Western Iowa Tech Community College

COLLEGE NOW Handbook

College Now Students
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WITCC Mission

As a comprehensive community college, our mission is to provide quality education and to economically enhance the communities we serve.

Values and Guiding Principles

Student Learning. We value the personal, intellectual and occupational growth of our students.

Quality. We are committed to quality instruction and services to maximize student success and employer satisfaction.

Access. We provide access to the College by addressing student needs related to time, location and cost.

Diversity. We respect individual differences and strive to meet the needs in our diverse communities.

Lifelong Learning. We promote lifelong learning for personal and professional development.

Academic Freedom. We are dedicated to the free exchange of ideas and information which promotes our growth as an educational institution.

Shared Governance. We believe in shared governance and encourage our employees and students to contribute the development of the College.

Efficiency and Effectiveness. We are committed to continuous improvement and fiscal responsibility within our educational programs and College services.

Dedication. We value a workplace which promotes mutual respect and cooperation between the College and the employees.

Professional Integrity. We are committed to the high standards of ethics and integrity in our relationships, our professional activities and the performance of our duties.
What Is College Now

College Now, our high school Concurrent Enrollment Program (CEP) at Western Iowa Tech Community College (WITCC), has been in existence since 1992. During the 1992/93 school year, College Now started with six high school partners, six course sections, and eighty enrollments. Currently, College Now has grown to twenty-eight high school partners. The Iowa Legislature in conjunction with the Iowa Department of Education has supported the growth for concurrent programs through current legislation called Senlor Year Plus, found at www.iowaeducate.gov that allows financial incentives for the secondary and post-secondary community college partnerships. The guidelines provided for this collaboration ensure increased student access, equity, program consistency and quality statewide. Our partner schools provide payment for the CEP courses through an agreement/contract with WITCC. The schools receive supplemental funding to offset costs associated with tuition.

WITCC College Now Program Information is located on our college web site at http://www.witcc.edu/highschool. Students and parents can find out which courses are available to them at their high school, how to enroll, and the WITCC College Now Handbook. College Now Instructors have access to our college information and communication system, mywitcc, and an email address to receive ongoing information. They also have access to our College Now Handbook at our web site, http://www.witcc.edu/highschool under College Now Handbook.

The college academic structure includes the following six divisions:

Business/Arts      Math/Science/Social Sciences
Humanities/Communications Nursing/Allied Health
Industrial Tech/Transportation Public Services/Networking

All College Now courses offered under each division are listed in (Appendix A). Each course listed has a designated page number to direct you to the course description located in our catalog.

College Now courses include Concurrent Enrollment, Post-Secondary Enrollment Option (PSEO), Great Start and Articulated courses.

Concurrent Enrollment courses are those offered at the high schools. Concurrent enrollment, often called dual credit, refers to a course through which a student is earning both high school and college. The course is typically taught at the high school by a high school instructor who has been approved by WITCC. The course length and contact hours in the high school match the length and contact hours required at WITCC to ensure rigor. WITCC works with high schools to provide programming to meet state and local requirements.
PSEO and Great Start courses are offered to high school students at a WITCC campus or online. The school district can choose to register students on either form. Discuss with the College Now Coordinator which registration process is best for your district.

Articulated Courses are high school courses that meet the college course competencies and have a signed Articulation Agreement with WITCC. These courses are high school credit only until a high school graduate attends WITCC within twelve months of graduating and submits a signed High School Articulation Validation form from the high school teacher. (Appendix B)

Enrollment in a College Now course generates an official college transcript for each student reflecting grades, withdrawals, grade point average, etc. Students do not receive a bill from WITCC for courses. All billing is send directly to each school district at the end of each semester.

