earlybird courses are offered through contractual agreements between Iowa Central Community College and local school districts. Iowa Central courses are offered to classes of high school students in grades nine through twelve. The instructor may be a high school instructor employed by the contracted district or a community college instructor, who meets state and College faculty standard requirements. College credit is awarded upon successful completion of the course(s).

### **Concurrent Enrollment Eligibility & Responsibility**

- Students must be high school students who reside in Iowa. Students must meet the same prerequisite, co-requisite, and course admission/placement requirements as traditional college students and take the course for college credit. Students may not take the course for high school credit only.
- Students must complete the online Earlybird Registration Application located on the Iowa Central website.
- Concurrent enrollment courses are available to public, private, homeschooled, and traditional college students.
- Concurrent enrollment students may be responsible for purchasing textbooks or supplies for any semester in which they are enrolled. Students must check with their local school district for policies related to textbooks.
- Additional eligibility and guidelines are available from the Iowa Department of Education's Senior Year Plus Guide.

### **Senior Year Plus – Internet & On-Campus/Virtual Courses**

High school students may choose to enroll in an Online, on-campus, or virtual course at Iowa Central Community College. Internet courses taken through the Internet Based-Senior Year Plus Program can be concurrent enrollment courses at Iowa Central and are available to high school students. Students must meet Iowa Central's admission requirements (placement test) and any co or pre-requisite of the course they are registering for. Each high school determines which Online, on-campus, and virtual courses are approved.

- **Online Courses** – courses are asynchronous and are taught via the internet using Canvas. Students can enroll in an Online course only during registration before the term and during the first 5 session days of Iowa Central's semester. Enrollment is closed in Online courses after the add period. Online courses are structured and have weekly required assignments and discussion postings. Each week will begin on a Tuesday and end the following Monday at 11:59 p.m. (CST/CDT).
- **On Campus or Virtual Courses** – Students can enroll in a course on an Iowa Central campus only during the first 5 days of the College's semester.

The student must fill out the Senior Year Plus enrollment form with a designated person at the high school, usually the counselor or principal. There is no cost to the student for the course and the school is billed for each course. Students may be responsible for purchasing textbooks or supplies for any semester in which they are enrolled. Students must check with their local school district for policies related to textbooks.

### **PSEO (Post-Secondary Enrollment Options)**

First established in 1987, the PSEO program is intended to promote rigorous academic pursuits and to provide a wider variety of options to high school students. The program allows eleventh and twelfth grade students, as well as ninth and tenth grade students identified as gifted and talented by their local district, to enroll in college courses. Through the program, individual students may enroll in an Iowa Central Community College course if a comparable course is not offered at their school. Successful completion of the course also generates high school credit and applies toward district subject area and graduation requirements. In 2016, legislation revised Iowa Code chapter 261 E (Senior Year Plus). This revision affects the eligibility of community college courses for Postsecondary Enrollment Options (PSEO) where concurrent enrollment agreements are in place. If a school district has a concurrent enrollment agreement with Iowa Central Community College, students will not be eligible to take courses at or through ICCC under PSEO.

The school district will pay Iowa Central Community College for the cost of the course or \$250, whichever is lower. If the student successfully completes the course, it is provided free to the student (except possible equipment purchases). If a student fails to complete the course and is not eligible for a waiver, the student or his or her parent or

guardian may be required to reimburse the district's cost. Textbooks are loaned to students from the Iowa Central Bookstore and must be returned at the end of the semester.

### **Student Eligibility (281 – IAC 22.16)**

In addition to the Senior Year Plus student eligibility requirements, students also must meet the following requirements to be eligible to enroll in PSEO courses:

- Eligible students shall be residents of Iowa
- An eleventh or twelfth grade student
- A ninth or tenth grade student identified as gifted and talented pursuant to Iowa Code section 257.43
- A student enrolled in an accredited nonpublic school who meets all eligibility requirements may apply to take courses under PSEO through the school district where the accredited nonpublic school is located, provided that neither the accredited nonpublic school nor the school district offers a comparable course and where concurrent enrollment agreements are not already in place.
- A student under competent private instruction who meets all eligibility requirements may apply to take PSEO courses through the public school district in which the student is dually enrolled, provided that the resident school district does not offer a comparable course and/or the concurrent enrollment agreements are not already in place, and shall be allowed to take such course on the same basis as a regularly enrolled student of the district.
- Students shall not "audit" postsecondary courses.
- Students must meet Iowa Central's admission requirements (placement test) and any co or pre-requisite of the course they are registering for.

### **Career & Triton Academy**

Students who enroll in a Career Academy or Triton Academy take a specific sequence of courses that will provide skills and an educational base. Students can transfer these college credits into an academic program at the post-secondary level or seek employment. Students have the opportunity to gain college credit courses in a discipline that interests them while still attending high school. These career pathways are designed to lead into multiple college programs and align with jobs that are available in our region. Career pathways vary by location, so it is encouraged that students check with their high school counselor on pathway opportunities.

Students who are accepted into a Career Academy or Triton Academy are committed to a full academic year. This means they will attend the Academy five days a week and will follow Iowa Central's academic calendar. These students will be held to the same standards as a regular college student and will be held accountable to all College policies and procedures as listed in the Iowa Central Student Handbook. Students must also meet Iowa Central's admission requirements (placement test) and any co or pre-requisite of the course they are registering for.

### **Charter School**

Charter schools allow students to enroll in college classes while they are still in high school. In order to take classes through the charter school, a student must open enroll in the district that he/she wants to attend if the student does not live in that district. Students can typically earn more college credits through a charter school than through the other methods in which high school students can earn college credits. Students must meet Iowa Central's admission requirements (placement test) and any co or pre-requisite of the course they are registering for. The charter school has its own rules and regulations so if there are questions, the high school should be contacted.

