

Important Things to Know!

Enrollment Tips

Note the start and end date for classes

Not all classes start and end at the same time.

Adding a class

Students may add a class through the day of the first scheduled class session. After the first day of class, instructor approval will be required. Instructors can approve adding you to their class by e-mail to registration, registering you via the faculty registration system, or by signing an Add/Drop Form presented by you. The Add/Drop Form is available in Admissions and Advising.

Dropping or withdrawing from a class

The last day to drop a course or withdraw from a class is seven (7) calendar days before the last scheduled class session.

Important Dates

Term	Start Date	End Date	Last Day to Add	Last Day to Drop with 100% Refund and No Grade*	Last Day to Drop
Spring 19 Face to Face - 16 wks	1/14/19	5/14/19	1/17/19	1/25/19	5/7/19
Spring 19 Face to Face - 1st 8 wks	1/14/19	3/8/19	1/16/19	1/18/19	3/1/19
Spring 19 Face to Face - 2nd 8 wks	3/18/19	5/14/19	3/20/19	3/22/19	5/7/19
Spring 19 Online - Winterim (4 wks)	12/21/18	1/17/19	12/18/19	12/21/18	1/11/19
Spring 19 Online - 16 wks	1/14/19	5/3/19	1/18/19	1/25/19	4/26/19
Spring 19 Online - 1st 8 wks	1/14/19	3/8/19	1/15/19	1/18/19	3/1/19
Spring 19 Online - 12 wks	2/11/19	5/3/19	2/12/19	2/20/19	4/26/19
Spring 19 Online - 2nd 8 weeks	3/11/19	5/3/19	3/12/19	3/15/19	4/26/19

Refund and drop dates for courses with alternate start dates will be adjusted accordingly. Please consult with Admissions/Advising Office.

*Students dropping after this date will be fully charged for the course and a "W" withdrawal grade will be assigned on the official transcript.

Dropping or withdrawing from a class

- The last day to drop a class with 100% refund/without earning a grade varies by course (see chart)
- The last day to drop a class without earning a grade is seven (7) calendar days before the last scheduled class

IMPORTANT: Courses cannot be dropped via the web on or after the start date of the course.

Students must contact Registration or an Admissions Advisor to drop the course.

Methods of Payment

- **Payment in Full**
Pay in person, by phone, or online under “Finances” on <https://my.witcc.edu>. Pay by cash, check, or credit card.
- **Payment by Financial Aid**
Approved financial aid will be transferred to your account. Start this process early. It sometimes takes 6-8 weeks for government aid.
- **Payment by Third Party**
If sponsored by an agency (JTP, Vocational Rehab, etc.), sign the invoice and return it to Student Accounts (Room A526).
- **FACTS Tuition Payment Plan**
Flexible monthly payment option – apply online by selecting “Payment Plan” under “Finances” on <https://my.witcc.edu>.

SPRING 2019

Enrollment on e-Cashier is available beginning October 12, 2018 to January 17, 2019. Full payments may be made on e-Cashier through January 17, 2019. Payment in full or payment arrangements (including automatic payment plans) are due by the first day of class.

Last Day to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
November 15	none	5	December–April
December 3	10%	4	January–April
December 15	20%	4	January–April
January 17	30%	3	February–April

Tuition Charges

Tuition and course fees may be changed without notice as the State Legislature and the Board of Directors of Western Iowa Tech Community College deem necessary. Tuition for Spring 2019 is listed below. Subject to change.

- Online Tuition & Fees \$184/credit hour**
 - Iowa Resident Tuition \$149/credit hour**
 - Non-resident Tuition \$150/credit hour**
 - U.S. Student Fees \$29/credit hour**
 - International Student Fees \$64/credit hour**
- Course fees (CF) are a one-time cost and are listed by course**

Financial Aid Policies

Aid Lock Date

For financial aid purposes, your official enrollment status is determined by the number of credit hours for which you are enrolled on the aid census date. Therefore, the addition of coursework after the census date will not increase your aid. The aid census date for Spring 2019 is January 30, 2019. **For an initial registration after the lock date, awards will be calculated and locked simultaneously. Failure to participate in a class may change your enrollment status and result in a reduction of awards.**

Consequences of Withdrawal and Financial Aid

A student receiving federal financial assistance may have his/her financial aid adjusted based on his/her date of official or unofficial withdrawal. Procedures for withdrawing from school can be found on my.witcc.edu under "Financial Aid."

Procedure for Repaying the U.S. Government

If you owe a repayment of grants to the U.S. Government, you will remain ineligible for federal aid until you resolve your repayment. If you owe a repayment for grants received at WITCC, it may be possible to resolve your repayment at the Student Accounts Office. Contact the Student Accounts Office for details.

