

# Course Numbers

The Iowa community colleges have a common course numbering system for all credit courses offered by Iowa community colleges. The numbering system facilitates transfer and articulation processes for Iowa community college students.

<u>A B C</u>	<u>1 2 3</u>	
<b>Discipline prefix of program or subject</b>	<b>000-099</b>	developmental courses
	<b>100-899</b>	courses intended to meet specific requirements for certificates, diplomas, and degrees in career and technical and transfer programs
	<b>900-999</b>	generic focus courses such as special topics, OJT, internships

## Key to Course Prefixes

ACC	Accounting	DEA	Dental Assistant	MMS	Mass Media Studies
ADM	Administrative Assistant	DRA	Film and Theatre	MOT	Motorcycle Technology
ADN	Associate Degree Nursing	DRF	Drafting	MUA	Applied Music
AGA	Agriculture – Agronomy	ECE	Early Childhood Education	MUS	General Music
AGB	Agriculture – Farm Management Business	ECN	Economics	NET	Computer Networking
AGC	Agriculture – Comprehensive Miscellaneous	EDU	Education	PEA	Physical Education Activities
AGH	Agriculture – Horticulture	EGT	Engineering Technology	PEC	Coaching Officiating
AGM	Agriculture – Mechanics	ELE	Electrical Technology	PEH	General Physical Education and Health
AGP	Agriculture – Precision Ag	ELT	Electronics	PET	Physical Education Training
AGS	Agriculture – Animal Science	EMS	Emergency Medical Services	PHI	Philosophy
AGT	Agriculture – Technology	ENG	English Composition	PHR	Pharmacy Tech
AGV	Agriculture – Veterinary Tech	ENV	Environmental Science	PHS	Physical Science
ANT	Anthropology	ESL	Intensive ESL	PHT	Commercial Photography
ART	Art	FIN	Finance	PHY	Physics
ATR	Automation Tech and Robotics	FIR	Fire Science	PLU	Plumbing
AUT	Automotive Technology	FLF	Foreign Language–French	PNN	Practical Nursing
BCA	Business Computer Apps	FLG	Foreign Language–German	POL	Political Science
BIO	Biology	FLS	Foreign Language–Spanish	PRL	Paralegal
BIR	Band Instrument Repair	GEO	Geography	PSY	Psychology
BMA	Building Maintenance	GRA	Graphic Communications	PTA	Physical Therapist Assistant
BPT	Bioprocess Technology	HCM	Hospitality, Culinary Arts & Management	RDG	Reading
BUS	Business	HCR	Heating and Air Conditioning	REL	Religion
CAD	Computer Aided Drafting	HIS	History	SDV	Student Development
CHM	Chemistry	HIT	Health Information Technology	SMM	Social Media and Marketing
CIN	Cinematography	HSC	Health Science	SOC	Sociology
CIS	Computer Programming	HUM	Humanities	SPC	Speech
CLS	Cultural Studies	IND	Industrial Technology	SUR	Surgical Technology
COM	Communication	LIT	Literature	WEL	Welding
CON	Construction	MAP	Medical Assistant		
CRJ	Criminal Justice	MAT	Mathematics		
CRR	Collision Repair and Refinish	MFG	Manufacturing		
CSC	Computer Science	MGT	Management		
		MKT	Marketing		

# Calendar

## Fall Semester 2018

August 20	Faculty workday; no classes; offices open	Nov. 22–23	Thanksgiving Break; College closed
August 21	Faculty workday; no classes; offices open	Dec. 7	Online classes end
August 22	Classes begin	Dec. 20	Fall Semester ends; Commencement
August 20	Online classes begin	Dec. 21	Faculty workday; no classes; offices open
Sept. 3	Labor Day holiday; College closed	Dec. 24–Jan. 1	Winter Break; College closed
Oct. 19	No classes; offices open	Jan. 2, 2018	Student registration services available; offices open
Oct. 22–23	Staff Development; no classes; offices closed		

