



## **Concurrent Enrollment Student Handbook**

---

**2024 - 2025**



**Table of Contents**

Career Advantage Syllabus Statement..... 4

Nondiscrimination Statement..... 5

DMACC History..... 6

The Family Educational Rights and Privacy Act of 1974 (FERPA) ..... 6

Programs and Educational Services Available at DMACC..... 6

What is Career Advantage? ..... 6

Why Choose Career Advantage? ..... 7

DMACC Concurrent Enrollment Options ..... 7

Enrollment Procedures ..... 8

    Student Eligibility and Prerequisites ..... 8

    How to Enroll ..... 8

    Repeating Courses ..... 10

    Textbooks and Required Equipment or Clothing..... 10

Academic Integrity ..... 10

Academic Standing Policy ..... 10

Grade Reports and Grading System..... 11

President’s List/Dean’s List ..... 12

    Honor Cords/Honor Medallions/DMACC Graduation Application ..... 13

College Transcripts..... 13

Implications of Beginning a College Transcript..... 13

    Transcript Requests ..... 13

    Transferring DMACC Credit..... 13

Student Support Services..... 13

    Career Advantage Webpage ..... 13

    Helpful Links..... 13

DMACC Policies and Procedures.....	14
myDMACC.....	14
Multifactor Authentication.....	14
Tech Support.....	14
Library.....	14
ID Cards and Other DMACC Privileges.....	15
Individual DMACC Campus Visits.....	15
DMACC Work Based Learning.....	15
FAQ for Concurrent Enrollment Students.....	15
DMACC Career Advantage Calendar.....	<b>Error! Bookmark not defined.</b>

## Career Advantage Syllabus Statement

This is a DMACC college-level course. The content is college-level and follows the DMACC Syllabus, meeting the objectives and rigor of DMACC and its accrediting bodies.

## 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. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs.

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 Executive Campus Dean's office, the Executive 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](mailto: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](mailto: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, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone 312/730-1560, fax 312/730-1576, TDD 800-877-8339, email [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

DMACC offers career and technical programs in the following areas of study:

- Agriculture, Natural and Environmental Science Architecture
- Engineering, and Construction Arts, Design, and Visual Communication
- Business, Management, and Marketing Education
- Public, and Human Services
- Health Sciences
- Hospitality and Culinary
- Information Technology
- Manufacturing
- Transportation & Logistics

Entrance requirements for specific programs can be found at:

<https://www.dmacc.edu/pathways/index.html>

## DMACC History

Des Moines Area Community College (DMACC) was officially created on 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 ensure 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.

## 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.

## Programs and Educational Services Available at DMACC

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

<https://www.dmacc.edu/pathways/index.html>

## What is Career Advantage?

DMACC and area high schools have formed a partnership to offer high school students the opportunity to earn college credits. High school students are able to enroll and complete Career Advantage (CA) classes at their home high school, a DMACC campus or center or online.

## Why Choose Career Advantage?

- Students earn college credits and experience while still in high school.
- There is no cost to enroll in these courses.
- Students save time and money with the chance to get an early start on college or their career.
- Students gain experiences that lead directly to degrees, diplomas, certifications and/or apprenticeships.
- Students gain hands-on training in an area of personal interest.
- Career/technical programs give students excellent opportunities to explore career options before leaving high school.
- Vocational/technical programs are equipped with state-of-the-art technology.
- Students enter the workforce with marketable skills.
- Studies show that students participating in dual enrollment programming have increased high school graduation rates, increased rates in attending college after high school, increase rates of persistence in college, higher college GPA's, take less time to graduate from college, have more credits earned after high school, and need less developmental education after high school.