**According to the Senior Year Plus (SYP) Guidelines, the school districts and Iowa Central Community College shall not place restrictions on participation in SYP programming beyond that which is specified in statute or administrative rule. For example, a school district may not require students to exhaust the school district curriculum prior to enrollment in SYP courses; a district may not limit student enrollment in PSEO to one course per semester; a district may not require that SYP courses be taken only during a certain time of day.**

## GENERAL INFORMATION

### **Dropping a Course** (within 100% refund period)

Students are allowed to try out a course for a short period of time at the beginning of the term without it affecting their college transcript or charges occurring. Students should check with their local school district for their policies on dropping a course.

- **Concurrent enrollment (Project Earlybird) courses** - may drop only during the add/drop period at the student's high school, or within the first five session days of the course, whichever is less.
  - To request to drop, students must contact their instructor or high school administration.
- **Internet Based-Senior Year Plus courses and PSEO courses** - may drop during the College's drop period which is within the first five College calendar days of the term.
  - To request to drop, students should login to Self-Service and click on "Drop/Withdraw From Class" to complete the online withdraw/drop form.
- **Courses on an Iowa Central campus (or virtual)** - may drop during the College's drop period which is within the first five College calendar days of the term.
  - To request to drop, students should login to Self-Service and click on "Drop/Withdraw From Class" to complete the online withdraw/drop form.
- **Career Academy courses at a Career Academy** - may drop during the College's drop period which is within the first five College calendar days of the term.
  - To request to drop, students must contact the Career Academy Coordinator.
- **Triton Academy courses on the Fort Dodge Campus** - may drop during the College's drop period which is within the first five College calendar days of the term.
  - To request to drop, students should login to Self-Service and click on "Drop/Withdraw From Class" to complete the online withdraw/drop form.
- **Charter courses on an Iowa Central campus** - may drop during the College's drop period which is within the first five College calendar days of the term.
  - To request to drop, students must contact the Charter School Coordinator.

### **Withdrawing from a Course** (after the 100% refund period)

If a student should find the need to withdraw from an Iowa Central credit course, a "W" grade is placed on a student's transcript the school district will be invoiced or if it is PSEO, the student or parent (if the student is under 18 years old) will be invoiced by the school district.

- **Concurrent enrollment (Project Earlybird) course** - may withdraw after the drop period at the student's high school up until approximately the last 20% of the course. The actual date will be provided to each instructor at the beginning of the term.
  - To request to withdraw, students must contact their instructor or high school administration.
- **Courses on an Iowa Central campus, Internet Based-Senior Year Plus courses, and PSEO courses** - may request to withdraw a minimum of four weeks prior to the end of the course to receive a "W" grade. After the College's last day to request to withdraw, the option to withdraw is no longer available and the grade of A-F will be entered on the student's transcript.
  - To request to withdraw, students should login to Self-Service and click on "Drop/Withdraw From Class" to complete the online withdraw form.

- **Career Academy courses at a Career Academy** - may request to withdraw a minimum of four weeks prior to the end of the course
  - To request to drop, students must contact the Career Academy coordinator.
- **Triton Academy courses on the Fort Dodge Campus** - may request to withdraw a minimum of four weeks prior to the end of the course to receive a "W" grade. After the College's last day to request to withdraw, the option to withdraw is no longer available and the grade of A-F will be entered on the student's transcript.
  - To request to withdraw, students should login to Self-Service and click on "Drop/Withdraw From Class" to complete the online withdraw form.
- **Charter courses on an Iowa Central campus** - must request to withdraw a minimum of four weeks prior to the end of the course
  - To request to withdraw, students must contact the Charter School Coordinator.

### **Academic Planning**

A student enrolling in a standard, semester-length college course can expect to budget two hours of homework each week for every hour spent in the classroom.

Typically, a three-hour semester class, for example, will involve three hours per week of classroom time (sometimes referred to as "contact time" with the instructor) and six hours of homework per week for that course. This is often a drastic change from high school expectations!

### **Attitudes**

1. Concentrate on one thing at a time.
2. Divide a big assignment into small pieces that can be done one at a time.
3. Learn to discipline yourself and feel good about it.
4. Learn to say NO to interruptions when you study.
5. Learn ways to study smarter, not harder.
6. Beware of perfection.
7. Build on successes. Profit from failures.

### **Keep in mind...**

The first step in organization is to survey non-educational time commitments and then plan an education program consistent with available time.

### **Time Management & Study Techniques for Students**

1. Identify your goals, strengths and weaknesses.
2. Identify your campus "help" and resources to build on your strengths and work to overcome your weaknesses.
3. Arrange for texts and required materials before classes meet.
4. Build a study plan, including when and how much you will need to study to meet your goals.
5. Go to EVERY class. Be there early!
6. Sit in the front and keep your mind actively on your learning goals and expectations as outlined by your instructor.
7. Take good notes.
8. Ask for clarification when concepts are unclear to you.
9. Participate in class discussions.
10. Study with a partner, going over key points and clarifying question areas or points that may appear on exams.
11. Build a study plan for tests.
12. Do not miss quiz or test days.
13. Hand in assignments on time.
14. Set priorities for your day.
15. Schedule study time before class and soon after the lecture.



