

DMACC Career Advantage



Concurrent Enrollment Instructor Handbook

2025 - 2026



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Career Advantage programming through DMACC offers students college-level courses taught at their high school. These courses follow the official DMACC syllabus and uphold the same academic standards and rigor as on-campus classes. Instructors play a key role in delivering college-level content and supporting student success.

Welcome to the 2025-2026 School Year!

As a Concurrent Enrollment (CE) instructor, you play a critical role in bringing the college experience directly to high school students through DMACC's Career Advantage program. Whether you are new to teaching DMACC courses or a returning instructor, we sincerely appreciate your partnership and commitment to academic excellence.



The Career Advantage program offers students the opportunity to earn college credit while still in high school, preparing them for future success and reducing time and cost toward a degree. Your role in delivering rigorous, college-level instruction while supporting students in a high school setting is essential to making this opportunity meaningful and accessible.

We recognize the time, care, and professionalism required to balance high school and college expectations. As a CE instructor, you are responsible for:

- Delivering DMACC course content using Simple Syllabi
- Assessing student learning by submitting midterm/final grades in myDMACC
- Maintaining consistent communication with your Faculty Liaison
- Participating in discipline-specific professional development
- Upholding the academic integrity and rigor of your DMACC course(s)

We are here to support you throughout the year. You will continue to receive key communications regarding compliance requirements, professional development opportunities, deadlines, and resources. Your Faculty Liaison and DMACC support staff are just a phone call or email away.

Thank you for all that you do to ensure your students receive a high-quality, college-level experience. We're looking forward to a strong year ahead and appreciate your continued dedication to DMACC's Career Advantage program.

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. Pregnancy/post-pregnancy birth and pregnancy support related questions and concerns may be directed to Jennifer Argo, the Disability Services Coordinator at 2006 S. Ankeny Blvd., Bldg. 6, Ankeny IA, phone 515-964-6850, jdargo@dmacc.edu. Title IX questions and concerns for employees/other may be directed to Amy Knight, the Deputy Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg 1, Ankeny, IA 50023, phone 515-965-7199, aaknight@dmacc.edu. Title IX questions and concerns for students may be directed to Janel Alleyne, the Deputy Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6222, jalleyne@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, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339, Email: OCR.Denver@ed.gov.

DMACC 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:

[DMACC Academic Pathways - Find the right path for you](#)

National Alliance for Concurrent Enrollment Partnerships (NACEP)

DMACC's Career Advantage concurrent enrollment program is nationally accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP) www.nacep.org. NACEP is the recognized accrediting body that ensures concurrent enrollment programs maintain rigorous academic standards and promote seamless collaboration between high schools and colleges. The Iowa Department of Education uses NACEP accreditation as the framework for program oversight and quality assurance at the community college level. This accreditation reflects DMACC's commitment to delivering a college experience that is consistent with on-campus offerings.

As part of this commitment, all Career Advantage instructors must meet and maintain the following requirements:

Concurrent Enrollment Instructor Eligibility

In alignment with Senior Year Plus (SYP) legislation and guidance from the Iowa Department of Education, all Concurrent Enrollment instructors must meet the following minimum qualifications:

- A master's degree or higher in the discipline to be taught, or in a closely related field
- Relevant professional experience or certifications, when appropriate

Please note: These represent the baseline qualifications required by state policy. To ensure academic rigor and alignment with DMACC's college-level standards, additional criteria may be established by individual academic departments. This may include discipline-specific credentials or targeted training prior to teaching a course.

Professional Development

Career Advantage instructors are required to participate in annual professional development aligned with the discipline they teach. This may include in-person workshops, online training, collaborative meetings, or other approved activities that support instructional quality and consistency with DMACC course standards.

Instructors are expected to actively engage in these opportunities and, when requested, provide documentation of participation. Failure to meet annual professional development requirements may affect continued eligibility to teach concurrent enrollment courses.

Peer Collaboration and Site Visits

DMACC faculty liaisons support concurrent enrollment instructors in aligning course content, assessments, and instructional materials with the college course. In line with NACEP standards, a formal classroom visit occurs at least once every three years to observe instruction, provide feedback, and strengthen collaboration. Ongoing communication is encouraged to support course quality and student success.