WITCC College Now Concurrent Enrollment Program is seeking accreditation through the National Alliance for Concurrent Enrollment Programs (NACEP). NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy.
Student Eligibility for College Now Courses

- High school students must meet the same course requirements as students attending classes on WITCC campus.
- Senior Year Plus handbook mandates on page 7, under Student Eligibility, “The Student shall have taken appropriate course prerequisites, if any, prior to enrollment in the eligible postsecondary course, as determined by the eligible postsecondary institution deliver the course”.
- If the College Placement Test (CPT) is required as a prerequisite for a course, it is required that students take the (CPT) at any Western Iowa Tech campus or it can be proctored at the high school by the guidance counselor.
- If a student does not meet the eligibility requirements after taking the CPT, the school may recommend that the student be allowed to take the course by submitting a letter of recommendation on the student’s behalf in lieu of the eligibility requirements. In this situation, it is also required that a Student Assumption of Responsibility form be signed and submitted to WITCC (Appendix C).
- The College Now Registration form also states that a high school counselor is confirming that all prerequisites and qualifications for student are being met. The form requires a guidance counselor signature and College Now will not register student without this signed registration form. (Appendix D)

Student Responsibility for College Now Courses

- Students are responsible for registering for their WITCC College Now classes through their high school counselor.
- Students under the age of 18 are responsible for acquiring a parent’s signature for all PSEO classes.
- If a student drops course(s) after they have registered, it is the responsibility of the student to meet with the high school counselor and fill out the appropriate “withdrawal” form prior to the deadline (Appendix E).
- Each high school has a policy for courses dropped after the deadline. It is the student’s responsibility to know this policy for their high school.
- The student is responsible to use all textbooks in an appropriate manner, and return books at the end of the semester in excellent condition. If not, the student may have to pay for the book.
- At the end of the semester or year (for year-long classes), the student must contact WITCC to request an official WITCC transcript to be sent to any other college for evaluation.
- It is the student’s responsibility to check with the transfer institution to see if classes are transferrable.
- The WITCC Student Handbook lists student rights and provides a complete listing of WITCC policies and procedures for all College Now students.
• The WITCC Student Handbook can be found on our website www.witcc.edu, on the left go to STUDENT SERVICES, then STUDENT HANDBOOK.

Registration Process for College Now Courses

• Each concurrent enrollment student must complete a College Now application/registration and submit ACT or College Placement Test (CPT) scores when required. Some courses require a pre-requisite course or certain score on the ACT or CPT. Appendix D provides a sample registration.
• Registration for all College Now courses takes place in the months before classes start. A specific timeline with registration dates will be communicated before each semester. College Now representatives receive high school counselor or administrator approved rosters, spreadsheets, or applications from all partnering high schools. Registration begins immediately upon receipt. WITCC Concurrent Enrollment rosters are printed a week prior to classes starting.
• Within first 10 days of each semester, College Now representatives visit schools and compare WITCC rosters to the high school rosters. During this initial visit, the College Now representative visits classrooms to register any student that wasn’t preregistered. The representative will explain college credit opportunities, guidelines, and all Career Academy opportunities that may be related to the class and high school students.
• PSEO and Great Start students are registered immediately as applications are received as well.

Add/Drop Policy

Students may change course(s) by contacting their high school counselor. All College Now adds/drops must completed within 10 days of the start of the class and faxed to the College Now Department immediately (712)274.6453. An official Add/Drop form (Appendix E) must be completed, approved, and signed by the high school counselor. The form is then faxed to the College Now department prior to the deadline for that semester. Students wishing to add or drop a course must do this through their counselor. It is imperative that high school counselors are aware of these changes so they can adjust the student’s schedule.

Grading

At the beginning of the course, the instructor will inform students of the criteria to be used in determining the final grade and publish the criteria on their class syllabus.

Concurrent enrollment students need to understand the implications of starting a college transcript:
• Grades for concurrent enrollment courses become part of a permanent college transcript.
- Poor grades in concurrent enrollment courses could have an impact on college academic standing and eligibility for financial aid after high school.
- Students should understand the difference between cancelling a course and withdrawal from a course and what the calendar deadlines are.