16. Determine a study area where you can concentrate; where you ONLY study.

### **Administrative Withdrawal**

A student will be administratively withdrawn from a class when the student is absent more than 25 percent of the total scheduled class meetings by the mid-point of the class. Automatic attendance notifications are sent when the number of absences exceed 15 percent and then again at 20 percent. School-sponsored absences do count towards these percentages, but the policy for contacting instructors prior to any such absences to arrange for missed work in advance is in place to prevent such absences from impacting a course grade. Students should talk to instructors about their absences and work with them to make plans for success before the 25 percent is exceeded. Students need to check an instructor's or program's attendance policy in the course syllabus, which may be more specific and grade-related.

### **Equal Educational Opportunity Policy**

Iowa Central Community College is committed to providing equal educational and employment opportunity regardless of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or military service. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contracts, or loan. Title VI of the Civil Rights Act of 1964, is similar in its prohibition of discrimination on the basis of race, color, or national origin. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. Iowa Central Community College is also committed to equal opportunities for persons with disabilities, in compliance with federal regulations (Section 504 and ADA).

Responsibility for equal employment and educational opportunity throughout the college rests with the President. The Executive Director of Human Resources has been assigned the responsibility for promoting and encouraging progress in meeting the College's equal opportunity goals. All grievances, questions, or requests for information should be referred to the Executive Director of Human Resources.

### **FERPA**

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

### **Who is protected under FERPA?**

An "eligible" student under FERPA is a student who is 18 years of age or who attends a postsecondary institution (regardless of parental dependency). These rights begin on the day the student begins attending classes. Formerly enrolled students are also protected under FERPA. Students who have applied but have not attended an institution and deceased students do not come under FERPA guidelines.

### **When is a student's consent not required to disclose information?**

When the disclosure is:

- To school officials who have legitimate educational interest.
- To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs.
- In connection with financial aid; this includes Veterans' benefits.
- To organizations conducting studies for or on behalf of educational institutions.
- To accrediting organizations.
- To comply with a judicial order or subpoena.
- In a health or safety emergency.
- Releasing of directory information.

- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

**What is directory information?**

Directory information maybe released to third parties without the consent of the student, unless the student has signed and submitted a written request to the Registrar’s office to restrict the release of directory information.

At Iowa Central, directory information includes:

- Name
- Home and school address and phone number
- E-mail address, both home and school
- Date of birth
- Major, degrees, honors, and awards
- Weight and height for athletic team members
- Dates of attendance
- Enrollment status (e.g. full time or half time)
- Participation in recognized activities and sports
- Previous education institutions attended

Iowa Central also provides a form to be completed by students that want their non-directory information released to others. The “Release of Confidential Information” form is often completed by students to give permission for Iowa Central to speak to their parents regarding, financial aid, billing, grades, schedules, class attendance and progress, health, housing information, and athletics. This form is available to students via TritonPass or a paper copy can be picked up at the Registrar’s Office and is good for one year, so it must be completed each year.

**Financial Aid (Satisfactory Academic Progress Policy)**

Iowa Central Community College is required to establish academic progress standards for students who are federal and state financial aid applicants or recipients. This policy ensures that any student who receives or applies for financial aid is making progress toward a degree. The student’s total academic history is monitored regardless of whether he/she has previously received financial aid.

In order to maintain eligibility for financial aid and Veteran’s benefits a student must meet the “Standards Requirements” listed below. Failure to meet these requirements results in the loss of aid. Programs affected by “Standards Requirements” include, but are not limited to:

- |                           |                      |                           |
|---------------------------|----------------------|---------------------------|
| • Federal Pell Grant      | Federal Work Study   | IA Voc Tech Grant         |
| • Federal Direct Loan     | Federal PLUS Loan    | IA Kibbie Grant           |
| • Veteran’s Benefits      | Federal SEOG         | IA National Guard Program |
| • Last Dollar Scholarship | Other state programs | Last Dollar Scholar       |

**Standard Requirements**

- Pace: Successfully complete 67% of attempted credit hours. This will be measured on a cumulative basis. Example: If the student attempts a total of 24 credit hours the first academic year, the student must satisfactorily complete 16 credit hours. (Example: 24 credit hours x .67 (67%) = 16 credit hours.)
- Maximum Time Frame: Completion of the academic program in 150% of the published credits. Example: Associate in Arts degree = 60 credit hours. Maximum attempted credit hours permitted to complete this program would be 90. (60 credit hours x 1.5 (150%) = 90 credit hours.)
- Minimum Cumulative Grade Point Average: A cumulative GPA of 2.00 must be met.

**Additional Information**

- Credit/no credit, course repeats, withdrawals, incompletes, and developmental courses will be included as part of the student’s cumulative credit hours attempted for pace and maximum time frame purposes.

- In computing the cumulative GPA for graduation, only the most recent grade earned in a course, that has been repeated, will be used.
- Students enrolled in postsecondary courses while in high school will not be assigned a satisfactory academic progress status until the end of their first semester of enrollment at Iowa Central post high school graduation.
- Transfer Students are considered to be making satisfactory academic progress for financial aid purposes upon initial enrollment. Upon enrollment, relevant transfer credits and GPA that become part of the student's academic record at Iowa Central will be included in the student's satisfactory academic progress calculation. Students must send all official college transcripts in order to determine eligibility.
- Courses taken for audit, hours via Advanced Standing, Advanced Placement and hours via the College Level Examination Program will not be included as a part of the student's cumulative credit hours enrolled for maximum time frame purposes.
- Withdraws from non-online courses during the 2020SP term due to COVID19 are excluded from the Pace calculation.

For more information on financial aid general eligibility requirements, follow this link:

[http://www.iowacentral.edu/financial\\_aid/keeping\\_aid.asp](http://www.iowacentral.edu/financial_aid/keeping_aid.asp)

### **Scholastic Dishonesty**

Iowa Central Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating and plagiarizing. Plagiarism is presenting someone else's words as one's own, whether in writing or in speaking. Cheating and plagiarism, whether intentional or accidental, are serious offenses.