Assessment

Career Advantage courses must administer any required district-wide assessments that are part of the corresponding DMACC course. These assessments ensure consistency in measuring student learning outcomes across all sections, regardless of location. Coordination and guidance are provided by the academic department who will communicate expectations, provide necessary materials, and support proper implementation

Surveys

Each term, all Career Advantage courses are required to administer a brief, electronic student evaluation during the final weeks of the semester. This ensures timely feedback to support instructional improvement. Additionally, instructors, guidance counselors, and principals are routinely invited to complete a program impact survey to assess and enhance Career Advantage offerings.

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.

Instructors are required to possess the same credentials as a full-time instructor hired on a DMACC campus. Those credentials are reviewed in the same manner as 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 Collaborators provide collegial interaction with CE instructors to ensure equivalency between courses taught concurrently and on-campus.

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: <https://educateiowa.gov/adult-career-comm-college/senior-year-plus>

In addition, students must also meet any pre-requisite course requirements (including test scores) required by DMACC. Students are enrolled through their high school counselors and apply to DMACC through our on-line application for high school students. DMACC creates a permanent record/transcript for these students.

Career Advantage Advisors

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. The advisors will be present at your school throughout the school year to be a resource for students and faculty. To find out more information about your school's assigned advisor, courses offered at your schools and the Career Advantage program:

[Classes at Your School](#)

Career Advantage Structure & Contacts

Title	Position Description	Phone Number
Leadership & Directors		
Director, Career Advantage	Oversees Career Advantage programming, partnerships, and strategic initiatives across all regions and delivery formats.	515-965-7309 515-965-7086
Executive Campus Dean, Newton Career Academy	Provides executive-level leadership and oversight for operations, staff, and programs specific to Newton Career Academy.	641-791-1721
Director, Perry Career Academy	Leads the Perry Career Academy, coordinating Career Advantage activities and community engagement at the Perry site.	515-428-8120
Director, WBL and NACEP, Career Advantage	Manages Work-Based Learning (WBL) opportunities and ensures compliance with NACEP accreditation standards.	515-965-7347
District Coordinator, CCTC Services	Provides leadership and coordination for all Career and College Transition Counselors (CCTC); supports district alignment and strategic outreach.	515-965-7094
Coordinators		
Coordinator – Ankeny Career Academy	Manages dual credit and academy programs offered on the Ankeny Campus; supports high school and faculty collaboration.	515-965-7172
Coordinator – Southridge Academy	Oversees academy programs and high school partnerships at Southridge, ensuring alignment with student and program needs.	515-289-9574
Coordinator – Ames Hunziker Center	Coordinates Career Advantage programming and dual credit delivery at the Ames Hunziker Center.	515-663-6708
Coordinator – Carroll & Templeton Academies	Administers programming at both Carroll and Templeton locations, supporting student access and curriculum alignment.	712-792-8323
Coordinator – Online	Oversees online dual credit course offerings and supports high school partners with virtual program delivery.	515-965-7170
Academic Advisors		
Career Advantage Academic Advisor	Assists high school students enrolled in DMACC courses with academic planning, course selection, registration, and college transition support. https://www.dmac.edu/careeradvantage/caschoolclasses.html	515-964-6422
(CCTC) College and Career Transition Counselors/Advisors	Assists high school seniors with postsecondary planning, financial aid, career planning and life after high school. https://www.dmac.edu/careeradvantage/cctc.html	515-965-7094
Administrative & Operations Support		
Administrative Assistant	Provides clerical and operational support to Career Advantage staff, including communications, scheduling, and billing.	515-964-6422 515-965-7185
Career Advantage Specialist	Supports strategic initiatives, special projects, data coordination, and Career Advantage departmental billing processes.	515-965-7345

Faculty Liaison Support: Enhancing Your Concurrent Enrollment Experience

As a concurrent enrollment instructor, you deliver the first college course many high school students will ever take. For these students, *you are the college experience*. To support you in this important role, DMACC pairs each concurrent enrollment instructor with a Faculty Liaison — a full-time DMACC faculty member or department chair who teaches or supervises the same course(s). Your Faculty Liaison collaborates with you, shares resources, and helps ensure your course maintains the same quality, rigor, and alignment as courses taught on campus.