## DMACC Concurrent Enrollment Options

Criteria	OCCO On-Campus Course Options	Concurrent Enrollment	Career Academy	OLCA Online Career Academy
<b>Type of Instruction/ Location</b>	Face-to-Face taught at DMACC Campus/Centers	Face-to-Face taught at the local high school	Face-to-Face taught at DMACC Campus/Centers	Online
<b>Contact</b>	Andrea Jacobsen <a href="mailto:apiacobsen@dmacc.edu">apiacobsen@dmacc.edu</a>	Career Advantage Advisor	Career Advantage Advisor	Megan Mudd <a href="mailto:mjmudd@dmacc.edu">mjmudd@dmacc.edu</a>
<b>Website Information</b>	<a href="#">OCCO</a>	<a href="#">Concurrent Enrollment</a>	<a href="#">Career Academy</a>	<a href="#">OLCA</a>
<b>DMACC Prerequisite Requirement</b>	Students must meet any college course prerequisites.	Students must meet any college course prerequisites.	Students must meet any college course prerequisites.	Students must meet any college course prerequisites. Schools must provide workstation, scheduled time, and online coach.
<b>Fees/ Transportation</b>	Student: No cost but student responsible for transportation.	Student: No cost	Student: No cost but student responsible for transportation.	Student: No cost
	School: \$450 per course	School: \$145 per class	School: \$2500 per student	School: \$450 per course
<b>College Grades</b>	Assigned at end of term, no progress reports provided	Assigned at end of term, progress reports per high school policy/procedure	Assigned at end of term, progress reports provided for concerns	Assigned at end of term, progress reports provided for concerns
<b>High School Credit</b>	Awarded only upon successful completion	Awarded only upon successful completion	Awarded only upon successful completion	Awarded only upon successful completion
<b>Forms Submitted To</b>	DMACC Registration	DMACC Career Advantage	DMACC Career Advantage	DMACC Career Advantage

## Enrollment Procedures

### Student Eligibility and Prerequisites

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

- Students must meet proficiency requirements as evidenced by standardized tests or alternative measures 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.

### How to Enroll

Students enroll in concurrent enrollment 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 your school's assigned advisor and Career Advantage please go to: [www.dmacc.edu/careeradvantage](http://www.dmacc.edu/careeradvantage)

### [Classes at Your School](#)

## Testing Requirements & Prerequisites

Students must meet the testing requirements and prerequisites for DMACC courses and programs.

### Math Assessment (ALEKS)

Any student who wants to take a DMACC math course at the high school (except for MAT 772) needs to have met one of the following criteria within 18 months from the date of enrollment in the course:

- Earn at least a C- or higher in a DMACC prerequisite math course
- Earn a B- or higher in their previous high school math class
- Complete ALEKS and meet the [placement score](#) for the course the student wants to register for

Students that want to enroll in a DMACC math course outside of their high school will need to take the ALEKS and meet the [placement score requirements](#) for the math course the student wants to enroll in.

The ALEKS Assessment includes a maximum of 30 questions and takes 60 – 90 minutes to complete. ALEKS can be taken online for free through the student's myDMACC account. Students will need to complete a Career Advantage application if they do not have a current DMACC record:

1. [www.dmacc.edu/careeradvantage](http://www.dmacc.edu/careeradvantage)
2. Click on "Classes at DMACC"
3. Click on "Application" (lefthand side of screen)
4. Click on "Begin Career Advantage Application" (middle of the page)
5. Create an account.
6. Once an account is created, the student will receive an email from DMACC. The student should open the email and click on the link provided to verify the account they just created.
7. Once verified, the student will click "Apply Online" at the top of the page.



8. The student will sign in using the username and password they created in the previous step.
9. Once the student submits their application, they will receive a confirmation email from DMACC.
10. The student will receive two emails from DMACC. "Step 1" will contain their DMACC username and DMACC ID number and the second e-mail, "Step 2" will contain their temporary password. If a student has taken DMACC courses previously, they will already have this information.

### DMACC Math Placement / ALEKS Placement Score Table

What math course am I ready to begin? This ALEKS Placement Score Table indicates which course you take based on your math placement.

#### Prerequisites

The prerequisite chart below includes common Career Advantage offerings. Prerequisites apply to courses offered at the high school, online, or on a DMACC campus/center. For a complete list of course descriptions and prerequisites, click [here](#).

