

FALL–2008 INFORMATION SHEET

IOWA WESTERN COMMUNITY COLLEGE

2008 FALL TERM ACADEMIC CALENDAR

March 31 - April 7	Priority Online Registration
April 9	Open Registration Begins
*August 1	Final Payment Deadline
August 18	Classes Begin
August 22	Last Day To Add Day Classes
August 23	Saturday Classes Begin
August 25	Last Day To Add Night Classes
August 25	eCollege Classes Begin
August 28	Last Day to Add eCollege Classes
September 1	Holiday–College Offices Closed
September 22	Last Day To Apply For Fall Graduation
October 8	Midterm
October 20-21	Faculty Work Days–No Day Classes
November 10	Last Day To Drop Regular Term Classes
November 27-28	Holiday–College Offices Closed
December 12	eCollege Classes End
December 12	End Of Fall Semester
December 13	Fall Graduation Ceremony

***Payment arrangements must be made within two weeks of registering for classes or within 48 hours if registering after August 1.**

TUITION AND FEES REFUND SCHEDULE

Students who cancel their registration in writing or withdraw from or drop courses before the first calendar week of a regular term will be refunded all tuition and fees paid, including first-time enrollment, college service, program, and course fees. Students who withdraw from or drop courses during the first week of a regular term will be refunded all tuition and fees except the first-time enrollment fee. Students who withdraw from or drop courses during the second week of a regular term will be refunded fifty percent of tuition as well as fifty percent of program and course fees; neither college service fees nor the first-time enrollment fee will be refunded. Even if a student adds a course in place of the one that is dropped, no fees will be refunded on the dropped course. Students who withdraw from or drop courses after the second week of a regular term will not be refunded any tuition or fees. Refunds will be applied toward any financial aid received by the student according to current federal and state directives.

Before the first day of the term	100% Tuition & Fees
(Term begins August 18)	
First week of the term	100% Tuition & Fees except first time enrollment fee
(Aug.18 – Aug. 22)	
Second week of the term	50% Tuition & 50% program/course fees only
(Aug. 25 – Aug. 29)	

Classes that do not run from August 18 to December 12 have a different refund schedule

Payment Instructions

Our intent is to give you clear instructions so that your tuition balance for the **FALL TERM** is settled in full within the appropriate time period. You need to make payment arrangements (including financial aid and FACTS payment plans) within 2 weeks of registering for classes. This is the time frame in which financial aid needs to be completed, FACTS payment plans need to be set-up, or outside agency information needs to be received that will cover your account in full. ***If you are registering after August 1 you have a 48 hour grace period before payment is due. Failure to make timely payment arrangements may result in you being administratively withdrawn from classes.***

INSTRUCTIONS FOR STUDENTS PAYING FOR THEIR EDUCATION: Upon registration, you either received a Registration Statement, which includes your class schedule via the registration window or if registering online, via e-mail. **This is also your bill, showing the amount you owe for tuition and fees.** To insure proper receipt of your payment, please include your account holder number or social security number with payment. You can make payment at the cashier window during normal business hours or our online payment process where you can make a one-time payment free of charge, just log on to www.iwcc.edu and click on the e-cashier link and follow the instructions. If mailing your payment, please note that it needs to be in our office within the time frame above. If you have questions please call **(712) 325-3225**.

DEFERRED PAYMENT PLAN OPTION: The payment plan is an online deferred payment process. For more information, please see the **FACTS** brochure or log on to <http://www.iwcc.edu> and click on payment online.

FINANCIAL AID: It is still essential in the **FALL TERM** to double-check your financial aid status with the **Financial Aid Office at (712) 325-3295**. If you are fully established and awarded, you **do not need** to contact the business office.

SCHOLARSHIP RECIPIENTS: If you are receiving a scholarship this FALL from outside the college, or especially if you are a first time recipient, please check with the Business Office to verify that we have been notified. If you have any scholarship questions, please contact, **Libby Petersen in Accounting at (712) 325-3377**.

ADMINISTRATIVE WITHDRAWAL FROM COLLEGE: **Students for whom the college initiates a withdrawal from courses for non-payment or non-attendance will be subject to an Administrative Withdrawal Fee of \$10.00 per registered credit hour at the time of the withdrawal. In the case of non-payment, if a student chooses to continue in courses for the current semester by making payment, he or she will receive a Re-enrollment Refund equal to one half of the assessed Administrative Withdrawal Fee. Students who are administratively withdrawn from their classes will not receive a grade, and therefore will display no activity for the term on their transcript.**

CHANGES IN REGISTRATION

Adding a Course

Students who wish to add a course or in some way change their class schedule must secure permission through the Registrar's Office. Regular tuition and fees will be charged.

Dropping a Course

Sixteen-week term: A student may drop a class through the twelfth week of a regular semester.

Eight-week term: A student may drop a class through the sixth week of an eight-week term.

Interim classes: A student may drop an interim class through three-fourths of the length of the class.

A "W" grade is recorded on the student's permanent record if the drop occurs after the term begins. Students may drop individual courses from their schedules any time up to the official last day to drop. After this time, students must remain enrolled in scheduled classes. Failure to attend class once registered does not cancel registration or tuition and fees owed for any class or classes. Failure to change registration status will result in a grade of "F" recorded on the permanent record. A change in registration is not official until it is received by the Records and Registration Office. It is the responsibility of the student to see that all forms reach that office with necessary signatures by the deadline.

OFFICIAL WITHDRAWAL FROM COLLEGE

Students who find it necessary to withdraw from the college must do so through the Records and Registration Office. Students who register for classes but do not plan to attend must notify the Records and Registration Office in writing prior to the first day of the term or they will be responsible for all tuition and fee charges and receive failing grades. Students may withdraw from the College at any time prior to the last day to drop classes and receive a grade of "W" for all courses. Withdrawals are not effective until written notification is received in the Records and Registration Office.

BOOKSTORE

The Bookstore is open from 8:15 a.m. to 7:00 p.m., Monday through Thursday and 8:15 a.m. to 4:00 p.m. on Friday. It is located in Fremont Hall F-002. Refunds on books will coincide with the tuition refund policy. **Books must be in original condition. Your receipt and schedule are required to receive any refund. Reference books are non-refundable.** You can order or reserve your textbook(s) at www.iwcccollegestore.com

ANNUAL NOTICE TO STUDENTS

Annually, Iowa Western Community College informs students of the Family Educational Rights and Privacy Act of 1974 as amended. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution for compliance with the provision of the Act.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Enrollment Services offices (C-106).

GRADUATION RATE

Iowa Western Community College graduation rate is 34%.

STUDENT ONLINE SERVICES (SOS)

Student Online Services is an interactive web site that will let you view your individual academic information 24 hours a day, 7 days a week, either on campus or from the convenience of your home.



- Official Grades
- Your Class Schedule
- Unofficial Transcripts
- Program Evaluation
- Online Registration
- Financial Aid Information
- Account Information
- And much more . . .

Visit www.iwcc.edu for more information

SAIL

SAIL is your personalized online tool that allows you to communicate with your instructors, manage your course work, and get organized.



- Web Portal
- Electronic Communication With Instructors
- Daily Grades
- Personal & Class Calendars
- Course Search
- And much more . . .

Visit www.iwcc.edu for more information

SPRING 2009

November 3-10	Priority Online Registration Period
November 12	Open Registration Begins
December 10	Payment Deadline
January 12	Classes Begin
January 19	eCollege Classes Begin
May 15	Spring Graduation Ceremony—Clarinda
May 16	Spring Graduation Ceremony—Council Bluffs