What Can You Expect:

- **Keeps Course Content Aligned:** Makes sure the course you teach matches the college's curriculum and learning goals.
- **Supports Instructor Qualifications:** Checks that you meet the college's requirements to teach the course and helps with professional development.
- **Provides Ongoing Support:** Answers your questions, shares updates, and offers guidance to help you succeed.
- **Observes and Evaluates:** Visits your classroom or reviews your teaching materials to ensure quality and consistency.
- **Helps Maintain Academic Standards:** Works with you to keep the course challenging and fair, just like on campus.
- **Communicates Clearly:** Keeps you informed about any changes or important information from the college.
- **Ensures Compliance:** Helps the program follow all college and NACEP policies and standards.

Why This Matters

Your Faculty Liaison is here to support you and make sure students receive the same high-quality education they would on a college campus. Working together helps keep the program strong and successful.

Note on Instructor Forms

The forms referenced in this handbook, including those for site visits and instructor orientation, are currently being updated and finalized. These documents will be provided separately once completed. For the most current versions and related questions, please refer to the DMACC Concurrent Enrollment Faculty Liaison Handbook when available or contact your DMACC Site Director or Coordinator.

Communicate course changes/issues to the appropriate Dean, the Director of Career Advantage and the concurrent enrollment instructor.

Note: *Faculty Liaisons do not evaluate performance. Their role is supportive and collaborative.*

Teaching a Concurrent Enrollment (CE) Career Advantage Course

Credentials

All CE instructors must successfully complete a background investigation conducted by the school district, in accordance with Iowa Code section 272.2(17), prior to teaching any Senior Year Plus program at a school district facility or neutral site. This requirement also applies to college-employed instructors providing CE instruction at such locations. A "neutral site" refers to any facility not owned or operated by an educational institution. For college-employed instructors, the background check will be completed by the community college.

In addition to background checks, CE instructors are required to possess the same academic credentials as full-time faculty teaching comparable courses on DMACC campuses. These credentials are reviewed through the same process as on-campus faculty to ensure qualifications and instructional quality.

Any instructor currently under suspension or revocation of an educational license or Statement of Professional Recognition (SPR) issued by the Iowa Board of Educational Examiners is ineligible to teach CE courses.

*For more information regarding the courses you are eligible to teach, please contact your Site Director/Coordinator.

DMACC Application for Employment and Other Forms Required

Concurrent Enrollment (CE) instructors are required to complete a DMACC Application for Employment, which will be submitted to the Human Resources Department. Along with the application, instructors must provide official transcripts, a current resume, and any additional documentation necessary to establish college credentials and system access, including an email account.

Expectations

All CE instructors are expected to fulfill the following duties and responsibilities. Compliance will be monitored through participation, adherence to deadlines, and site visits conducted by Faculty Liaisons. If it is determined that these expectations are not being met, a meeting will be held between the instructor and a Director of Career Advantage. Instructors will be provided with resources, tools, and guidance to support improvement on any unmet expectations.

DMACC will document these discussions as part of the administrative visit. If, after reasonable opportunity for improvement, instructors remain unable or unwilling to meet expectations, DMACC will notify high school administrators. At that point, based on our established compliance tiers, the instructor may face dismissal from concurrent enrollment duties and may be ineligible for future CE opportunities.

- Use the same course competencies and assessment methods as those used for the on-campus course.
- Establish and maintain accurate records of student progress in each class.

- Verify class rosters and submit grades promptly according to deadlines set by DMACC's Registrar's Office.
- Submit syllabi to DMACC each term.
- Permit DMACC personnel including enrollment services staff and Faculty Liaisons to visit classrooms for student registration and instructional observation.
- Participate in professional development and networking events in collaboration with Faculty Liaisons and academic departments.
- Maintain attendance at all scheduled concurrent enrollment class sessions. In cases of serious illness or emergency, instructors should notify both the high school and the Director of Career Advantage immediately.

