



Concurrent Enrollment Student Handbook



Des Moines Area Community College

Concurrent Enrollment Career Advantage Student Handbook
Table of Contents

	Page	
Nondiscrimination Statement.....	3	
Welcome to DMACC Career Advantage	4	
What is a Concurrent Enrollment Course?	5	
 Enrollment Procedures		
Student Eligibility and Pre-requisites	5	
How to Enroll	6	
Tuition Breakdown	6	
Course Drops	7	
Repeating Courses	7	
 Textbooks and Required Equipment or Clothing		
Textbooks	7	
Required Equipment or Clothing	7	
 Academic Integrity		8
 Grade Reports and Grading System		8
Family Educational Rights and Privacy Act of 1974 (FERPA)	9	
Concurrent Enrollment Career Advantage Courses and FERPA	9	
 Implications of Beginning a College Transcript		10
 Transcript Requests and Transferring DMACC Credit		
Transcript Requests	10	
Transferring DMACC Credit	10	
 Student Support Services		
Helpful Links	10	
Special Programs.....	11	
Dates & Deadlines.....	11	
Financial	11	
 About DMACC		
A Little History	12	
Programs and Educational Services	12	
 Frequently Asked Questions.....		12

Nondiscrimination Statement

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment) and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S. Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515/964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg 1, Ankeny, IA 50023, phone 515/964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661-7204, phone 312/730-1560, fax 312/730-1576, email OCR.Chicago@ed.gov.

Dear Concurrent Enrollment Student,

Congratulations! You are part of a nationwide movement in education: high school students taking college courses while they are still in high school. The number of students registered in concurrent enrollment (CE) classes is growing rapidly throughout the country, and the quality is expanding to meet the high expectations of students, parents, and educators. DMACC is very excited to offer you these opportunities.

What you should know about Concurrent Enrollment (CE):

- These are official DMACC courses, taught using our quality standards and college-level textbooks.
- Faculty approved to teach these courses have submitted professional applications to DMACC. The college has reviewed and approved their credentials to ensure that they are authorized to teach for DMACC.
- Academic work in these courses is at the college level. Students should anticipate a rigorous set of standards and more substantial time commitment for work outside of class.
- These courses create an official DMACC transcript.
- Since these courses create a transcript, this credit may be used toward a degree at DMACC or transferred to most public and many private colleges around the country, though every college and university has its own policies governing transfer credit. We recommend each student check with colleges inquire about transfer credit policies

Your decision to enroll in challenging college courses and to begin your college transcript is a big step. The following pages have been assembled to provide you and your family with important information, now that you are a college student, through the Career Advantage Concurrent Enrollment Program. Please read this handbook carefully, and feel free to contact your high school counselor, your DMACC Career Advantage advisor, or our office if you have any questions.

Best Wishes!

The DMACC Career Advantage Staff

What is a Concurrent Enrollment (CE) Career Advantage course?

CE courses are DMACC classes (either arts and sciences or career and technical) offered to high school students for both high school and DMACC credit. Enrollment generates an official college transcript for each student where grades, withdrawals, etc. are recorded.

Each Instructor is required to possess the same credentials as a full-time instructor hired on an DMACC campus. Those credentials are reviewed in the same manner they would be if the instructor were teaching on DMACC's campus.

Courses taught to high school students are the same courses taught on the DMACC campus, with consistent and rigorous instruction to meet course quality standards. DMACC Faculty Peer Collaborators provide collegial interaction with CE instructors to insure equivalency between courses taught concurrently and "traditional" college campus courses.

CE students must be of freshman standing or higher. All CE students must meet all entrance requirements outlined through Senior Year Plus (the legislation which addresses all high school to post-secondary relationships in the State of Iowa). The web address for Senior Year Plus on the Department of Education website is as follows: [Senior Year Plus | Iowa Department of Education \(educateiowa.gov\)](http://www.educateiowa.gov/senior-year-plus)

In addition, students must also meet any pre-requisite course requirements (including test scores) required by DMACC. Students are enrolled in conjunction with their high schools and career advantage advisors. DMACC creates a permanent record/transcript for these students.