## Telephone Information

Toll Free .....	800-352-4649
General Information .....	712-274-6400
Enrollment Services Office (Room A300) .....	712-274-6403
Registration Center (Room A300) .....	712-274-6404
Financial Aid (Room A330) .....	712-274-6402
Student Accounts (Room A526).....	712-274-8733, x1210
Bookstore (Room L136).....	712-274-8733, x1218
Housing (Room A300).....	712-274-6417
Denison Campus .....	712-263-3419
Cherokee Campus & Conference Center .....	712-225-0238
Le Mars Center .....	712-546-7338

## Classes are held at the following WITCC Campus locations:

Sioux City .....	4647 Stone Avenue, Sioux City
Beltway Center.....	3415 Highway 75 North, Sioux City
Cherokee Campus and Conference Center..	200 Victory Drive, Cherokee
Denison Campus .....	11 N. 35th Street, Denison
Le Mars Center.....	25 5th Ave. NW, Le Mars
Mapleton Center .....	Highway 175 North, Mapleton

**Specific room locations will be noted on the registration schedules.  
Some courses may be held in other locations.  
See registration schedules.**

## GUARANTEED Quality of Education

Western Iowa Tech Community College believes in the quality of its faculty and staff, and in the quality of instruction and technical skill competencies the College provides to students.

As an expression of confidence in this belief, WITCC has established guidelines to guarantee its graduates the technical skill competencies expected by employers and the transferability of baccalaureate oriented course credits to receiving four-year colleges and universities.

A copy of the complete guarantee statement is available on request from the Enrollment Services Office at the College.



It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices. Individuals who feel they have been discriminated against can reference the Western Iowa Tech website, [www.witcc.edu](http://www.witcc.edu), for full Iowa Codes and contacts.

# Welcome to Western Iowa Tech Community College

## A CHECKLIST FOR REGISTRATION AND YOUR ACADEMIC SUCCESS

### ✓ Complete and submit Application for Admission

- Application available in Enrollment Services (Room A300) on the Sioux City Campus, or the main office on the Denison, Cherokee, and Le Mars campuses.
- Apply online at [www.witcc.edu](http://www.witcc.edu).

### ✓ Apply for Financial Aid if needed

- Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Start this process early. It sometimes takes 6-8 weeks for government aid.
- If you need assistance applying, call Financial Aid at 712/274-6402.

### ✓ Take the Computerized Placement Test (CPT)

- Students with an ACT composite of 22 or higher may be exempt.
- Schedule CPT by calling the Testing Center at 712/274-6400, ext. 6443 for Sioux City; or, call the main office in Denison at ext. 1458; call the main office in Cherokee at ext. 1240; or call the office in Le Mars at 712/546-7338.

### ✓ Visit with an Academic Advisor or Admissions Rep

- Interpret CPT scores, select and schedule classes.

### ✓ Register for your WITCC Classes

- Online – using the student tab on [my.witcc.edu](http://my.witcc.edu).
- By telephone – call 712-274-6404, or 800/352-4649, ext. 6404; for Denison at ext. 2631; for Cherokee at ext. 1240; for Le Mars at 712-546-7338.
- In person – in Enrollment Services (Room A300) on the Sioux City campus; or the main office on the Denison, Cherokee, or Le Mars campuses.

### ✓ Pay your Tuition

- In person; by phone at 712-274-6400, ext. 1210; or online at [my.witcc.edu](http://my.witcc.edu); or the main office on the Denison, Cherokee, and Le Mars campuses.
- Refer to Methods of Payment and Tuition Charges on the following pages of this booklet.

### ✓ Purchase Books

- Online at [bookstore.witcc.edu](http://bookstore.witcc.edu).
- Bookstore hours are 7:30 a.m.–6:00 p.m. Monday-Thursday and 7:30 a.m.–5:00 p.m. Friday on the Sioux City campus.
- Go to the main office at the Denison, Cherokee, or Le Mars campuses.

### ✓ Go to Class!

# 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.

Dropping a class does not automatically mean a refund will be issued. See Refund Policies below. Students with financial aid should contact the Financial Aid Office to determine the impact on aid eligibility.