Professional Development Opportunities

DMACC is dedicated to offering high-quality professional development for CE instructors. Collaboration with Faculty Liaisons provides valuable support related to course content and instructional methods. Professional development networking events create opportunities for CE instructors from various districts and disciplines to connect and share best practices. Attendance at these events is required. If scheduling conflicts prevent attendance and a pattern of absences emerges, the instructor will be asked to meet with the Director of Career Advantage to discuss the situation and develop a plan for continued engagement. Failure to comply with professional development requirements may result in decertification.

Additionally, CE instructors receive training on using DMACC's community learning management system, Canvas Community. This platform offers access to instructional resources, curriculum updates, and ongoing professional development activities.

Student Eligibility Requirements

Students must meet the eligibility criteria outlined in Iowa Code under Senior Year Plus, including the following:

- Demonstrate proficiency through standardized test scores or alternative measures approved by the Iowa Department of Education and the local school board.
- Fulfill all prerequisite requirements, including placement test scores and course prerequisites as specified in the DMACC Course Catalog.

Course Competencies and Syllabus

Instructors at DMACC agree to use course competencies to ensure consistency and rigor across disciplines. Course competencies are formally adopted by the College's Curriculum Commission and are reviewed by faculty on a regular basis. Course competencies outline course content. CE instructors will cover course competencies and course syllabus as part of their orientation with Career Advantage Directors and Faculty Liaison. Concurrent enrollment faculty members are required to submit a course syllabus for each course section they teach at the start of each term using Simple Syllabus, accessible through myDMACC.

- The college-wide syllabus submission process uses a program called Simple Syllabus. To access it, log into your [MyDMACC](#) account and select the Simple Syllabus button from

the center menu. The template will guide you in entering all the required syllabus information into the appropriate sections and submitting it electronically to the system repository. If you don't start teaching until the spring semester, you may not have access until October or November, when your course is created and active.

- Key elements are included in the template as required by accreditation: the college's name, course title, course number, course description, information on expectations of level of rigor and the most updated learning objectives/course competencies are reflected in this syllabus. Link for reference: [Course Descriptions & Competencies - Des Moines Area Community College - Acalog ACMS™ \(dmacc.edu\)](https://dmacc.edu/academics/course-descriptions)
 - We update our concurrent enrollment schedules in the college student information system, Banner, using the information provided by your school. You will gain access to Simple Syllabus and complete your syllabus once assigned to your section (CRN).
- If you need to contact tech support to get your password reset or support.
 - 515-965-7300
 - techsupport@dmacc.edu
 - *It is required to have your DMACC "900" ID number and date of birth to verify your identity.

Textbooks

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

DMACC Activities

DMACC instructors can attend most on-campus extra-curricular activities at a discounted price or free of charge. These activities include music concerts, plays, and athletic events. Information on upcoming events may be obtained from the in-house newsletters, or by accessing DMACC's website.

Course Enrollment Caps

Courses not held on a DMACC campus are expected to adhere to the same cap as all other courses as defined by their local education agency.

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.**Administrative Procedures**

DMACC Registration

A DMACC Career Advantage Advisor will visit your classroom at the start of each semester to register students for their college courses. Instructors will be notified via email of the date the Advisor will register your courses. Registration should take no more than 15 to 20 minutes.

Career Advantage Advisor Classroom Visits

Your DMACC Career Advantage Advisor may request to visit your classroom and speak to your students at certain times throughout the year. Arrangements will be made with advance notice. DMACC Advisors will also visit your classroom at your request.

myDMACC

myDMACC gives you one-click access to DMACC email, Microsoft Office 365, Canvas, and Web Info System where you view your class roster and report final grades.

New DMACC instructors are mailed their username and password. Returning instructors can contact their DMACC Career Advantage Advisor or DMACC Tech Support to get their information.

- Username - The default username is your first initial, middle initial and last name. In case of duplicate usernames, a number is added after last name (i.e., efhutton23).
- Password - For security reasons, we require that the password be changed after initial login myDMACC. Your new password must be a minimum of 8 characters and it must contain
 - An upper-case letter (A-Z)
 - A lower-case letter (a-z)
 - A number (0-9)
 - A special character (! @ # \$ % ^ & * () _ + < > ? | { } - ~ = / \)

myDMACC Resources

- All concurrent enrollment faculty have a DMACC Outlook email account which can be accessed through the myDMACC portal by clicking on the Webmail button. You can access your email from any computer with an internet connection or your smartphone.
- Office 365 gives you access to Microsoft Office.
- Canvas is a tool for online courses and content. We also offer professional development opportunities and information about district-wide assessments.