Enrollment Procedures

Student Eligibility and Prerequisites

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

- Students must meet proficiency requirements as evidenced by standardized tests or alternative measure of proficiency as approved by the DE and the local district's Board of Education.
- Students must meet all pre-requisite requirements, including placement test scores and/or course pre-requisites, as outlined in the DMACC course catalog.
- Students must be freshman standing or higher.

How to Enroll

Students enroll in CE courses in conjunction with their high school counselors and Career Advantage advisors. Counselors assure DMACC students have met the pre-requisites as outlined in Senior Year Plus legislation. Counselors submit documentation containing any required placement test scores along with the students' names. During the first two weeks of the semester, Career Advantage advisors will discuss the registration process and drop/add policies with all students. They will also direct students to the student handbook and reinforce that enrollees are now DMACC students with corresponding privileges and responsibilities. To find out more information about you school's assigned advisor and Career Advantage please go to: www.dmacc.edu/careeradvantage

Tuition Breakdown

DMACC Concurrent Enrollment Options

Criteria	On-Campus Course Options- OCCO	Concurrent Enrollment	Career Academy	Online Career Academy-OLCA
Type of Instruction/Location	Face-to-face on College Campus or Attendance Center	Face-to-face taught at the local high school	DMACC Location- Ankeny, Ames, Carroll, Perry, Newton, Southridge, and West	Online
Contact	Andrea Jacobsen apjacobsen@dmacc.edu	Career Advantage Advisor	Career Advantage Advisor	Megan Mudd mjmudd@dmacc.edu
Website Information	https://www.dmacc.edu/highschoolstudents/Pages/occo-instructions.aspx	https://www.dmacc.edu/careeradvantage/Pages/collegeclasses.aspx	https://www.dmacc.edu/careeradvantage/Pages/cadmacclasses.aspx	https://www.dmacc.edu/online/Pages/careeracademy.aspx
DMACC Requirement-Pre-Requisites	Students must meet any college prerequisites for advanced courses.	Students must meet any college prerequisites for advanced courses.	Students must meet any college prerequisites for advanced courses.	Students must meet any college prerequisites for advanced courses. Schools must provide work station, scheduled time

				and on-line coach.
Fees/Transportation	Student: No cost but student responsible for their own transportation. School: \$400 per course.	Student: No cost School: \$130 per class	Student: No cost but student responsible for their own transportation. School: \$2400 per student.	Student: No cost School: \$400 per course.
Grades	Assigned at end of term, no progress reports provided.	Assigned at end of term, progress reports per high school policy and procedure.	Assigned at end of term, progress reports provided for concerns.	Assigned at end of term, progress reports provided for concern.
High School Credit	Awarded only upon successful completion.	Awarded only upon successful completion.	Awarded only upon successful completion.	Awarded only upon successful completion.
Forms Submitted to	DMACC Registration	DMACC Career Advantage	DMACC Career Advantage	DMACC Career Advantage

Course Drops

Students should request to their high school counselor to be formally added or dropped from a course. Counselors will communicate the request to their assigned Career Advantage advisor. There are specific timelines associated with: students dropping with no penalty; dropping with a “W”; or dropping with a grade of F on their DMACC transcript. Generally, the last day to withdraw and receive a “W” is the date that falls two-thirds into the class time. Because course terms vary among high schools, each counselor may consult DMACC for the deadline dates which apply at his or her high school.

Repeating Courses

If a student chooses to repeat a class, only the latest grade and credit will be used in determining hours earned and cumulative grade point average.

Textbooks and Required Equipment or Clothing

Textbooks and Required Equipment and Clothing

CE courses must use DMACC approved textbooks, which is generally the same text being used by on-campus instructors.

High schools will provide any required equipment. Safety equipment (such as gloves or safety goggles) may be a requirement for purchase by students. Clothing and shoes required for clinical health experiences are the responsibility of the student. If purchase of these items is a

hardship, students may notify their high school counselors.