If you do not contact the Student Accounts Office within 15 days of receiving notice and schedule your repayment, you will be turned over to the U.S. Department of Education for collection. If you are referred to the Department of Education, you will remain ineligible for federal aid until the college receives notice from the Department of Education that you have re-established your eligibility.

Carefully read all correspondence received from WITCC in case there is a change in your financial obligation to the college or your financial aid eligibility.

If you have any question about the effect of the Return of Funds to the federal aid programs, contact the Financial Aid Office.

Americans with Disabilities Act (ADA)

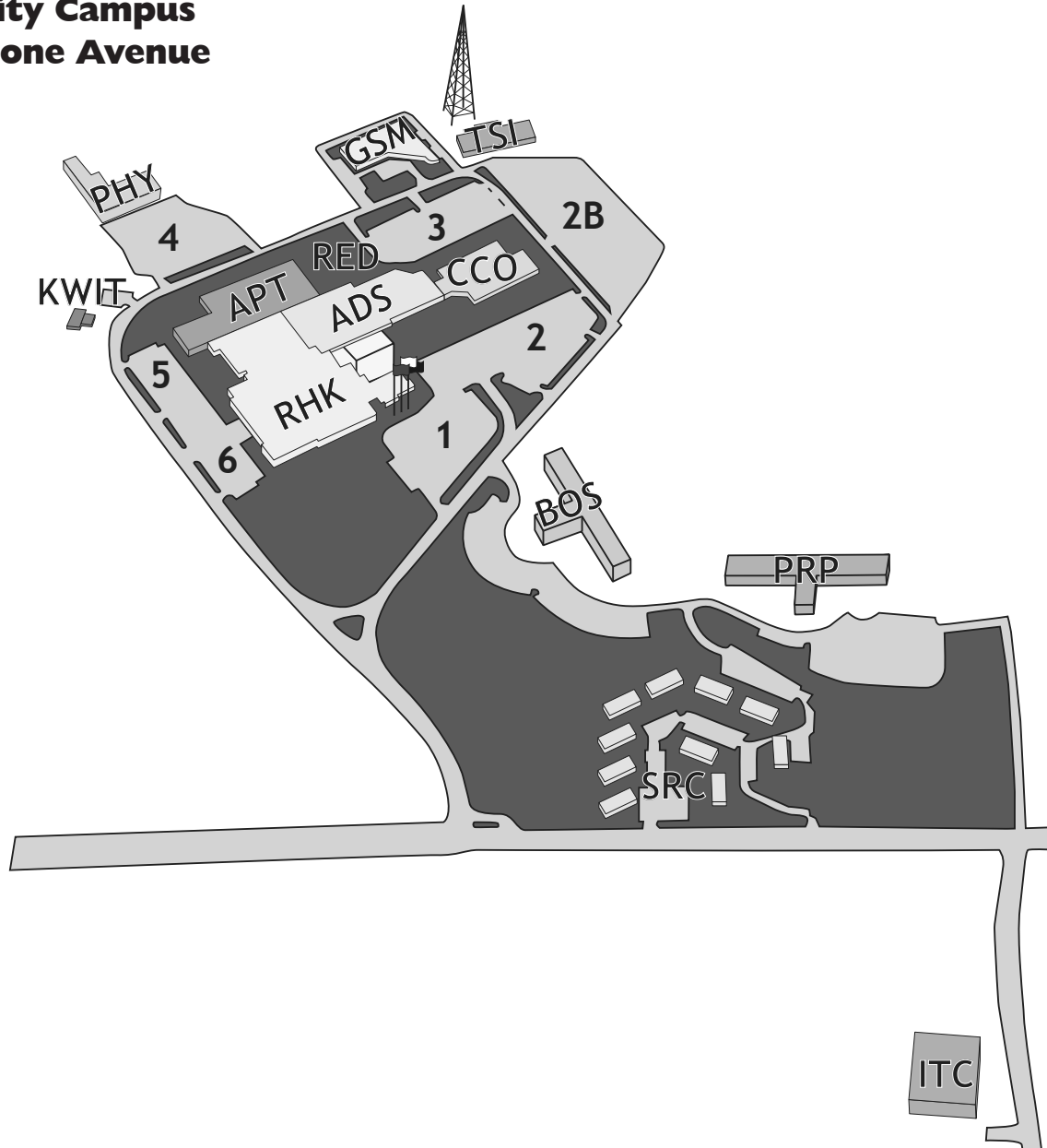
If you have a disability, contact Michelle Fiechtner, Disability Services Coordinator, at 712-274-8733, Ext. 3216, for an appointment. She is available to discuss reasonable accommodations which might be of assistance to you.