Scholastic dishonesty will not be tolerated in any course. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.

One is plagiarizing if one:

- Uses direct quotes without quotation marks and textual citation of the material.
- Paraphrases without crediting the source.
- Presents another's ideas as your own without citing the source.
- Submits material written by someone else as your own (this includes purchasing or borrowing a paper).
- Submits a paper or assignment for which one has received so much help that the writing is significantly different from one's own.

One is cheating if one:

- Copies someone else's exam or homework.
- Purposefully allows another student to copy your work or submit work that you have written as their own.
- Refers to a text, notes, or other materials during an exam without authorization to do so.
- Submits a paper or assignment for which you have received so much help that the writing is significantly different from your own.
- Passes test answers to another student during or before a test.

### **Disciplinary Action by the Instructor for Scholastic Dishonesty**

An instructor who suspects a student of scholastic dishonesty will inform the student of the allegation as soon as possible. It is up to the instructor to determine the disciplinary action to be taken, which could include giving the student a zero for the assignment, reducing the student's grade for the course, assigning an "F" for the course, or other action. The instructor will send a written report of the incident to the student, the appropriate division dean and the Vice-President of Instruction. If the instructor concludes that the incident merits additional disciplinary action (such as suspension or expulsion), they will send a written report of the case to the Vice-President of Instruction for recommended additional disciplinary action.

## Student Appeal

If the student believes that the finding of scholastic dishonesty is in error or the penalty unjust, the student may appeal to the Vice-President of Instruction. An informal hearing will be held and an administrative decision will be presented to the student.

## GRADES

### Changing Grades

A change of grade (not including a "W") will be accepted by the Registrar only if properly signed and dated by the instructor who taught the course and the division dean. A "W" grade will not be changed.

A Grade Change form will be accepted only for the following reasons:

1. An error in grade calculation,
2. The terms of an Incomplete Grade Agreement were finished, or
3. A successful resolution of the Student Grade Appeal.

### Final Grades

Student grades are available to Iowa Central students via Self-Service. Refer to the Self-Service information in this handbook to gain access to your grades.

### Grade and Cumulative Grade Point Average (G.P.A.)

The Grade Point Average is determined in the following manner:

- Allow 4 points for an A; 3 points for a B; 2 points for a C; 1 point for a D; and 0 points for an F.
- Multiply the number of points equivalent to the letter grade received in each course by the number of credit hours for the course to arrive at the quality points earned in each course.
- Divide the sum of quality points by the total number of credit hours. The quotient represents the Grade Point Average for the semester.

The Cumulative Grade Point Average is determined in the same manner as the Grade Point Average, except that all of the student's work, not including developmental courses, are used in the computation. Developmental courses are graded with AP, BP, CP, DP, FQ, Q, and P.

Class	Grade	Per Credit Quality Points	Credits	Total Quality Points
College Experience	A	4	1	4
Introduction to Keyboarding	A	4	1	4
Composition I	B	3	3	9
Elementary Algebra	CP	0	4	0
Introduction to Psychology	C	2	3	6
Introduction to Biology	D	1	3	3
Introduction to Biology Lab	F	0	1	0

26 quality points divided by 12 credits that carry quality points equals a grade point average of 2.16

### Grade Appeal

The following section is from Iowa Central Community College Board Policy #408

A student who believes a course grade is inaccurate may seek an appeal as follows:

1. Within 60 calendar days following the end of a course, the student will inform the instructor or Dean in writing of questions concerning the course grade. The written correspondence will address all

questions concerning the criteria and procedures the instructor used in determining the grade, the process by which it was assigned, and to request error correction, if any, in the grade.

2. Within 14 calendar days after the instructor's receipt of the student's written questions, the instructor will offer to meet or communicate with the student to attempt to resolve the questions concerning a grade.
3. If, after the discussion with the instructor, the student believes that the grade is still inaccurate, within 14 calendar days of the instructor's decision, the student will submit in writing to the department Dean regarding all questions concerning the course grade. Within 14 calendar days after receipt of the student's written questions, the Dean shall meet or communicate with the instructor and student separately and/ or together in an effort to resolve the question regarding the grade.
4. If the steps above do not solve the question regarding the grade, the student may submit their written questions concerning the course grade to the Vice President of Instruction no later than 10 calendar days after the Dean delivers their final decision of the grade. Within 14 calendar days after receipt of the written questions from the student, the Vice President of Instruction will submit to the student, the instructor, and the Dean a written decision concerning the appeal of the grade.

### **Grades Earned in Repeated Courses**

Grades earned in courses that have been repeated will be administered and interpreted according to the following guidelines:

- Grades earned in all enrolled classes will be recorded on the permanent transcript.
- In computing the cumulative grade point average for graduation, only the most recent grade earned in a course that has been repeated will be used.
- For purposes of satisfying a prerequisite, the most recent grade earned in a course will be used.

### **Grading System**

A-Excellent	4 Grade Points
B-Above Average	3 Grade Points
C-Average	2 Grade Points
D-Below Average	1 Grade Point
F-Failure	No Grade Points
W-Withdrawal	No Grade Points or Credit
I-Incomplete	No Grade Points or Credit
L-Credit for Prior Learning	Credit granted by virtue of prior education or occupational experience
N-Audit	
X-Repeat	(POISE - credit taken prior to September 2004)
R-Repeat	(Datatel - credit taken after September 2004)
P-Pass	
Q-No Pass	
T-Credit by Testing	

### **Grade Designations for Developmental Courses:**

AP	Excellent / Not in GPA
BP	Very Good / Not in GPA
CP	Average / Not in GPA
DP	Below Average / Not in GPA
FQ/Q	No Pass / Not in GPA / No Credit
P	Pass

## **Incomplete Grades**

An incomplete ("I") grade in a course has an immediate effect on a student's semester GPA. A meeting arranged by the student with the instructor is held to discuss the reason for the incomplete grade. A contract between the student and instructor, stating the details and time schedule of work that is to be made up, must be agreed upon and submitted electronically by the instructor prior to the end of the term. The maximum time allowed for an incomplete is one year from the start date of the class. After all work is completed, the instructor will make the proper grade changes for the student's permanent record and submit a Grade Change Form. Incompletes are approved only for unusual circumstances with appropriate documentation.