Biology			
Course #	Course Title	Credits	Prerequisite
BIO 112	General Biology I	4	High school Biology AND high school Chemistry or equivalent
BIO 113	General Biology II	4	High school Biology AND high school Chemistry or equivalent
BIO 146	Genetics	3	BIO 112 OR BIO 186
BIO 168	Anatomy & Physiology I	4	Prerequisite: a grade of C or better in BIO 157, BIO 112, OR high school Anatomy within the last five years. Pre/Corequisite: a grade of C or better in BIO 104
BIO 173	Anatomy & Physiology II	4	A grade of C or higher in BIO 168
BIO 225	Marine Biology I	4	High school OR college Biology
BIO 227	Marine Biology II	4	BIO 225
Chemistry			
Course #	Course Title	Credits	Prerequisite
CHM 122	Intro to General Chemistry	3	Minimum ALEKS score of 30% OR minimum ACT math score of 19 OR minimum SAT math score of 510 OR MAT 064 or MAT 099 with a C- or higher. Score from ALEKS/ACT/SAT and grade from MAT 064/099 must be no more than 5 years old.
CHM 132	Intro to Organic/Biochemistry	4	CHM 122 or equivalent
CHM 165	General Chemistry I	4	One-year H.S. Chemistry OR CHM 122 with a grade of C or better; AND either a minimum placement score of: ALEKS 46%, ACT math score of 22, SAT math score of 530 or complete MAT 099 with a C- or higher. Score from ALEKS/ACT/SAT and grade from MAT 099 must be no more than 5 years old.
CHM 175	General Chemistry II	4	CHM 165 or equivalent
English			
Course #	Course Title	Credits	Prerequisite
ENG 106	Composition II	3	Grade of C- or better in ENG 105
Math			
Course #	Course Title	Credits	Prerequisite
MAT 064	College Prep Math	4	Grade of C- or better in MAT 045 OR ALEKS score of 10%
MAT 110	Math for Liberal Arts	3	Grade of C- or better in MAT 064 OR ALEKS score of 30%
MAT 121	College Algebra	4	Grade of C- or better in MAT 099 OR ALEKS score of 46%
MAT 129	Precalculus	5	Grade of C- or better in MAT 130 OR ALEKS score of 61%
MAT 130	Trigonometry	3	Grade of C- of better in MAT 121 OR ALEKS score of 46%

MAT 141	Finite Math	4	Grade of C- or better in MAT 064 or MAT 099 OR ALEKS score of 30%
MAT 156	Statistics	3	Grade of C- or better in MAT 064 OR ALEKS score of 30%
MAT 162	Prin. of Business Statistics	4	Grade of C- or better in MAT 099 OR MAT 156 OR ALEKS score of 46%
MAT 211	Calculus I	5	Grade of C- or better in MAT 121 AND MAT 130 OR grade of C- or better in MAT 129 OR ALEKS score of 76%
MAT 217	Calculus II	5	Grade of C- or better in MAT 211
MAT 773	Applied Math II	3	Grade of C- or better in MAT 099 OR ALEKS score of 30%

### Course Drops

Students should request 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

Concurrent enrollment 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://go.dmacc.edu/learntocite/Pages/welcome.aspx>

### Academic Standing Policy

For students to be in good [academic standing](#) at DMACC, they must maintain a cumulative grade point average (GPA) above 2.00 AND have a 67% completion rate. Completion rate is calculated by the number of credits a student has successfully completed versus the number of credits a student has attempted. If a student is registered in courses and not dropped before the withdrawal deadline, those course credits are calculated towards a student’s completion rate. This is why it is so important that the DMACC Career Advantage Advisors are notified as soon as a student drops a class.

If a student drops below a 2.00 GPA and/or does not complete 2/3 of their coursework each semester at DMACC, we have a three-step academic standing policy:

### **Step 1: Academic Warning**

- A student whose cumulative GPA falls below 2.00 and/or whose cumulative credit completion rate falls below 67% at the end of any term will be placed on Academic Warning for the next term of enrollment.
- A student on Academic Warning will remain on this status if their term GPA for the term following their placement on Academic Warning is 2.00 or higher but their cumulative GPA remains below 2.00 and/or their completion rate for the term is 67% or higher but their cumulative credit completion rate is below 67%.
- A student on Academic Warning will return to a status of “good academic standing” when their cumulative GPA is raised to 2.00 or higher and their cumulative credit completion rate is 67% or above.
- If a student is placed on Academic Warning, they will receive a letter that lets the student know they need to maintain their GPA and drop courses by the deadline.