**Submitting Grades**

Concurrent enrollment instructors are required to enter final grades online within 10 days after conclusion of the course. Only final grades must be submitted. If a student is unable to complete work during the term due to special circumstances beyond the student’s control, an “I” (Incomplete grade) should be submitted in the final grading field along with the final deadline for the student to submit work or complete exams. Any “Incomplete” for a course must be discussed and approved by Division Chair and College Now Coordinator.

**Transferring WITCC College Now Credit**

Every college and university has its own policies governing transfer of credit. Credit is usually accepted on a course-by-course basis and will vary widely at private colleges and those outside of Iowa. In some cases, a college may accept some, but not all, of these credits. The credits that students earn while participating in the Concurrent Enrollment Program are, of course, accepted at WITCC. We recommend that students check with colleges they are interested in attending and inquire about their policies regarding transfer credits.

**Transcript Requests**

Students may request an official transcript by either of the methods below. Transcript requests will only be processed if the request is submitted by the WITCC student. Federal law prohibits the release of student information to anyone other than that student. Note: Grades for concurrent enrollment courses are posted after the high school semester ends. If a student is requesting a transcript mid-semester, all of their courses/grades may not appear.

Via the Internet:

1. Go to [www.witcc.edu/alumni_friends/transcripts.cfm](http://www.witcc.edu/alumni_friends/transcripts.cfm) or email transcripts@witcc.edu
2. Click on TRANSCRIPT REQUEST FORM
3. Complete TRANSCRIPT REQUEST FORM
4. Fax or Mail in completed form with $4.00
Written Request:
If the student does not have access to the Internet, we must have a request in writing which includes the following information:
* Current name and any previous names
* Student ID or SSN
* Complete address

* Dates of attendance
* Student signature

Transcript Requests must be mailed to:
WITCC Transcript Center
PO Box 5199
Sioux City, IA 51102

Evaluation of Courses

WITCC students complete evaluations of their WITCC courses each semester and, as part of the WITCC student body, concurrent enrollment students also complete evaluations of their concurrent enrollment courses. This is also a requirement of National Alliance of Concurrent Enrollment Partnerships (NACEP) standards. Each semester WITCC provides the evaluation instrument. There is a rating scale (e.g. Always, Most of the Time, Some of the Time, Never, Does Not Apply).

The survey instrument is designed to assess student perception of the CEP course. The WITCC College Now department collaborates with WITCC Institutional Research Department to evaluate all concurrent enrollment program courses. The results of the evaluations are reviewed by Division Chairs and the College Now Coordinator before distribution to the instructors at the close of the semester.
Academic Integrity and Plagiarism

Student Academic Responsibilities

Students are responsible for their own learning and development. They have a responsibility to be an active learner by attending class, completing class and laboratory assignments, and preparing in advance of the scheduled class session.

Students should participate through sharing learning experiences with peers, broadening their general education base, and transferring previous learning. Students should assume responsibility for fostering effective relationships with instructors and peers.

Students are expected to understand and maintain high standards of academic honesty. Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the situation. If the instructor concludes that the student has committed academic dishonesty and can resolve the matter with the student through punitive grading, the case may be considered closed.

Examples of punitive grading include giving a lowered or failing grade for the assignment, having the student repeat the assignment or complete an additional assignment, or assessing a lower or failing grade for the course. The Academic Review Procedure offers recourse to a student who feels his/her grade has been reduced unfairly. Examples of academic dishonesty include, but are not limited to, the following:

1. Cheating. A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise including, but not limited to, the following:
   a. Substituting on an exam or course for another student.
   b. Submitting a paper written by another person.
   c. Copying with or without the other person’s knowledge during an exam.
   d. Turning in a paper that has been obtained from a commercial research firm or Internet site.
   e. Using unauthorized notes during an exam.
   f. Padding items on a bibliography.
   g. Accessing and/or altering exams or grade records.