You may drop in the following ways:

Online using the Students tab at [my.witcc.edu](http://my.witcc.edu)

By telephone: 712-274-6404

In person in Admissions and Advising

## Important Dates

Term	Start Date	End Date	Last Day to Add	Last Day to Drop with 100% Re-fund and No Grade*	Last Day to Drop
Fall 18 Face to Face - 16 wks	8/22/18	12/20/18	8/27/18	9/4/18	12/13/18
Fall 18 Face to Face - 1st 8 wks	8/22/18	10/18/18	8/27/18	8/28/18	10/11/18
Fall 18 Face to Face - 2nd 8 wks	10/24/18	12/20/18	10/26/18	10/30/18	12/13/18
Fall 18 Online - 16 wks	8/20/18	12/7/18	8/23/18	8/31/18	11/30/18
Fall 18 Online - 1st 8 wks	8/20/18	10/12/18	8/21/18	8/24/18	10/5/18
Fall 18 Online - 12 wks	9/17/18	12/7/18	9/18/18	9/26/18	11/30/18
Fall 18 Online - 2nd 8 weeks	10/15/18	12/7/18	10/16/18	10/19/18	11/30/18

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.

## Methods of Payment

- **Payment in Full**  
Pay in person, by phone, or online using the student tab on 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.
- **FACTS Tuition Payment Plan**  
Flexible monthly payment option – apply online by selecting “FACTS Payment Plan” under the student tab on my.witcc.edu.

### FALL 2018

Enrollment on e-Cashier is available beginning April 2, 2018 to August 22, 2018. Full payments may be made on e-Cashier through August 22, 2018. Payment in full or payment arrangements (including automatic payment plans) are due by the first day of class. Failure to make payment or arrangements may result in disenrollment of all classes.

Last Day to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
July 2	none	5	July - Nov.
Aug. 2	none	4	Aug. - Nov.
Aug. 10	10%	3	Sept. - Nov.
Aug. 22	20%	3	Sept. - Nov.

## 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 Fall 2018 is listed below. Subject to change.

**Online Tuition & Fees ..... \$177/credit hour**

**Iowa Resident Tuition ..... \$149/credit hour**

**Non-resident Tuition ..... \$150/credit hour**

**U.S. Student Fees ..... \$32/credit hour**

**International Student Fees ..... \$67/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 Fall 2018 is September 6, 2018. **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. (See current College Catalog for procedures for withdrawing from school.)