### **Step 2: Academic Conditional Enrollment**

- A student on Academic Warning who earns a term GPA of less than 2.0 and/or has not completed 67% of credits attempted for the term will be placed on Academic Conditional Enrollment for the following term of enrollment.
- A student on Academic Conditional Enrollment will remain on this status if their term GPA for the term following their placement on Academic Conditional Enrollment is 2.00 or higher but their cumulative GPA remains below 2.00 and/or their completion rate for the term is 67% or higher but their cumulative credit competition rate is below 67%.
- A student on Academic Conditional Enrollment who earns a term GPA and a cumulative GPA of 2.00 or higher and has completed 67% of cumulative credits attempted will be placed in good standing.
- If a student is placed on Academic Conditional Enrollment, they will receive a letter that lets them know they will need to meet with their Career Advantage Advisor to complete an Academic Improvement Plan (AIP). The AIP is signed by both the student and their Career Advantage Academic Advisor.

### **Step 3: Academic Disqualification**

- A student on Academic Conditional Enrollment who earns a term GPA of less than 2.00 and/or does not complete 67% of term credits attempted will be placed on Academic Disqualification and will not be allowed to enroll in credit course work.
- Students will receive an Academic Disqualification letter. Students will meet with their Career Advantage Advisor to complete an AIP. This is signed by both the student and their counselor and sent to DMACC’s academic records.
- If a student is placed on Academic Disqualification, they will receive a letter that lets them know that they will need to meet with their Career Advantage Advisor to complete an Academic Improvement Plan (AIP) before they can register for classes. The AIP is signed by both the student and their Career Advantage Academic Advisor.

## **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 each class and to all 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+	Above Average	3.33
B		3.00
B-		2.67
C+	Average	2.33
C		2.00
C-		1.67
D+	Below Average	1.33
D		1.00
D-		0.67
F	Failing	0.00
Symbols Not Used in Calculating GPA 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.

### President's List/Dean's List

Students who complete a minimum of six credit hours a term (fall or spring semester) of DMACC credit coursework will be placed on the DMACC Dean's List if they received a 3.50 – 3.99 GPA or the DMACC President's List if they received a 4.0 GPA. Students who are placed on the Dean's or President's List will be mailed a certificate of recognition.

## Honor Cords/Honor Medallions/DMACC Graduation Application

Any Career Advantage student who completes a DMACC credential may receive an honor cord.

- Students must submit a DMACC [Graduation Application](#) by the application deadline and be approved by the DMACC Graduation Office. Students will not receive an honor cord unless they have been approved.
- A student will receive only one honor cord per year (even if they complete multiple awards).
- Honor cords will be mailed to High School Counselors to distribute to students.

Any Career Advantage student who completes a DMACC Liberal Arts AA/AS may receive an honor medallion.

- Students must submit a DMACC Graduation Application and be approved by the DMACC Graduation Office. Students will not receive an honor medallion unless they have been approved.
- A student will only receive one honor medallion (even if they complete multiple associate degrees).
- Honor medallions will be delivered to High School Counselors to distribute to students.

## College Transcripts

### 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

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. Transcript Request Forms can be found here:

<https://www.dmacc.edu/registrar/transcriptrequests.html>

### 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

### Career Advantage Webpage

The [Career Advantage webpage](#) is to support and assist students and counselors.

### Helpful Links

The [helpful links webpage](#) includes information and links to the following resources:

- Admissions

- Career Center
- Counseling
- Disability Services
- Library
- Transfer Option
- Tutoring

## DMACC Policies and Procedures

In addition, students and counselors can access [DMACC's Policies and Procedures](#) which includes:

- Academic Standing – Satisfactory Academic Standing
- Advanced Placement (AP)
- Confidentiality of Student Records – FERPA
- Petition for Policy Waiver
- Student Conduct, Discipline, and Appeals (Academic Integrity/Academic Misconduct)

## myDMACC

Each new Career Advantage student receives a DMACC ID, username, and password to log into their myDMACC account where students can access the following resources:

- ALEKS (math assessment)
- Canvas (online learning platform)
- DegreeWorks (degree progress)
- DMACC Career Advantage Advisor Information
- DMACC E-mail
- New Student Orientation
- Registration Information
- Transcript Request Form (to send official transcript to other colleges/universities)
- Unofficial Transcripts

## Multifactor Authentication

DMACC requires all students to have a multifactor authentication (MFA) when logging onto the DMACC network.