## **Requital of Grades**

Requital of grades is the process of ignoring a student's prior grades when calculating the credits earned, the quality points, etc. and the grade point average. This new calculation is used for the purposes of graduation and other honor considerations.

## **Eligibility Guidelines:**

1. Students must not have attended any institution of higher education during the previous two years.
2. Submit formal application for requital to the Registrar prior to completing 12 credit hours (excluding developmental credits). Students may pick up an application in the Student Records Office.
3. Students must earn a minimum GPA of 2.0 for 12 credit hours before grade requital will be indicated on the transcript.
4. The requital of grades may be granted only once at Iowa Central and a person's entire transcript will be required.

## **Results:**

1. If approved, the notation appears on the transcript and the calculation of the GPA and credit hours earned begin from the semester of requital and is inclusive of the aforementioned 12 credit hours.
2. For financial aid purposes, the entire transcript, including required grades, will be considered.

## **Transfer of College Credit into Iowa Central Community College**

When evaluating transcripts from other regionally accredited, post-secondary institutions, Iowa Central considers the guidelines of AACRAO (the American Association of Collegiate Registrars and Admissions Officers). Iowa Central requires an official transcript sent by the other college to the Student Records Office before credit is placed on the Iowa Central transcript.

- Only courses required by the current program of study are transferred in to Iowa Central.
- Military credit transferring in is based on ACE (American Council on Education) recommendations. Credit may also be granted on the basis of scores earned on the Subject Standardized Test of the Defense Activity for Non-Traditional Educational Support (DANTES). Official copies of transcripts showing such work are required for credit evaluation.
- Sixteen hours of Vocational Technical credit applies toward the 16 hours of elective credit for the AA degree.
- Transfer credit is granted by Iowa Central based on the credits granted at the awarding institution. Quarter hours of credit are converted to semester hours. Other unusual credit granting options are looked at based on the narrative on the reverse of the sending colleges' transcript.

Students are responsible for monitoring their transfer of credit into Iowa Central. Students are encouraged to provide course descriptions or other documentation about their transfer credit if they do not agree with the Registrar's evaluation of their credit. Transfer credit appears on the Iowa Central degree audit with the label of TE.

## **Transfer of College Credit into Regent Universities**

Iowa's Regent universities and community colleges have joined to create a web portal dedicated to assisting students with the transfer process. The site serves as a one-stop resource for students planning their future. The url for the site is [www.transferiniowa.org](http://www.transferiniowa.org).

Each year, thousands of students transfer from Iowa community colleges to one of the state's three public universities. Transferring from one college to the next can be a big step, but need not be complicated. The website contains resources helpful in educational planning as well as information for students to discuss with their counselor or advisor.

The number one question transfer students ask is, "How will my credits transfer?" Students can learn about how their community college courses transfer to each of the three state public universities by following the links on the website. The website contains resources explaining statewide articulation agreements and individual program-to-program articulation agreements by community colleges. These resources are useful for students planning to transfer as well as counselors and advisors. In addition to online resources, it's always a good idea for students to discuss their plans with both a community college and university counselor or advisor. Contact information for the office or person responsible for transfer and articulation at each postsecondary institution is available on the site.

# Mandatory Placement 2022-2023



*Students may be placed off of test scores and/or GPA*

## Placement Based on GPA

**Students graduating from high school in the past 10 years**

HS GPA 2.8+	HS GPA 2.0 – 2.799	HS GPA 1.999 or less
Place in college-level math MAT 102, MAT 111, MAT 140, or MAT 157 and college-level English ENG 105	Place in college-level English ENG 105 and ENG 067 and MAT 100	Place in RDG 048, SDV 112, ENG 025, and MAT 100

Students who graduated from high school more than 10 years ago	Students with GED Or HISET Scores	International Students
MAT 100 Or Un-proctored ALEKS Test	GED less than 170 (after 2014) GED less that 570 (before 2014) HiSET less than 15  MAT 100 and ENG 105 and ENG 067	TOEFL Score of 94 (Internet based), 240 (Computer based), 587 (Paper based), or less MAT 100 or un-proctored ALEKS Test  TOEFL Score of 94 (Internet based), 243 (Computer based), 590 (Paper based), or higher college-level math
Composition I (ENG 105) <b>With</b> Co-Requisite Composition I Lab (ENG 067) (Evaluate for prior credit)	GED greater than 170 (after 2014) GED greater than 570 (before 2014) HiSET 15 or higher  College-level math (MAT 102, MAT 111, MAT 140, or MAT 157) And Composition I (ENG 105)	TOEFL Score of 94 (Internet based), 240 (Computer based), 587 (Paper based), or less Composition I <b>With</b> Co-requisite Composition I Lab ENG 067  TOEFL Score of 94 (Internet based), 243 (Computer based), or 590 (Paper based), or higher Composition I

- All students have the right to take the ACCUPLACER and/or the un-proctored ALEKS test.
- Students who have previously earned an Associate’s degree or higher are placed in college-level English and college-level math.
- Placement is based on **current** Cumulative High School GPA.
- Students wanting to take MAT 120, MAT 127, MAT 130, MAT 165, or MAT 180 will need to take MAT 102 or take the un-proctored ALEKS to place. Placement for MAT 210 will need to take the proctored ALEKS.
- International students with ≤ 93 (Internet based), ≤ 239 (Computer based), ≤ 586 (Paper based) should enroll in Basic Writing - ENG-025 and take the placement assessment at a later date.
- Proctored ALEKS scores will **ONLY** be required for Calculus I/II and the Allied Health Programs that require math scores.