2. Plagiarism. A student must not use the words and/or ideas of another, representing them as his/her own, without proper credit to the author or source.

3. Fabrication. A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.
4. Dual Submission. A student is expected to submit work solely for a single course unless prior written permission of the instructor is obtained that addresses the nature of the changes required in that work before submission to a second course.
5. Facilitating Academic Dishonesty. A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

**Responsible Use of Services**
Students are responsible for appropriate use of services provided by the College. This includes the following:
1. Knowledge of student, social and professional activities;
2. Participation in student, social and professional activities;
3. Seeking assistance when facing problems that interfere with educational success; and
4. Meeting financial obligations to WITCC and those incurred through student loan programs.

**Computer Conduct**
College computer systems are provided by WITCC for use by students, faculty, and staff for the purpose of furthering the educational mission of the College. This includes course work, college-related educational endeavors, and business operations. Each user is expected to follow established computer conduct policies and not to interfere with or disrupt the orderly processes of WITCC resources. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. Users must follow all existing federal, state, and local laws as they relate to computer conduct.
Acts of misconduct which will be the cause for disciplinary action up to and including discharge, as well as possible legal and/or civil action:
1. Unauthorized copying of anything that is licensed or protected by a copyright. This includes, but is not limited to, any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files.
COLLEGE NOW DEPARTMENT CONTACTS

Janet Gill
Dean of Enrollment Services and Recruiting
janet.gill@witcc.edu
712-274-8733 ext. 1399

Maria Slaughter
WITCC College Now Program Coordinator
maria.slaughter@witcc.edu
712-274-8733 ext. 1216

WITCC College Now Representatives
Susan Grau
susan.grau@witcc.edu
712-274-8733 ext. 1675

Katy Karrer
katy.karrer@witcc.edu
712-274-8733 ext. 4205

Shelley Beezley
shelley.beezley@witcc.edu
712-274-8733 ext. 4206

Susie Kramer
College Now Secretary
susie.kramer@witcc.edu
712-274-8733 ext. 4223
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>ARC 113</td>
<td>Architectural Drafting 1</td>
<td>3</td>
<td>(CE) p. 180</td>
</tr>
<tr>
<td>AUT 104</td>
<td>Intro to Auto technology</td>
<td>3</td>
<td>(CE) p. 182</td>
</tr>
<tr>
<td>AUT 120</td>
<td>Small Engine Repair</td>
<td>3</td>
<td>(CE) p. 182</td>
</tr>
<tr>
<td>AUT 164</td>
<td>Automotive Engine Repair</td>
<td>3</td>
<td>(CE) p. 182</td>
</tr>
<tr>
<td>AUT 515</td>
<td>Auto Electricity/Electronics</td>
<td>3</td>
<td>(CE) p. 182</td>
</tr>
<tr>
<td>AUT 633</td>
<td>Automotive Electrical Systems</td>
<td>3</td>
<td>(CE) p. 182</td>
</tr>
<tr>
<td>CAD 172</td>
<td>Intro to CAD-AutoCAD</td>
<td>3</td>
<td>(CE) p. 186</td>
</tr>
<tr>
<td>CAD 173</td>
<td>Intro to CAD-VersaCAD</td>
<td>3</td>
<td>(CE) p. 186</td>
</tr>
<tr>
<td>CON 204</td>
<td>Basic Framing Techniques</td>
<td>3</td>
<td>(CE) p. 189</td>
</tr>
<tr>
<td>CON 240</td>
<td>Construction Trades 1</td>
<td>3</td>
<td>(CE) p. 189</td>
</tr>
<tr>
<td>CON 241</td>
<td>Construction Trades 2</td>
<td>3</td>
<td>(CE) p. 189</td>
</tr>
<tr>
<td>CRR 102</td>
<td>Sheet Metal Welding and Cutting</td>
<td>3</td>
<td>(CE) p. 191</td>
</tr>
<tr>
<td>DRF 113</td>
<td>Fundamentals of Technical Drawing</td>
<td>3</td>
<td>(CE) p. 193</td>
</tr>
<tr>
<td>EGT 202</td>
<td>Digital Electronics</td>
<td>3</td>
<td>(CE) p. 196</td>
</tr>
<tr>
<td>EGT 400</td>
<td>Intro to Engineering Design</td>
<td>3</td>
<td>(CE) p. 196</td>
</tr>
<tr>
<td>EGT 410</td>
<td>Principles of Engineering</td>
<td>3</td>
<td>(CE) p. 196</td>
</tr>
<tr>
<td>EGT 415</td>
<td>Civil Engineering and Architecture</td>
<td>3</td>
<td>(CE) p. 196</td>
</tr>
<tr>
<td>ELT 690</td>
<td>Technology Integration</td>
<td>3</td>
<td>(CE) p. 197</td>
</tr>
<tr>
<td>IND 150</td>
<td>Products, Design &amp; Engineering</td>
<td>3</td>
<td>(CE) p. 205</td>
</tr>
<tr>
<td>WEL 120</td>
<td>Oxy Fuel Welding and Cutting</td>
<td>3</td>
<td>(CE) p. 222</td>
</tr>
<tr>
<td>WEL 161</td>
<td>ARC Welding</td>
<td>3</td>
<td>(CE) p. 222</td>
</tr>
<tr>
<td>WEL 186</td>
<td>Gas Tungsten Arc Welding</td>
<td>3</td>
<td>(CE) p. 222</td>
</tr>
<tr>
<td>WEL 208</td>
<td>Intro to Fabrications</td>
<td>3</td>
<td>(CE) p. 222</td>
</tr>
<tr>
<td>WEL 331</td>
<td>Welding Fundamentals</td>
<td>3</td>
<td>(CE) p. 222</td>
</tr>
</tbody>
</table>