- For written directions on the sign-up process, use this link:  
<https://help.dmacc.edu/TDClient/392/Portal/Requests/ServiceDet?ID=7886>
- For video directions on the sign-up process, use this link:  
[www.dmacc.link/mfavid](http://www.dmacc.link/mfavid)

## Tech Support

If a student does not know their myDMACC log in, they can contact DMACC Tech Support at 515-965-7300 or [techsupport@dmacc.edu](mailto:techsupport@dmacc.edu). DMACC Tech Support can also be utilized if a student is having issues with Canvas or needs assistance setting up their Microsoft Authenticator App.

## Library

DMACC concurrent enrollment students are encouraged to use the many resources and services provided by the DMACC Libraries. The libraries are members of two interlibrary loan networks, SILO (State of Iowa Libraries) and OCLC (On-Line Computer Library Center), which facilitate the borrowing and

lending of books and periodical articles using current technologies. Librarians are available for reference assistance and library orientation.

### [ID Cards and Other DMACC Privileges](#)

In addition to using the DMACC library and computer labs, concurrent enrollment students will also be admitted to DMACC sporting events and activities at no cost.

### [Individual DMACC Campus Visits](#)

Request an individual appointments/tours by contacting: [campustours@dmacc.edu](mailto:campustours@dmacc.edu)

### [DMACC Work Based Learning](#)

#### **Connecting Today's Students to Tomorrow's Careers!**

DMACC's Work-Based Learning (WBL) provides activities and resources for students, educators, and businesses across central Iowa. We connect education and business by providing students with opportunities to increase awareness of career options, explore careers and workplaces virtually and in person, and get a start in their careers with earn-and-learn programs. Through work-based learning events, courses, and special programs, DMACC WBL helps students find their next step toward a rewarding career!

- **Career Exploration Events:** Click [here](#) for upcoming DMACC Career Discovery Events & Registration.
- **Career Exploration Days:** Hosted at a DMACC location, these events allow 9-12th grade students, parents, and educators to explore a career pathway by attending hands-on activity sessions and demonstrations. They will learn about DMACC educational programs and connect to future careers and professionals.
- **Worksite Industry Tours:** These events are hosted by a business and open to 11th and 12th graders. Students will meet with professionals to learn about the company and specific careers. These events are designed for students, and transportation is the student's responsibility.
- **Virtual Sessions:** These events provide a virtual option for students to learn about businesses, specific careers, and professional skills that are significant for today's job market.

### [Career Discovery Video Library](#)

Check out DMACC's on-demand library of recorded professionals talking about their industry, careers, and career path. Explore various local careers through short 20-minute presentations.

### [FAQ for Concurrent Enrollment Students](#)

<https://www.dmacc.edu/highschoolstudents/faq.html>



DMACC Career Advantage Calendar  
Fall 2024\*

**Dates for Online (OLCA), On-Campus (OCCO) & Career Academy (Term 1)**

Date	Description
August 21 <sup>st</sup>	Start of full-term semester
September 4 <sup>th</sup>	Last day to drop courses without a "W" recorded
October 16 <sup>th</sup>	Career Academy midterm
October 31 <sup>st</sup>	Last day to drop courses with a "W" – "F" recorded after this date
December 12 <sup>th</sup>	End of full-term semester

**Dates for Courses in the High School (Term A)**

Date	Description
August 20 <sup>th</sup>	Web opens for instructors to report attendance
September 23 <sup>rd</sup>	Web closes at midnight for instructors to report attendance
October 1 <sup>st</sup>	Web opens for instructors to report midterm/quit attending
October 2 <sup>nd</sup>	Last day to drop courses without a "W"
October 21 <sup>st</sup>	Web closes at midnight for instructors to report midterm/quit attending
November 7 <sup>th</sup>	Last day to drop courses with a "W" – "F" recorded after this date
December 6 <sup>th</sup>	Web opens for instructors to report final grades
January 22 <sup>nd</sup>	Web closes at midnight for instructors to report final grades