## Placement Based on Test Scores

Reading Placement Scores			
Placement Test	RDG-048* Basic Reading	SDV-112 Success Seminar	No Course Required
ACCUPLACER (Next Gen. – Reading)	< 225	226-249	≥ 250
ACCUPLACER (Classic – Reading Comprehension)	< 43	44-65	≥ 66
ACT (Reading)	0-13	14-17	≥ 18
SAT (Reading) March '16-Present (Evidence- Based Reading & Writing) March '16-Present (Reading)	< 380	390-470	≥ 480
	<19	19-23	≥ 24

Writing Placement Scores			
Placement Test	ENG-025* Basic Writing	ENG-067* Composition I Laboratory <b>and</b> ENG-105 Composition I	ENG-105 Composition I
ACCUPLACER (WritePlacer)	0-2	3-4	≥ 5
ACCUPLACER (Next Gen. – Writing)	< 225	226-249	≥ 250
ACCUPLACER (Classic – Sentence Skills)	27-44	45-73	74-120
ACT (English)	0-13	14-17	18-36
SAT (Writing) Score March '16-Present Essay OR Writing + Language	<19	20-23	≥ 24

Developmental Math Placement Scores						
Placement Test	MAT-023* Mast. of Math I	MAT-026* Mast. of Math II	MAT-027* Mast. of Math III	MAT-028* Mast. of Math IV	MAT-029* Mast. of Math V	MAT-035* Mast. of Math VI
ALEKS	0-4	5-9	10-14	15-19	20-24	25-29

College-Level Math Placement Scores					
Placement Test	MAT-102 Intermediate Algebra MAT-111 Math for Liberal Arts	MAT-117 Math for Elem. Teachers MAT-140 Finite Math MAT-157 Statistics	MAT-120 College Algebra MAT-127 College Algebra & Trig	MAT-130 Trigonometry MAT-165 Business Calculus	MAT-180 Engineering Problems MAT-210 Calculus I
ALEKS	30-45		46-75		76-100
ACT/SAT	ACT 22 or above SAT 530 or above (MAT-111 or MAT-157 only)				

- Reading and writing placement scores are valid for 3 years from the start of the course student is placed in.
- Math scores are good for 18 months from the start of the course student is placed in.
- \* Denotes a developmental course that is non-transferable and does not count towards graduation

## **High School Partnerships Resources**

When high school students enroll in courses through Iowa Central Community College, they are entitled to use of the College resources.

### **Academic Assistance**

Academic Assistants help students study class materials, proofread papers, research topics, and complete assignments. Drop-in academic assistance is a free service available to all Iowa Central Community College students. Academic Assistants are located in a designated area in the Academic Resource Center and are available for a variety of subjects. Academic Assistants' schedules can be located in the Academic Resource Center or at [http://iowacentral.edu/ARC/academic\\_assistance.asp](http://iowacentral.edu/ARC/academic_assistance.asp).

### **Accommodation Services**

A student with a qualified disability who wants Iowa Central Community College to provide academic adjustments, services, and/or accessible housing must identify themselves as having a qualified disability. To make a request, a student can complete a request form on the Accommodations section of the Academic Resource Center webpage. Requests can be made at any time; however, the College encourages students to make their requests as early as possible to ensure that enough time is available to review the request and provide the appropriate academic adjustment and/or service. The office for accommodations is located in the Academic Resource Center.

### **Advising Center**

The Advising Center, located in the Greehey Family Student Success Center, provides advising services to students at any point throughout the semester. Advisors from a variety of programs and pathways are housed in the Advising Center. Advisors are ready to assist students with class scheduling, transfer, pathway or program of study selection, and connections to campus services. Advisors professionally assist and guide students in completing their goals while they attend Iowa Central Community College.

### **Bookstore**

The bookstore helps students fill their book and supply needs as promptly as possible. The bookstore is also available to the general public with help in locating books and supplies for their personal and business needs. Along with textbooks and school supplies, items such as clothing, personal supplies, and mail service are available. For added convenience to students, many textbooks and apparel items are available for purchase through the [Online Bookstore](#).

The Bookstore is located in the Student Resource Center. New and used textbooks are available for most Iowa Central courses. The Bookstore also sells Iowa Central apparel, classroom supplies, batteries, and much more.

Iowa Central offers an Online Bookstore that operates out of the campus bookstore. You can find textbooks for most Iowa Central courses as well as a wide variety of apparel and gifts. On-campus students can utilize the local pick-up option by purchasing their textbooks online and having them ready at the online store to pick up the next day. You can access the Online Bookstore at [www.iowacentral.edu/bookstore](http://www.iowacentral.edu/bookstore). Visit the FAQ section for more information about the Online Bookstore and how we can best serve you.

### **Canvas**

Canvas is the College's Learning Management System which allows faculty to create an online learning environment where class materials, documents, links, quizzes, assignments, etc., can be placed. The ordinary classroom becomes more enhanced with Canvas. The Online environment will utilize Canvas along with many of the on campus faculty.

### **Career Services**

Career Services has valuable resources that can help you recognize your interests, skills, and values and explore career options. We can help you identify and navigate all the steps you need to take to feel confident in your career direction.

