



2700 College Road Box 4-C
Council Bluffs, IA 51502

1-800-432-5852 ext. 3322

Dear Principals and Counselors,

First of all, we want to thank you for your support, feedback and assistance with our collaborative efforts to serve students through the Honors Early Start and/or Dual Credit program. As you know, we are implementing a process of mandatory advising for all IWCC students. Over the past several days we have received a number of excellent questions and we want to use this opportunity to be sure that we are all in agreement on a few basic issues.

- First, we want to remind you that our policy is to evaluate each student's level of achievement on three core academic proficiencies – quantitative skills, writing skills and reading skills. We can do so via any of the following instruments: ACT/Plan, ASSET, SAT or PSAT. By far, the most common instrument for our general IWCC student population is the ASSET. However, each of these instruments provides a subtest score for the areas, and if you have appropriate ACT/Plan, SAT or PSAT scores for a student then the ASSET is not necessary. Should a student's scores fall below the minimum, we want to include the opportunity for "waiving" the results of the assessment through the process of careful deliberation with the student and an IWCC individual – E.g., mandatory advising.
- Please use the following as a guide for when we should enroll students without mandatory advising.

For English Comp Courses, use the following Writing Score.

Instrument	Score	Mandatory Advising?
ASSET	41 or higher	NO
ACT/PLAN	20 or higher	NO
SAT	480 or higher	NO
PSAT	52 or higher	NO

For Mathematics Courses use the following Quantitative Score for the Elementary Algebra test.

Statistics

Instrument	Score	Mandatory Advising?
ASSET	42 or higher	NO
ACT/PLAN	19 or higher	NO
SAT	460 or higher	NO
PSAT	50 or higher	NO

College Algebra/College Trig

Instrument	Score	Mandatory Advising?
ASSET	50 or higher	NO
ACT/PLAN	24 or higher	NO
SAT	560 or higher	NO
PSAT	60 or higher	NO

For all other courses (science, social sciences, etc.), please be aware of the prerequisites in the IWCC catalogue. If you have questions about them, contact us.

- Please use the following as a guide for when we should engage students in mandatory advising and secure a signed waiver.
 1. If the reading subtest scores are below 30 on the ASSET or are below 16 on the ACT/PLAN.
 2. If the writing and quantitative scores fall below those listed above.
- The following is a listing of specific program chairs and their content areas for you to consult when we need to engage the mandatory advising process.

Lori Higby	712-325-3301	Math/Science
Patt Kelly	712-325-3286	English/Foreign Language
Jeanine Larsen	712-325-3293	General Advising

****A parent signature is required on all waiver forms for students under 18.**

- Please note, students wishing to take English Composition I are no longer required to pass an evaluatory essay to gain admission to the class.

We hope that we have addressed all of the questions and concerns that we have received recently. It is not the intent of the college to screen out high school students from taking IWCC classes. It is our intent to advise students to their best advantage in an effort to make their first college experience a success.

I greatly apologize for any inconvenience and arrival so late in the semester of this letter. If you have any questions or concerns about the material contained in this letter, please do not hesitate to call.

Sincerely,

Dr. Robert Exley
Vice President of Academic Affairs
Iowa Western Community College

Vicki Petsche
Director of Secondary Programs
Iowa Western Community College