- Banner Self Service gives you access to:
 - View/update your contact information
 - View your DMACC course rosters
 - Verify attendance
 - Enter final grades

Multifactor Authentication

DMACC IT has implemented multi-factor authentication (MFA) on all DMACC email accounts. Visit the following link for instructions on the sign-up process:

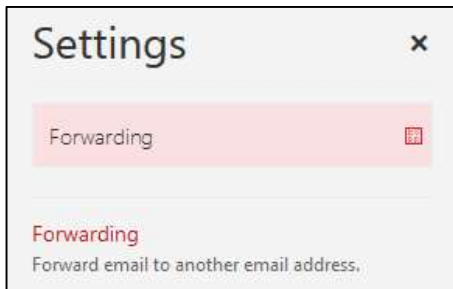
<https://help.dmacc.edu/TDClient/392/Portal/Requests/ServiceDet?ID=7886> or you can watch here: www.dmacc.link/mfavid Contact Tech Support at 515-965-7300 or techsupport@dmacc.edu for any questions.

DMACC Email

Although communication will be primarily communicated to concurrent enrollment faculty through their high school email address, it is strongly encouraged that you check your DMACC email periodically. Important information is communicated from the college related to the discipline area you teach in. We understand the challenge of managing multiple email inboxes, so we have provided instructions below that will allow your DMACC emails to be forwarded to the email address you check most frequently.

How to set up automatic email forwarding:

- Log into myDMACC and select the Webmail button to launch your DMACC email account
- Select the gear button at the top right of the page
- In the search box under “Setting” type in Forwarding, then select the word Forwarding.



- Then select the “Start forwarding” or “Enable Forwarding” button and enter the email address you wish to forward to in the indicated box, then select “Save”.

Forwarding

You can forward your email to another account.

☐ Enable forwarding

Forward my email to:

☐ Keep a copy of forwarded messages

- You should begin receiving your forwarded emails.

Canvas Community

Canvas is a tool for online courses and content delivery. We are actively expanding its use to include professional development opportunities and information about district-wide assessments, creating a centralized platform to support CE instructors' teaching and growth.

Notes on accessing your community:

- You will access DMACC community in Canvas by logging in myDMACC, clicking on the faculty tab and clicking on the Canvas button to launch Canvas. You will land on the Canvas Dashboard where you'll see the community associated with the class you teach.
- This community will display as a tile on your Dashboard similar to any course you're teaching, the course will be titled to match our pathway names. Don't see it right away? Try clicking "Courses > All Courses" on your lefthand menu.
- You will be put into in the appropriate community and should not have to enroll yourself. Once in, you will be able to access several resources which may include assignments, discussion boards, assessments, simple syllabi, and more relating to your subject.

Attendance and Grade Reporting

Timely and accurate attendance reporting will ensure the accuracy of the student's record that will be reflected on their college credit transcript. Enrollment records are reported to a National Student Clearinghouse four times a term. This is accessed by many institutions as students may be applying for colleges during and after High School and for Financial Aid. Inaccurate reporting may cause issues in the future for your students.

Attendance Reporting

Requested early in the term for instructors to check their class rosters and mark students either **AT** for attending and actively participating in the class or **NA** if they have never attended the class. This is a good time to clean up the rosters and also catch anyone that may be in the class but is not showing on the official roster and needs to be registered. The instructor should notify the DMACC Advisor for assistance so that the student will get the credits for the course.

Web Instructions for Checking Attendance

- Access the DMACC homepage (www.dmacc.edu).
- Click on **myDMACC** link or open a browser window and type in my.dmacc.edu.
- On the Sign In page, enter your DMACC Username and Password. Click Login.
 - Your username – your DMACC email address
 - Your password - Your initial password is the last four digits of your DMACC ID. You will have to reset it the first time you log in.
 - If the password provided is not successful, call DMACC Tech Support at 515-965-7300 to have it reset.
- Click on the faculty button on the top of the screen.
- Click "Faculty Entry Of Attendance"
- Click "Term Selection"
- Report any changes that need to take place to your DMACC Advisor immediately.