Choosing the right college program, individual career counseling, resume and cover letter writing assistance, mock interviews, job search resources, labor market information, career fairs, and more.

Iowa Central's career engagement platform, Handshake, connects students and alumni to employers who are interested in hiring Iowa Central graduates.

**Email**

Email accounts are available to all students enrolled in at least one credit class at Iowa Central. Student Email accounts will be automatically created upon enrollment. Iowa Central Student Email is a Gmail account. Student Email accounts will be active for the tax season for the year you were last enrolled and will be removed after that time. Email access may be revoked if the technology use policy is violated. Email is accessed through TritonPass on Iowa Central's homepage.

**Emergency Notification System/TritonAlert**

The TritonAlert system allows students and staff to receive campus emergency alerts through text messages on a mobile phone, as well as through email. Users can be subscribed and unsubscribed to TritonAlerts from the Emergency Notifications link in TritonPass.

**Food Service**

Great Western Dining Food Service is available in the Triton Zone, located in the Student Resource Center. Breakfast, lunch, and snacks are all available for purchase. Hours are 7:30 AM-1:30 PM, Monday-Friday.

***Triton Cafe Dining Hours:***

Breakfast.....	7:00-9:00 AM
Lunch .....	11:00 AM-1:30 PM
Dinner .....	5:00-7:00 PM
Weekends.....	11:00 AM-12:30 PM (brunch), 4:30-6:00 PM (dinner)

**Help Desk**

Iowa Central's help desk is a centralized location for support with media, information services and technology related phone calls or walk-in assistance. The help desk is located in the Liberal Arts Building in Room 106. You may also contact the help desk anytime via email at [help@iowacentral.edu](mailto:help@iowacentral.edu).

**Information Media/Online Library**

A wide variety of media including books, DVDs, and periodicals is located in the Academic Resource Center. Computers and printers are provided for student use. Students will be charged a replacement/processing fee for items not returned by the end of the current semester. Photocopying and color printing are available for a nominal fee.

The online library is available both on and off campus including: Gale and EBSCO are databases that offer access to thousands of articles, books, and videos; NAXOS allows students to listen to the world's most comprehensive collection of classical and jazz music; Films on Demand and Kanopy provide instant access to outstanding documentaries and films.

The Academic Resource Center staff provides research assistance and helps with the use of computers.

**Mental Health Counselor**

Free student counseling is available to all current students. Office hours are Monday-Thursday from 8:00 AM-5:00 PM and Friday from 8:00 AM-4:00 PM. Services include short-term counseling, consultations, and referrals. Students are encouraged to fill out an appointment request form through TritonPass under the "Student Forms" section to set up an appointment.

### **Microsoft Office Software**

Students currently enrolled at Iowa Central are provided access to Microsoft Office 365. This software includes Microsoft Word, Excel, PowerPoint, Access and OneNote along with additional software that may be useful as a student. This access is available as long as you are an enrolled student at Iowa Central. Information regarding access to the software and additional usage information can be found in TritonPass under the Student Tools link.

### **Reading and Writing Center**

At the Reading and Writing Center, academic assistants are available to help you with any writing assignment for all Iowa Central courses. We provide guidance and feedback throughout your writing process. From brainstorming to polishing your final draft we are here to assist you!

### **School Nurse**

Iowa Central has two school nurses on duty at the Fort Dodge Center on Monday-Thursday from 7:30 AM-4:30 PM and Friday 7:30 AM-4:00 PM in AST 118. Services are confidential and free to Iowa Central students. Services include illness and injury assessment, over the counter medications, referrals to local agencies, medication management assistance, First Aid, Health Education, STI testing, and assistance with chronic medical conditions. Appointments can be made by calling (515) 574-1047 or (515) 574-1077. Walk-ins welcome. This is also where immunization records are kept. Immunization requirements for those living in campus housing include 2 MMR vaccines, a current tetanus shot and Meningitis ACWY. Meningitis B is recommended. A mailed, faxed or emailed copy of immunization records is acceptable. Email: graves@iowacentral.edu Fax: 515 574-1048 Mail: School Nurse, One Triton Circle, AST 118, Fort Dodge, Iowa 50501. There may be further vaccine requirements that are related to certain programs of study.

### **SmarThinking**

Online tutorial help is provided through Smarthinking.com. Students can access up to 7 hours of help each year with writing, math, science, business, and many other fields of study through this online service. Smarthinking.com is accessed through TritonPass and is available 24/7.

### **Student Activities**

Student activities at Iowa Central Community College meet the varied interests of all students to enhance their experience. Throughout the year, professional entertainers are scheduled in Decker Auditorium and the Student Resource Center as well as virtually. Bingo nights, athletic events, intramurals, dances, Iowa Central Community College Performing Arts Department performances, cookouts, mentalist/hypnotist, comedians are among the many planned events that take place during the year. The college student ID card allows students free admission to most campus events and can also provide discounts to students in the community as well.

### **Student Alert System**

Iowa Central's Student Alert System is a tool that faculty can use to document concerns about students. These concerns range from academic progress and class attendance to health and financial related issues. After an alert has been submitted, students are contacted by phone, e-mail, or a letter. This contact serves an important role in helping students be successful at Iowa Central.

### **Student ID**

Students living off campus must go to Student Records to obtain a Photo ID. Each student must have an ID to check out library materials, attend events around campus and pick-up financial aid refund checks in the business office. Student must have their minimum payment made on their bill before an ID is issued. The ID is valid for an entire academic year. Students will be issued their first ID at no charge. A replacement fee of \$5.00 will be issued for the first replacement and \$25.00 for each additional replacement. Replacement fees can be paid in cash or charged to the Iowa Central student account at the time the replacement ID is issued.