**Career and Technical Education Courses**

**Arts and Sciences Courses**

For more information, please visit http://www.witcc.edu/pdf/catalog/catalog_11-12.pdf.
<table>
<thead>
<tr>
<th>Business/Arts/</th>
<th>Nursing and Allied Health</th>
<th>Humanities/Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Karges/Division Chair</td>
<td>Globe Stewart/Division Chair</td>
<td>Cody Zottman/Director Chair</td>
</tr>
</tbody>
</table>


Please click on link above for course listing. Scroll on left side down to COURSES. Pages are provided behind each course below.

| Intro to Accounting- ACC 111 (CTE) p. 177 | Health Career & Teams- HSC 109 (CTE)p. 204 | Child Growth and Development- ECE 170 (CTE) p. 194 |
| Intro to Keyboarding- ADM 105 (CTE) p. 177 | Medical Terminology- HSC 114 (CTE) p. 204 | Workplace Communications- COM 723 (CTE) p. 189 |
| Basic Word Processing - BCA 129 (CTE) p.183 | Intro to Pharmacy Technician- PHR 105 (CTE) p. 217 | Elementary French I- FLF 141 (A & S) p. 201 |
| Advanced Word Processing - BCA 130 (CTE) p. 183 | Pharmacology for Pharmacy Tech- PHR 120 (CTE) p. 217 | Elementary French II- FLF 142 (A & S) p. 201 |
| Basic Spreadsheets- BCA 147 (CTE) p. 183 | Pharmacy Tech Practicum- PHR 941 (CTE) p. 217 | Western Civ- Ancient to Early Modern - HIS 110 (A & S) p. 204 |
| Basic Databases- BCA 165 (CTE) p. 183 | Western Civ- Early Mod to Present - HIS 111 (A & S) p. 204 | US History to 1877- HIS 151 (A & S) p. 204 |
| Basic Presentation Software- BCA 175 (CTE) p. 183 | Mac OS- GRA 100 (CTE) p. 202 | American National Government- POL 111 (A & S) p. 218 |
| Dreamweaver I- GRA 252 (CTE) p. 203 | | |
Western Iowa Tech Community College

Note: (1) Student must have applied to the community college. Application for Admission including processing fee may be attached to this form. (2) Official high school transcript must be attached to this form or have been provided to WITCC. (3) Courses meeting competencies should be highlighted on official high school transcript. (4) This form is valid for only one year after the student's graduation from high school.