If you are experiencing difficulties logging in, call Tech Support @ [515-965-7300](tel:515-965-7300) for assistance. For site navigation inquiries, you can contact Tech Support or your high school Career Advantage advisor. THE WEB INFO SYSTEM IS NOT AVAILABLE FROM 2:30 a.m. TO 5:30 a.m.

Drops/Adds

If a student adds or drops your class after you have checked your rosters, please make sure the following occurs:

- Adding a Student: Contact high school counselor if a student needs to be added to a course. The high school counselor will communicate that information with the Career Advantage Advisor.
- Dropping a Student: Please inform your high school counselor about any drops by the listed drop date. They will follow up with the Career Advantage Advisor.
- See Resources at the end of the handbook for links to add/drop forms.

Midterm/ Progress Reporting

Midway through a term instructors are asked to report QA's for any student that initially attended the course but has stopped attending and participating in the class. Instructors are also asked to report Progress grades based on academic performance in the class. This is a good opportunity to identify students that may not be doing well to seek additional assistance or make the decision to withdraw from the course with a W, rather than receiving a negative grade before the drop deadline.

Final Grade Reporting

After the above reporting all class rosters should be complete and accurate. There should be no need for any changes at this time. Reminder when reporting a failing grade that a last date of attendance will need to be reported along with the grade. This would be for a student that was earning the grade and had been attending. If they had not been attending, they should have been reported and dropped at one of the reporting periods listed above.

Classroom Visits

Faculty Liaison Site Visit

Every three years, a site visit takes place in the CE instructor's school building on a regular secondary school day. The visit is defined as the time spent observing a class and conferring time with the teacher. The DMACC Faculty Liaison is responsible for scheduling the site visit. In an observation site visit, the Faculty Liaison observes the class period. During the conference, the Faculty Liaison and CE teacher discuss topics related to what was observed in the visit.

Site Visit Guidelines:

- To ensure continuity of contact with the high school teachers and students, the site visit should be made within the first half of the term/semester as schedules warrant.
- Observations should be made during the class period to gain insight on how the instructor starts, teaches, and concludes a lesson.
- Faculty Liaisons will be asked to use the "DMACC Faculty Liaison Site Visit" form to document their visit and conference. Both the CE instructor and Faculty Liaison will be required to sign and date the form at the conclusion of the conference after the site visit occurs. A copy will be

provided to the CE instructor.

Information for Students

Student Handbook

Students are provided access to both DMACC's Student Handbook [Student Handbook](#).

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://catalog.dmacc.edu/preview_course_nopop.php?catoid=27&coid=30880\)&_gl=1*1b6em1*_gcl_au*Njl3ODA2OTg4LjE3NDUyNDgwMTkuMzUwMzE3Njg0LjE3NDk1Njg4MDYuMTc0OTU2ODgwNg..](https://catalog.dmacc.edu/preview_course_nopop.php?catoid=27&coid=30880)&_gl=1*1b6em1*_gcl_au*Njl3ODA2OTg4LjE3NDUyNDgwMTkuMzUwMzE3Njg0LjE3NDk1Njg4MDYuMTc0OTU2ODgwNg..)

Satisfactory Academic Progress

Students must maintain a GPA of 2.0 or higher and a completion rate of 67% or higher in order to maintain good academic standing. Students falling below these levels will be subject the Satisfactory Academic Progress policy. Access the following link to read the policy in full detail:

<https://www.dmacc.edu/consumer-info/finsatisfactory.html>

DMACC Visit Opportunities

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 head-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: [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. [DMACC Career Discovery Video Library | Work-Based Learning](#)

Visit our website for Career Exploration opportunities, courses and resources!
<https://www.dmacc.edu/workbasedlearning/index.html>

Individual DMACC Campus Visits

Request an individual appointments/tours by contacting: campustours@dmacc.edu

Resources

If you have questions, you may contact:

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