## Testing

Academic Resource Center staff administers make-up/accommodated tests for Iowa Central courses as well as standardized tests on all of our campuses.

A few guidelines that students need to be aware of are listed below:

- A valid photo ID is required for testing.
- All jewelry and personal items must be left in lockers during an exam.
- Pockets will be empty during testing.
- No hoods, coats, jackets, or hats are allowed in the testing room.
- All scratch paper and pencils will be provided by the Testing Center. Scantrons will need to be supplied by the student.
- No electronic books/tablets are allowed during open book exams. It is the student's responsibility to obtain a hardcopy of the book for use in the Testing Center.
- No food or drinks, other than bottled water in a clear plastic container with all labels removed, will be allowed in the Testing Room. All water that is allowed must be kept on the floor.
- All testing must be completed in one sitting and turned in before closing time.
- Leaving the testing station/room after the exam has been distributed is not permitted unless prior approval has been granted.
- Exam accommodations can be arranged by following the College's process by visiting the Academic Assistance and Accommodations website.
- Students should take their accommodated test(s) in the Testing Center (should they choose to use their accommodations) during their scheduled class time. If they have back-to-back class times, a make-up time can be arranged.
- Students with accommodations for a reader and/or private testing room must schedule an appointment at least 2 business days in advance with the appropriate Testing Center (Fort Dodge, Storm Lake, or Webster City).
- Accommodated and distance learning exams are the only exams given in the Testing Center during finals week.
- No children are allowed in the Testing Center.
- Academic dishonesty will not be tolerated. See Student Discipline Policy in your Student Handbook.
- Testing areas are monitored by 24-hour surveillance
- Iowa Central is not responsible for lost, stolen, or damaged items.
- Refusal to comply with the above guidelines will result in denial of Testing Center services.

## Triton Closet

The Triton Closet is located in AST 116. Items are free to all Iowa Central students in need. It contains coats and winter weather necessities like gloves, hats, scarfs, ear warmers, socks, blankets, and a few boots. Hygiene supplies may include toothbrushes, toothpaste, shampoo, deodorant and body wash. School supplies may include pencils, notebooks, binders, erasers, and calculators. Various household items may include laundry soap, dryer sheets, and dish soap. All items are dependent upon donations received and many other items not listed may be available depending on donations. Contact the School Nurses or Mental Health Counselor for assistance with this program. Donations are accepted. Open Monday–Thursday from 7:30 AM–5:00 PM and Friday from 7:30 AM–4:00 PM. No appointment needed.

## Triton Food Pantry

The food pantry is located in AST 116 and is available to all Iowa Central students free of charge. An industrial freezer and refrigerator contain perishable food items such as milk, eggs, cheese, yogurt, pizza, ice cream, various meat options and fruit. Many non-perishable food items such as cereal, granola bars, macaroni and cheese, ramen noodles, soup, crackers, pasta, canned foods, various snacks, peanut butter and jelly are available as well. The items in the pantry change daily depending on donations and food bank supply. This pantry is made possible through donations

and a partnership with the Food Bank of Iowa. The school nurses, Mental Health Counselor and TRIO-SSS coordinate this program. Donations are accepted. Open Monday–Thursday from 7:30 AM–5:00 PM & Friday from 7:30 AM–4:00 PM. No appointment needed.

Various breads and pastries are free to students every Friday morning in the Hanson Center on tables near the Culinary Arts program. No appointment needed. This is made possible through a partnership with the local HyVee store.

### **TritonPass**

TritonPass is the system that allows students to access all internet resources such as email, Self-Service, and Canvas in one location and eliminates the hassle of logging in multiple times to access different services. Some items that may be found on TritonPass are: class cancellations, announcements, campus happenings, athletic events, menu calendar, and collegian headlines. TritonPass may be found on the Iowa Central homepage at [www.iowacentral.edu](http://www.iowacentral.edu).

### **How to log into TritonPass:**

- Go to Iowa Central's homepage ([www.iowacentral.edu](http://www.iowacentral.edu))
- Click on the TritonPass link on the top of the webpage.
- Type your first and last name into the given boxes under the Username heading on the left hand side of the page, click the search button.
- Your username is your last name with a number behind it. For example; if your name was John Doe, the user name could be listed as DOE1
- Enter your username and password in the appropriate fields in the upper right hand corner of the TritonPass login page; your password is the first three letters of your last name in UPPERCASE and the last four digits of your social security number or last four digits of your student ID number. For example: if your name is John Doe and your SSN is 123-45-6789 then your password would be DOE6789
- If you have followed the instructions to log into TritonPass and are having issues, please contact the help desk.

### **Self-Service**

Through Self-Service, students are able to access grades, view transcripts, class schedules, and financial information about their accounts, including Financial Aid. Self-Service is accessed through TritonPass on Iowa Central's homepage.

### **Wireless Networks**

Iowa Central provides wireless Internet throughout the campus and residence halls. Connect to IC-BYOD with the password "iowacentral". If you are experiencing issues or having connection problems, please contact the Iowa Central Help Desk at 515-574-1111 or [help@iowacentral.edu](mailto:help@iowacentral.edu).

Revised 8/12/22

#### **Non-Discriminatory Statement**

It is the policy of Iowa Central Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status.

If you have questions or complaints related to compliance with this policy, please contact Stacy Ihrig, Executive Director of Human Resources, One Triton Circle, Fort Dodge, Iowa, 50501, Telephone: (515)-574-1138, Email: [concerns@iowacentral.edu](mailto:concerns@iowacentral.edu), or the 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, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, TDD 800-877-8339 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).