

SUMMER SEMESTER

2019

WESTERN IOWA TECH COMMUNITY COLLEGE

www.witcc.edu

Summer classes begin May 30, 2019
and end August 8, 2019

Online Classes
May 28–July 22
June 10–August 4
July 8–August 4

- 3** **Calendar**
- 4–7** **Registration Information**
- 12–23** **WITCC Sioux City and Online Alphabetical Course**

For a current course listing go to
www.witcc.edu/classes



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

Key to Course Prefixes

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

Calendar

Summer Semester 2019

May 30, 2019	Classes begin	July 8	Online classes begin; Session 3
May 28	Online classes begin; Session 1	July 22	Online classes end; Session 1
June 10	Online classes begin; Session 2	August 4	Online classes end; Sessions 2 & 3
July 3 & 5	No classes; offices open	August 8	Classes end
July 4	Holiday; 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.....	Hwy 30 East and N. 35th St., Denison
Le Mars Center.....	940 Lincoln Street SW, 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, sex, national origin, religion, age, disability, sexual orientation, gender identity, actual or potential parent, family or marital status in its programs, activities, or employment practices as required by state and federal civil rights regulation. Individuals who feel they have been discriminated against can reference the Western Iowa Tech website, 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.

✓ Apply for Financial Aid if Needed

- Apply online at www.fafsa.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. 2621; call the main office in Cherokee at ext. 1240; or the main 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 mywitcc.com.
- By telephone – call 712-274-6404, or 800-352-4649, ext. 6404; for Denison at ext. 2621; for Cherokee at 712-225-0238; 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 www.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 <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.

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
Summer 19 Face to Face - 10 wks	5/30/19	8/8/19	6/3/19	6/5/19	8/1/19
Summer 19 Face to Face - 1 st 5 wks	5/30/19	7/2/19	6/3/19	6/3/19	6/25/19
Summer 19 Face to Face - 2 nd 5 wks	7/9/19	8/8/19	7/10/19	7/10/19	8/1/19
Summer 19 Online - 1 st 8 wks	5/28/19	7/22/19	5/29/19	6/3/19	7/15/19
Summer 19 Online - 2 nd 8 wks	6/10/19	8/4/19	6/11/19	6/14/19	7/29/19
Summer 19 Online - 4 wks	7/8/19	8/4/19	7/5/19	7/9/19	7/29/19

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 using the student tab 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 “FACTS Payment Plan” under the student tab on <https://my.witcc.edu>.

SUMMER 2019

Summer 2019 e-Cashier is available February 18, 2019 to May 21, 2019. Full payments may be made on e-Cashier through May 21, 2019. 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
April 3	none	4	April–July
April 19	10%	3	May–July
May 21	30%	2	June & July

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 Summer 2019 is listed below. Subject to change.

Online Tuition \$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 Summer 2019 is June 6, 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. (See page 12 of the current 2018-2019 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)

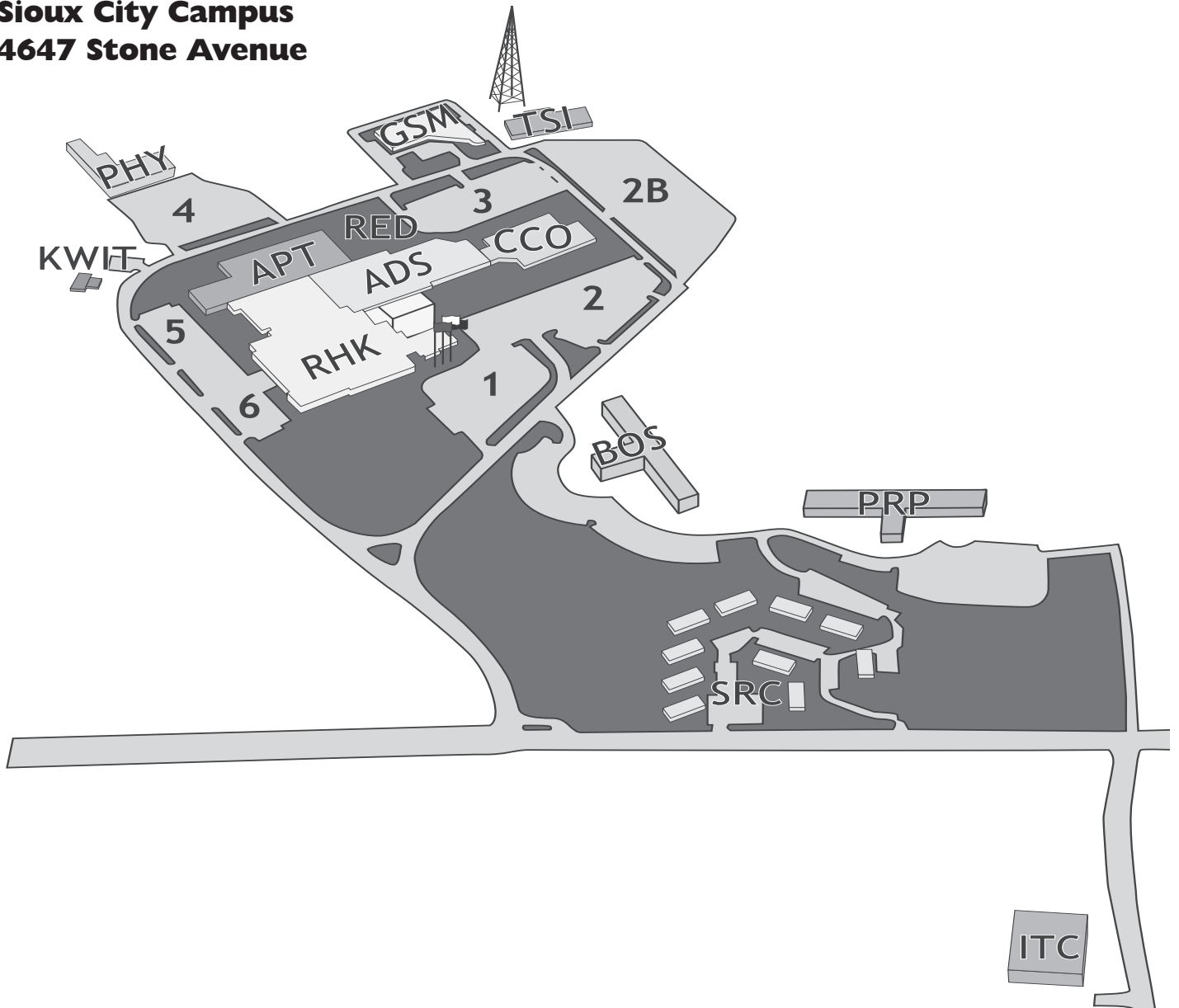
If you have a disability, contact Michelle Fiechtner, Disability Services Coordinator, at 712-274-8733, Ext. 3216, for an appointment. She is available to discuss reasonable accommodations which might be of assistance to you.

How to Read the Schedule

Course #	Course Title		Start Date	End Date	Credits	Course Fee
NET-132	Operating Systems Software Basics	Hybrid	5/30/2019	8/8/2019	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**: 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/TRC	Transportation 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>

MyWIT

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 - Flmmdyyywitcc).

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

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.**



2018-2019 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) _____

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2018-2019 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) _____