How to Read the Schedule

Course #	Course Title		Start Date	End Date	Credits	Course Fee
NET-132	Operating Systems Software Basics	Hybrid	1/14/2019	5/14/2019	3 cr	CF \$333.00
Section #	Faculty	Instructional Method	Days and Times Class Meets			
01		LEC	MW	10:00 AM		11:50 AM
		LAB3	TTH	10:00 AM		11:50 AM
	Staff, Credit					

Courses with **Online** (courses taken completely online), **VPC** (courses taken will have a video presence: multiple classrooms with two-way video/audio with an instructor at one of the sites), or **Hybrid** (courses with both a classroom and an online component) next to the instructional delivery denote delivery method.

**Western Iowa Tech Community College
Sioux City Campus
4647 Stone Avenue**



ADS	Advanced Sciences
APT	Applied Technology
BOS	Bur Oak Suites – Housing
CCO	Corporate College
GSM	Gaylord Smith Building
ITC	Industrial Technology Center
KWIT	KWIT/KOJI Radio

PHY	Physical Plant
PRP	Prairie Place – Housing
RED	Dr. Robert E. Dunker Student Center
RHK	Dr. Robert H. Kiser Building
SRC	Sun Ridge Court – Housing
TSI	The Security Institute
I-6	Public Parking

Online Courses

All online courses will be taught entirely online. HYBRID courses will be a combination of face-to-face and online instruction. These courses are delivered via the ICCOC, www.iowaconline.org. ICCOC offers such features as: audio, video, testing, gradebook, and collaborative work environments, including threaded discussion groups, real-time chat rooms, PowerPoint presentations, document sharing, and webliographics.

Is Online/Hybrid Learning for You?

Q. Do you have the necessary self-discipline and motivation?

A. Yes . . . if you make it a priority. Although the courses have more flexibility and freedom, it is up to you to keep pace with the classes and complete assignments.

Q. Do you have time management skills that will allow you to schedule specific times to work on your online course?

A. Yes . . . if you understand that online courses require as much, if not more, time as traditional courses. It is important that you set aside extra time to meet the requirements of the course.

Q. Do you feel comfortable expressing yourself in writing?

A. Yes . . . if you are capable of putting your thoughts into grammatically correct, written statements and/or essays. Typing skills are very valuable in an online course.

Q. Will you miss face-to-face interaction and the traditional classroom in an online course?

A. Not at all . . . if you acclimate yourself to interacting online. Essentially, you'll be working in a "virtual environment" much like using e-mail, discussion groups, and chat rooms.

Q. What is a "hybrid" online course?

A. A "hybrid" online course combines face-to-face classroom or lab instruction with online learning. In a hybrid course, a significant part of the course learning is online and, as a result, the amount of classroom seat time is reduced. You will attend meetings on campus during the dates and times listed in this schedule of classes.

Q. What computer skills are necessary for online/hybrid courses?

A. All you need are the basic skills such as word processing, downloading software, using a Web browser, etc.

Q. What are the technical requirements for online/hybrid courses?

A. Of course you must have access to a computer and an Internet connection. The chart below gives you a quick summary of the minimum computer system features required to take the web courses.

Minimum Computer System Requirements

Different courses may have different requirements. We strongly recommend that you check this website prior to registering so you are certain you have what you need for a given course.

Technical requirements may be found at

<https://secure.ecollege.com/iowacc/index.learn?action=technical>

COLLEGE EXPERIENCE CLASS

SDV-108, The College Experience, is a one-credit, pass/fail course. This course introduces students to the college's expectations, environment, and resources so that students may become more competent participants in the learning process. The College Experience allows students opportunities to learn about WIT policies and procedures that will impact them. They also learn about acclimation to college, financial aid, campus security, self-advocacy, learning styles, study habits, student activities, and much more. It is highly recommended that a student enroll in The College Experience during his or her first semester of college. The College Experience, SDV-108, is a required course for all new, degree-seeking students. All students will benefit from SDV-108; however, some students are not required to take the course based on certain qualifications, see your academic advisor for information.



MyWIT gives you access to classroom related information, grades, campus news, email, message boards and much more!

<https://my.witcc.edu>

Logging On:

NEW STUDENTS:

Domain\user name: Type "wit" plus your seven-digit student ID number plus "@witcc." You need to enter all seven digits of your ID number including zeros (example - wit0123456@witcc).

Password: Type the initial of your first name using a capital letter, followed by the initial of your last name using a lower case letter. Then add your date of birth as an eight-digit number followed by "witcc" (example - Flmmddyyyywitcc).

RETURNING STUDENTS:

Domain\user name: Type "wit" plus your seven-digit student ID number plus "@witcc." You need to enter all seven digits of your ID number including zeros (example - wit0123456@witcc).

Password: Your password is the same as fall semester.

QUESTIONS?

Contact the WITCC Helpdesk in room A248, call 712-274-8733 ext.1461, or email helpdesk@witcc.edu