### 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)

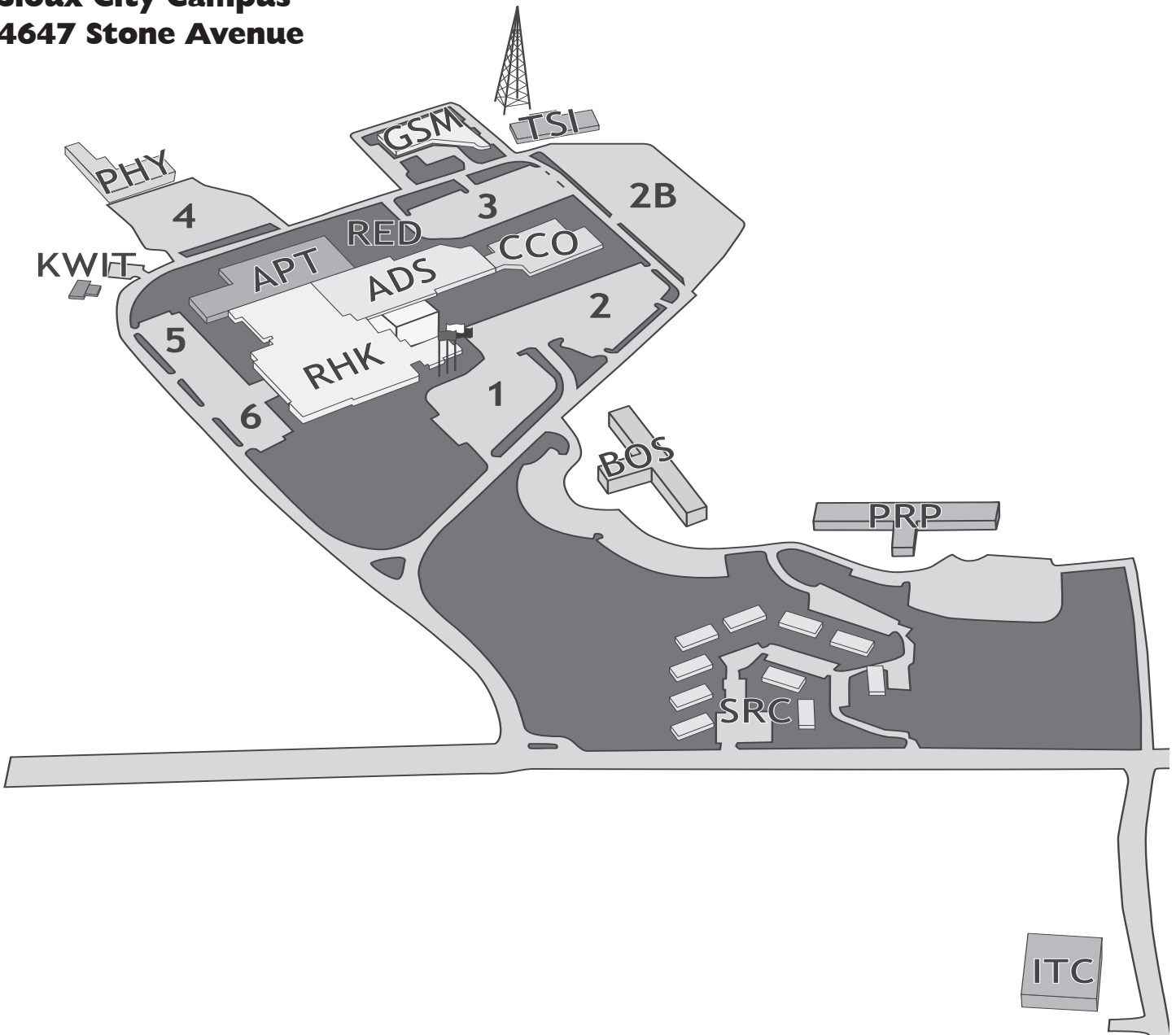
If you have a disability, contact Michelle Fiechtner, Disability Services Coordinator, at 712-274-8733, Ext. 3216, for an appointment. She is available to discuss reasonable accommodations which might be of assistance to you.

## How to Read the Schedule

Course #	Course Title	Start Date	End Date	Credits	Course Fee
BIO-169	Human Anat & Phy IA W/Lab	8/23/2017	12/22/2018	3 cr	CF \$25.00
Section #	Faculty	Instructional Method	Days and Times	Class Meets	
02		LEC	M	2:00 PM	3:50 PM
		LAB2	T	3:00 PM	4:50 PM
	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**



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

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



# 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.iowacconline.org](http://www.iowacconline.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.college.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.

---

**\*Course contains digital content that replaces a paper textbook. The cost of this digital content will be included in the tuition bill.**



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 - Flmddyyyywitcc).

### 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](mailto:helpdesk@witcc.edu)





# 2018 Catalog

## Associate of Arts

### General Studies Degree Requirements

Western Iowa Tech Community College

• Graduation requirement:  
64 semester credits

Student _____	Date _____
Program Advisor _____	Student ID # _____

**A. English and Speech .....(9)**  
 ENG 105 ..... \_\_\_\_\_  
 ENG 106 ..... \_\_\_\_\_  
 SPC 112 ..... \_\_\_\_\_  
**Total** \_\_\_\_\_

**B. Mathematics & Lab Sciences.....(8)**  
 (one math course and one lab science course)  
 BIO 105, 125, 163..... \_\_\_\_\_  
 CHM 122 ..... \_\_\_\_\_  
 ENV 111..... \_\_\_\_\_  
 MAT 111, 117, 121 or higher ..... \_\_\_\_\_  
 PHS 120, 151 ..... \_\_\_\_\_  
**Total** \_\_\_\_\_