This is to certify

(Full Name of Student)

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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</table>

| Social Security Number | (Area Code) Phone Number |

Advanced Standing Only:

The student has satisfactorily completed and demonstrated the prescribed core competencies of Western Iowa Tech Community College

<table>
<thead>
<tr>
<th>Community College Course Name</th>
<th>Course Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

As per the articulation verification form at School District
and is eligible for community college credit under the existing Articulation Agreement.

Student's Signature

Date

High School Principal's Signature

Date

High School Instructor's Signature

Date

Revised 10/01
Western Iowa Tech Community College
Student Assumption of Responsibility

Date: ___________________  Name: ___________________

Social Security Number: __________________________________________

In order to be academically successful, each Western Iowa Tech Community College student is encouraged to follow the recommended course placement/sequence as identified by their Computerized Placement Test scores on the Score Report and Placement Recommendation form.

Prior to enrolling in ________________________, it has been recommended that you complete the following course(s):

___________________________________________

___________________________________________

___________________________________________

___________________________________________

By signing below, I, __________________________ (name in print)

acknowledge that I have been advised to take the above course(s) and have chosen not to follow these recommendations. I accept academic and financial responsibility for my performance in the course(s) I have chosen to enroll in, and I understand that the academic content and pace will not be adjusted to compensate for my lack of prerequisite skills.

I understand that this form will become a part of my permanent record.

___________________________________________ (student signature)

___________________________________________ (advisor/department signature)

(date)
APPENDIX D

APPLICATION FOR ADMISSION
Western Iowa Tech Community College
Fax: 712-274-6453 Attn: COLLEGE NOW

Semester: FALL 20____ SPRING 20____ High School: ____________________________
Last Name: ___________________________ First Name: ___________________________
Middle Initial: _______________________
Address: ___________________________ City: __________________ State: ________ Zip: ________
Phone Number: ___________________________ e-mail: __________________________
SSN: ___________________________ Birthday ______ / ______ / ______ Student Identifier ______
Is the applicant Hispanic or Latino? ______ Yes ______ No
Applicant, select one or more races:
□ Asian □ American Indian or Alaska Native ☐ White ☐ Native Hawaiian or Other Pacific □ Black or African American
□ Asian □ American Indian or Alaska Native ☐ White ☐ Native Hawaiian or Other Pacific □ Black or African American
Gender (Check One): Male ☐ Female ☐ Citizenship: ☐ United States ☐ Other
Date of high school graduation: ___________________________ Career Interest area (your major):

*PLEASE INDICATE COURSE TYPE: GREAT START (GS), PSEO (PS), OR CONTRACT (LS)

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Type**</th>
<th>Course Title</th>
<th>Days &amp; Times</th>
<th># of Credits</th>
<th>Billing</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Ex: PSY</td>
<td>111</td>
<td>L11</td>
<td>LS</td>
<td>Intro to Psychology</td>
<td>MWF 8-8:50</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

*If you have ACT or CPT scores, please include them with your application.

PSEO COURSES: Administrative rule 281-22.6 requires that a student anticipating enrollment under the Post-Secondary Enrollment Options Act must inform the school district of the intent to participate and that the school district shall inform their students of the availability of the opportunity provided by the Act. Administrative Rule 281-22.6 requires the pupil, if over eighteen years of age, or the pupil’s parent, guardian, or custodian to reimburse the school district for all costs directly related to all incomplete, failed, or non-credit courses work. An eligible post-secondary institution should make pro-rata adjustments to tuition reimbursement based upon federal guidelines established pursuant to 20 U.S.C. § 1091b. We have received the information required under 281-22.3 and 281-22.6 and are aware that the above student may enroll in postsecondary courses.