Academic Integrity

Academic Integrity is a fundamental principle of institutions of higher learning. DMACC is committed to helping students understand their ethical obligation to do their own work and give appropriate credit when they reference another person's work. Access the following link to read the policy in full detail:

<https://www.dmacc.edu/learntocite/Pages/welcome.aspx>

Grade Reports and Grading System

Faculty report grades in accordance with Board Policy, Administrative Guidelines and the individual instructor's course grading scale/procedures. The use of plus and minus is optional. The grading system used by an instructor must be applied to all students in a given class and to all of his/her sections of a multi-section course. Instructors are required to inform students of their grading scale/procedures at the start of each semester's classes.

Students may request progress reports directly from their instructors. Instructors will submit mid-term and final grades to the DMACC's Registrar's Office, and then grades will be shared with high school counselors for report cards.

Grade Meaning Grade Point

A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Below Average	.1.00
D-		0.67
F... Failure or Failing		.0.00

Symbols not used in Calculating G.P.A.

I..... Incomplete

W Withdrawal

The last day to withdraw and receive a "W" is the date that falls two thirds into the class time. For example, the withdrawal deadline for a class that is 30 days in length would be on the 20th day. A temporary grade of "I" (incomplete) may be given only in cases when the instructor has determined that circumstances beyond the control of the student have made it impossible for him/her to complete the required class work on time. "I" is permissible only when the student has maintained a passing grade prior to the occurrence of the circumstance which prompted the request for an "I." Due date for the work will be determined by the instructor but no later

than midterm of the following term. Any incomplete grades that have not been turned in by that time will be changed to “F” by the Registrar’s Office.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

This act, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily regarding the release of the records and access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Confidential education records include student registration forms, graded papers, student information displayed on a computer screen, and social security numbers linked to names. Employees who work around education records need to keep this information secure and protect the rights of students.

The essence of this act is that:

- Students upon reaching age 18 or students attending postsecondary institutions, regardless of age, must be permitted to inspect and review their own education records (any records from which the student can be individually identified), to the exclusion of third parties. There are no rights guaranteed under FERPA for parents of students attending a postsecondary institution.
- Institutions may not disclose information about students, nor permit inspection of their records, without the student’s written permission unless such action is covered by certain exceptions as stipulated in the Act.

DMACC will only release allowable information under the Family Educational Rights and Privacy Act of 1974.

Concurrent Enrollment (Career Advantage) Courses and FERPA

At DMACC, CE instructors will be allowed to present progress information and grades to:

- Students
- DMACC Registrar’s office
- High School Counselors

CE instructors should refer all parent inquiries to the high school counselor.

Students need to fill out the document below to release information to family members.

<https://www.dmacc.edu/ferpa/Documents/formgenrelease.pdf>

Implications of Beginning a College Transcript

The grades that students earn in concurrent enrollment courses become a part of a permanent college transcript. Poor grades in courses could have an impact on college academic standing and eligibility for financial aid after high school.

Transcript Requests and Transferring DMACC Credit

Transcript Requests

If students choose another college after high school graduation, they may request their transcript be sent to the college from DMACC's Registrar. DMACC does not charge a fee to send transcripts to another college.

Transferring DMACC Credit

To determine how DMACC credit will transfer to the college you select, it is best to contact that college personally to have them review the classes that have been taken. Policies vary depending upon the college and program in which students are interested. DMACC's website also provides information on college transfer for numerous colleges.

Student Support Services

Student Resources

Helpful Links:

[Academic Achievement Centers](#)

[Honors Program](#)

[Admissions](#)

[Housing](#)

[Advising](#)

[Library](#)

[Athletics](#)

[Military Friendly School](#)

[Bookstore](#)

[News & Information](#)

[Bus Services](#)

[Orientation](#)

[Campus Health](#)

[Registrar](#)

[Campus Safety](#)

[Registration](#)

[Career Center](#)

[Student Record Confidentiality \(FERPA\)](#)

[Computer Labs](#)

[Counseling](#)

[Disability Services Office](#)

[Evening Services](#)

[Events Calendar](#)

[Graduation](#)

[Graduation Report](#)

[Handbook](#)

Special Programs

[College Preparatory English](#)

[English Language Learner](#)

[High School Programs](#)

[Honors Program](#)

[International Students](#)

[Learning Communities](#)

[Partnership Programs](#)