**C. Social Sciences & Behavioral Sciences.....(9)**  
 CLS 212 or SOC 212 (required) ..... \_\_\_\_\_  
 (Choose one course from section 2 plus one course from section 1 or 2)  
**SECTION 1: History & Diverse Cultures**  
 ANT 105 ..... \_\_\_\_\_  
 GEO 121 ..... \_\_\_\_\_  
 HIS 110, 111, 151, 152, 211..... \_\_\_\_\_  
 LIT 150 ..... \_\_\_\_\_  
 SOC 200, 210..... \_\_\_\_\_  
**SECTION 2: Social & Political Sciences**  
 ECN 120, 130 ..... \_\_\_\_\_  
 POL 111, 112, 121, 125, 151, 201 ..... \_\_\_\_\_  
 PSY 111, 121..... \_\_\_\_\_  
 SOC 110, 120..... \_\_\_\_\_  
**Total** \_\_\_\_\_

**D. Humanities.....(9)**  
 (3 courses from at least 2 disciplines)  
 ART 101, 203, 204..... \_\_\_\_\_  
 DRA 101, 112 ..... \_\_\_\_\_  
 ENG 221 ..... \_\_\_\_\_  
 FLF 141, 142, 231, 232..... \_\_\_\_\_  
 FLG 141, 142, 231, 232 ..... \_\_\_\_\_  
 FLS 141, 142, 231, 232..... \_\_\_\_\_  
 HUM 101, 220 ..... \_\_\_\_\_  
 LIT 101, 124, 133, 185, 189 ..... \_\_\_\_\_  
 MMS 101 ..... \_\_\_\_\_  
 MUS 100, 202..... \_\_\_\_\_  
 PHI 101, 105, 111 ..... \_\_\_\_\_  
 REL 101, 150 ..... \_\_\_\_\_  
 SPC 122 ..... \_\_\_\_\_  
**Total** \_\_\_\_\_

**E. Distribution Requirement.....(6)**  
 (Six additional credits from B, C, or D)  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Total** \_\_\_\_\_

**F. Electives/Area of Concentration.....cr. varies**  
 (Must be 100 level or higher. Maximum of 16 cr Voc Tech)  
 SDV 108 (required)..... \_\_\_\_\_  
 CSC 110 (recommended) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Total** \_\_\_\_\_

**GRAND TOTAL ..... (64 credits minimum) \_\_\_\_\_**



# 2018 Catalog

## Associate of Science

### General Studies Degree Requirements

Western Iowa Tech Community College

- Graduation requirement:  
64 semester credits

Student _____	Date _____
Program Advisor _____	Student ID # _____

**A. English and Speech .....(9)**  
 ENG 105 .....  
 ENG 106 .....  
 SPC 112 .....  
**Total** \_\_\_\_\_

**B. Mathematics & Lab Sciences.....(20)**  
 (one math course and one lab science course)  
 BIO 116 and 117 .....  
 BIO 169 and 174 .....  
 BIO 186.....  
 CHM 166 and 176.....  
 CHM 261 and 271.....  
 MAT 111, 121, 129, 130,  
 141, 157, 201, 211, 217, 219.....  
 PHY 162 and 172 or  
 PHY 212 and 222 .....  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
*Students should complete both of any sequential Laboratory Science courses.*  
**Total** \_\_\_\_\_

**C. Social Sciences & Behavioral Sciences.....(6)**  
 CLS 212 or SOC 212 (required) .....  
 ECN 120, 130.....  
 POL 111, 112, 121, 125, 151, 201.....  
 PSY 111, 121.....  
 SOC 110, 120.....  
**Total** \_\_\_\_\_

**D. Humanities.....(6)**  
 (2 courses from at least 2 disciplines)  
 ART 101, 203, 204.....  
 DRA 101, 112 .....  
 ENG 221 .....  
 FLF 141, 142, 231, 232.....  
 FLG 141, 142, 231, 232 .....  
 FLS 141, 142, 231, 232.....  
 HUM 101, 220 .....  
 LIT 101, 124, 133, 185, 189 .....  
 MMS 101 .....  
 MUS 100, 202.....  
 PHI 101, 105, 111 .....  
 REL 101, 150 .....  
 SPC 122 .....  
**Total** \_\_\_\_\_

**E. Electives.....cr. varies**  
 (Must be 100 level or higher. Maximum of 16 cr Voc Tech)  
 SDV 108 (required).....  
 CSC 110 (recommended).....  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Total** \_\_\_\_\_

**GRAND TOTAL ..... (64 credits minimum)\_\_\_\_\_**