**Dates for Courses in the High School – Quarter Schools (Term H1 & H2)**

Qtr 1 (H1) Date	Qtr 2 (H2) Date	Description
August 23 <sup>rd</sup>	October 28 <sup>th</sup>	Web opens for instructors to report attendance
September 4 <sup>th</sup>	November 6 <sup>th</sup>	Web closes at midnight for instructors to report attendance
September 1 <sup>st</sup>	November 8 <sup>th</sup>	Last day to drop courses without a "W"
September 19 <sup>th</sup>	November 21 <sup>st</sup>	Web opens for instructors to report midterm/quit attending
September 25 <sup>th</sup>	December 2 <sup>nd</sup>	Web closes at midnight for instructors to report midterm/quit attending
September 30 <sup>th</sup>	December 6 <sup>th</sup>	Last day to drop courses with a "W" – "F" recorded after
December 6 <sup>th</sup>	January 7 <sup>th</sup>	Web opens for instructors to report final grades
January 22 <sup>nd</sup>	January 22 <sup>nd</sup>	Web closes at midnight for instructors to report final grades

**Other Important Dates**

September 4 <sup>th</sup>	Last day to drop online classes without school being billed
October 1 <sup>st</sup>	Last day to drop Academy classes without school being billed
February 4 <sup>th</sup>	Final DMACC transcripts sent for fall semester (per student request)

\*This calendar is a summary of the most common drop deadlines used by high school students. **Some courses at DMACC may have other drop deadlines.** Students should refer to myDMACC to find drop deadlines for each of their courses.





DMACC Career Advantage Calendar  
Spring 2025\*

**Dates for Online (OLCA), On-Campus (OCCO) & Career Academy (Term 1)**

Date	Description
January 13 <sup>th</sup>	Start of full-term semester
January 27 <sup>th</sup>	Last day to drop courses without a "W" recorded
March 6 <sup>th</sup>	Career Academy midterm
March 28 <sup>th</sup>	Last day to drop courses with a "W" – "F" recorded after this date
May 8 <sup>th</sup>	End of full-term semester

**Dates for Courses in the High School (Term A)**

Date	Description
January 13 <sup>th</sup>	Web opens for instructors to report attendance
February 12 <sup>th</sup>	Web closes at midnight for instructors to report attendance
February 25 <sup>th</sup>	Last day to drop courses without a "W"
March 7 <sup>th</sup>	Web opens for instructors to report midterm/quit attending
April 3 <sup>rd</sup>	Web closes at midnight for instructors to report midterm/quit attending
April 10 <sup>th</sup>	Last day to drop courses with a "W" – "F" recorded after this date
May 1 <sup>st</sup>	Web opens for instructors to report final grades
June 6 <sup>th</sup>	Web closes at midnight for instructors to report final grades

**Dates for Courses in the High School – Quarter Schools (Term H3 & H4)**

Qtr 3 (H3) Date	Qtr 4 (H4) Date	Description
January 14 <sup>th</sup>	March 24 <sup>th</sup>	Web opens for instructors to report attendance
January 23 <sup>rd</sup>	April 2 <sup>nd</sup>	Web closes at midnight for instructors to report attendance
January 23 <sup>rd</sup>	April 3 <sup>rd</sup>	Last day to drop courses without a "W"
February 7 <sup>th</sup>	April 18 <sup>th</sup>	Web opens for instructors to report midterm/quit attending
February 17 <sup>th</sup>	April 24 <sup>th</sup>	Web closes at midnight for instructors to report midterm/quit attending
February 21 <sup>st</sup>	May 1 <sup>st</sup>	Last day to drop courses with a "W" – "F" recorded after
May 1 <sup>st</sup>	May 23 <sup>rd</sup>	Web opens for instructors to report final grades
June 6 <sup>th</sup>	June 6 <sup>th</sup>	Web closes at midnight for instructors to report final grades

**Other Important Dates**

January 27 <sup>th</sup>	Last day to drop online classes without school being billed
March 1 <sup>st</sup>	Last day to drop Academy classes without school being billed
June 18 <sup>th</sup>	Final DMACC transcripts sent for fall semester (per student request)

\*This calendar is a summary of the most common drop deadlines used by high school students. **Some courses at DMACC may have other drop deadlines.** Students should refer to myDMACC to find drop deadlines for each of their courses.