Signatures Required:
Contract (4 sections): ONE SIGNATURE Student Signature only
Great Start (On line or at WITCC): TWO SIGNATURES Student Signature and School Counselor
PSEO (On line or at WITCC): THREE SIGNATURES Student Signature, Counselor or School Administrator Signature, and Parent if student is under 18 years old
Student’s Signature ___________________________ Date ___________________________

Student: I certify the information submitted in this application is complete and accurate, and I agree to abide by the policies and regulations of Western Iowa Tech Community College. I understand this registration form becomes part of my official file at WITCC. Your signature authorizes Western Iowa Tech Community College to release confidential records regarding all grades and credits to your high school.

Counselor ___________________________ Date ___________________________
School Administrator ___________________________ Date ___________________________

High School: I verify that the student information is accurate and the student identified in this application is eligible for participation in a College Now course (Contract, PSEO, Great Start) as listed in this application.

Parent Signature ___________________________ Date ___________________________

WITCC Directory Information
In accordance with the Family Educational Rights and Privacy Act of 1974 and amendments thereto, WITCC considers the following information as public information and will release such information without your consent: Name, Address, Telephone Number, Field of Study, Date of Attendance, Degree and Awards Received, and Educational Institutions Attended. If you do not wish this information released, contact the Enrollment Services Office for a Directory Information Form.
Directory information will not be withheld from law enforcement officials. In accordance with Title IX of the Educational Amendments of 1972, Section 504 of the Vocational Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, and Americans With Disabilities Act (ADA) of 1990, Western Iowa Tech Community College does not discriminate on the basis of disability, sex, race, color, religion, or national origin in its educational programs, activities, admission procedures, or employment practices.
# APPENDIX E

## Western Iowa Tech Community College Enrollment Services

### ADD / DROP / WITHDRAW REQUEST FORM

**Semester**
- Fall 10
- Spring 10
- Summer 10

**PLEASE PRINT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Phone</th>
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<tr>
<th>Local Address</th>
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<th>State</th>
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**Social Security Number**

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### DROPPING courses or WITHDRAWING from all classes:

<table>
<thead>
<tr>
<th>Dept., Course, &amp; Section Number</th>
<th>Course Title</th>
<th>Start</th>
<th>End</th>
<th>Drop/WD</th>
</tr>
</thead>
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### ADDING COURSES:

Instructor's signature is required on this form to add a class that has already started.

<table>
<thead>
<tr>
<th>Dept., Course, &amp; Section Number</th>
<th>Course Title</th>
<th>Instructor/Adder's Signature/Date</th>
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**Have you completed any courses this semester?** Yes __ No __

**Are you still attending other courses this semester?** Yes __ No __

**Reason for DROP/withdraw**

**Do you receive grants, loans, or other financial assistance for these courses?** Yes __ No __

**REQUIRED SIGNATUREs**

<table>
<thead>
<tr>
<th>Student's Signature</th>
<th>Date/Time</th>
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*All changes take effect as of the date received and approved by the Registration Center. Incomplete forms WILL NOT be processed. Proper registration is the responsibility of the student.*

**PLEASE BE AWARE OF THE LAST DATE TO ADD AND DROP CLASSES AND THE REFUND POLICY FOR EACH SEMESTER (SEE SCHEDULE OF CLASSES FOR DETAILS)**

**AND THE EFFECT THIS MAY HAVE ON YOUR BILLING AND/OR YOUR FINANCIAL AID.**

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Western Iowa Tech Community College
Y.O., Box 5199
Sioux City, Iowa 51102-5199
(712) 274-6641 or 800-332-2649
Fax 712-274-6641
register@witc.com

FOR OFFICE USE ONLY

TOTAL: ____

Operator's Signature

Date Entered

Rev 10/07/18/rev.4.3