[Student Development Courses](#)

[Veterans Affairs Office](#)

[Vocational Rehabilitation](#)

[Tech Support](#)

[Testing Center](#)

[Transcript Request](#)

[Transfer Options](#)

[Tutoring](#)

[Veterans Services](#)

[Work Study Program](#)

Dates & Deadlines

[Academic Calendar](#)

[Events Calendar](#)

[Graduation Information](#)

[Registration Dates](#)

Financial

[Types of Aid](#)

[FAFSA Help](#)

[Financial Aid](#)

[Pay Tuition](#)

About DMACC

A Little History

Des Moines Area Community College (DMACC) was officially created March 18, 1966, and was designated as Merged Area XI. The college was created after extensive studies had indicated the need for such an institution. In 1968, the Board of Directors adopted Des Moines Area Community College as the official name of the institution. Leading figures throughout the College's District combined their talents and resources to assure proper planning for the College. The first classes were held at the new Ankeny Campus location with other campuses to follow in later years. DMACC is one of fifteen area community colleges which comprise the Iowa System of Community Colleges operating under the regulations of the Iowa Department of Education and the Code of Iowa.

Programs and Educational Services Available at DMACC

Refer to the DMACC website for a current listing of programs available:

<https://www.dmacc.edu/programs/Pages/welcome.aspx>

FAQ for Concurrent Enrollment Students

? If I'm a college student now, does that mean I have any additional responsibilities?

You may need to take on some additional responsibilities for your own learning. Classes will be rigorous and the expectations for assignments, etc. will be the same as a "traditional" course on DMACC's campus. As a college student, it is your responsibility to keep DMACC informed of enrollment and/or address changes. In addition, you will want to make sure you have met any pre-requisite or placement score requirements for classes you intend to take.

? Do I get any privileges as a DMACC Student?

Yes! You will be admitted to DMACC athletic events at no cost and you may use the campus library and have access to computer labs.

? Where can I find specific information about prerequisites, academic policies, course load, grading standards, etc.?

DMACC's catalog includes all of this information, plus specifics about additional procedures and policies. The DMACC catalog, along with the DMACC student

handbook, is available on DMACC's website under Current Students. The web address is: www.dmacc.edu.

? Since I will get a grade, does that mean I'll also have a transcript at DMACC?

Yes, you will have a permanent transcript at DMACC.

? How will I get my grade for my DMACC class?

Your instructor will submit final grades to DMACC registrar's office and then grades will be shared with your high school counselor for your report card. You may also, at any time, visit with your instructor to request information on your grade. Grade reports will also be mailed to students to the address given to us during registration.

? Will DMACC's grade count on my high school or college grade point?

Your grade will be part of your cumulative grade point at the college level. Please check with your high school counselor to verify the policy at your district.

? If I decide to go to DMACC after high school graduation, do I need to do anything more since I'm taking this class?

Yes, you will need to complete a full application for admission, participate in orientation, and submit any required placement test scores.

? What if I go to another college after high school? How do I get my transcript?

You will need to request your transcript be sent to the college from DMACC's Registrar. DMACC does not charge a fee to send transcripts to another college.

? Will my DMACC credit transfer to any college?

To determine how DMACC credit will transfer to the college you select, it is best to contact that college personally to have them review the classes you have taken. Policies vary depending upon the college and program in which you are interested. DMACC's website (www.dmacc.edu) also provides information on college transfer information for numerous colleges.

? What if I decide to drop this class...what's the policy and whom should I contact?

You should contact your high school counselor and they will contact DMACC to verify the date that you drop. Depending upon when the course is dropped, there are three possible consequences at DMACC: a. The course will be dropped from the student's record with no grade penalty (within the first few days). b. the transcript will show a "W" for withdrawal. There will be no grade point penalty. c. The transcript will show an F. (This usually happens at the 2/3 point and beyond). Your high school may also have policies that apply if you decide to drop a class. Please check with them, as well.

? Are there any long term consequences of dropping a course?

If a student has a number of Ws or Fs on their DMACC transcript, it could impact their success of getting financial aid in the future.

Whom should I contact for more information?

Please contact your high school counselor.