

# IOWA WESTERN COMMUNITY COLLEGE

## WINTERIM 2022 ENROLLMENT DATES & INFORMATION

### IMPORTANT DATES FOR 2022 WINTERIM TERM\*

October 5, 2022.....	Registration Begins
November 7, 2022.....	Textbooks Available For Purchase In The College Store
December 13, 2022.....	Last Day To Add A Class
December 14, 2022.....	Classes Begin
December 14, 2022.....	Last Day To Drop Classes For A 100% Refund
December 15, 2022.....	Last Day To Place Online Order For Textbooks
December 15, 2022.....	Last Day To Drop Classes For A 50% Refund
December 15, 2022.....	Last Day To Return Textbooks For A Full Refund
December 29, 2022.....	Last Day To Drop Classes
December 19, 2022-January 3, 2023.....	College Offices Closed
January 4, 2023.....	Classes End
January 23, 2023.....	Payment Deadline

\*Please refer to Iowa Western's **Refund of Tuition and Fees Policy**, which can be found on the second page of this form, for more information regarding refunds.

All classes are offered **completely online** through ROC. You will need to make sure you have internet access during the entire winterim session.

### ROC LOGIN INFORMATION

**Reiver Online Campus (ROC)** is an interactive web-based tool that allows students to access their academic information. Students can register for classes, as well as drop and add classes, view official grades, view financial aid and billing information, print a class schedule, run a program evaluation, and much more, all through Student Self Services.

Follow these steps to activate your account:

1. Go to [www.iwcc.edu](http://www.iwcc.edu) and click on the ROC link on the homepage.
  2. On this page type the following:
    - Your Username is the first letter of your first name + your last name + the last 3 digits of your student ID number + @iwcc.edu (e.g. [jsmith123@iwcc.edu](mailto:jsmith123@iwcc.edu)).
    - Your initial Password is set to iowawestern + your 7 digit student ID number (e.g. [iowawestern0123456](mailto:iowawestern0123456)).
- New Password
- Must contain 15 characters or more
  - May use any combination of letters, number, and symbols
  - You may not use your name or any previous password
3. Students are required to enable multi-factor authentication in order to access their account.
  4. For assistance, go to <https://passwordcentral.iwcc.edu/>. Select "Activate My Account/Change My IWCC Password" and follow the instructions listed to activate and log into your ROC.
  5. You may contact the Help Desk at the web page <http://helpdesk.iwcc.edu>.

### REGISTRATION

#### **CURRENTLY ENROLLED AT IOWA WESTERN:**

If you are enrolled in Fall 2022 classes Iowa Western, you may register through ROC or you may simply complete a Change of Registration form, secure a signature from your assigned advisor, and then take the completed form to the Records and Registration Office on or before December 13, 2022. Students are limited to enrolling in two classes.

#### **NEW STUDENT:**

If you are a college student regularly enrolled at another college or university and want to take a course or courses to immediately transfer back, you will need to apply for admission to Iowa Western as a Visiting Student. Please note that transcripts and/or test scores may be required for registration. Visiting students are not eligible for financial aid.

### TEXTBOOKS

Textbook information is available to view online at <http://iwcccollegestore.com/> beginning October 6, 2022. To order your textbook online, please visit <http://iwcccollegestore.com/>. Online orders must be placed no later than 11:00 pm on December 15, 2022. You may purchase and pick-up your textbook at the College Store beginning November 7, 2022. Refunds on textbooks for dropped courses are only available through December 15, 2022 with a drop slip. The College Store will be closed from December 19, 2022 through January 2, 2023.

### TECHNICAL SUPPORT

Students who experience technical difficulties, including problems with a login or password, need to contact the Help Desk at the web page <http://helpdesk.iwcc.edu>. Students are strongly encouraged to log in to their class prior to December 14th so that any issues regarding their login or password can be resolved before the start of class. Technical support will be available throughout the break via the web page <http://helpdesk.iwcc.edu>; you will receive a response within 48 hours. Please note that no support will be available on December 24th and 25th.

### ENROLLMENT QUESTIONS

Enrollment questions should be directed to the Records and Registration Office at [winterim@iwcc.edu](mailto:winterim@iwcc.edu). Keep in mind that College Offices will be closed from December 19, 2022 through January 2, 2023. If you need enrollment assistance while College Offices are closed, please email us at [winterim@iwcc.edu](mailto:winterim@iwcc.edu); you will receive a response within three days.

### FINAL GRADES AND TRANSCRIPTS

Final grades are due from the faculty on January 6, 2023. Students will be able to view their final grades on ROC by January 7, 2023. Transcripts may be requested electronically through the National Student Clearinghouse, [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Click on the green Order -Track-Verify button to begin the ordering process. No transcript of credit will be issued until all financial and other obligations to the College have been met. Transcript processing may be delayed as College Offices will be closed from December 19, 2022 through January 2, 2023.

## CHANGES IN REGISTRATION

Changes in registration include adding and dropping classes. **Students who want to drop a Winterim class must complete one of the following options: 1.) go to <http://winterimdrop.iwcc.edu/> for instructions to drop a course online through ROC on or before December 14, 2022, or 2.) complete a Change of Registration form, secure a signature from an advisor, and then take the form to the Records and Registration Office on or before December 14, 2022.**

### ADDING A CLASS

Students may add a class to their schedule prior to the start of Winterim. Regular tuition and fees will be charged for all added classes.

### DROPPING A CLASS

Students may drop a class from their schedule any time up to the posted last day to drop for the term in which the class is scheduled. Students who drop a class before the term begins will display no activity for that class on their transcript. Students who drop a class after the term begins will display a "W" grade for that class on their transcript. A student may drop a class through three-fourths of the length of the class. Students who fail to drop by the deadline must remain enrolled in scheduled classes. **Failure to participate in class once registered does not cancel registration or tuition and fees. Failure to drop a class will potentially result in a failing grade being recorded on the student's transcript.**

## REFUND OF TUITION AND FEES

Students who cancel their registration in writing or withdraw from or drop courses before the first day of Winterim 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 the first day of Winterim will be refunded all tuition and fees except the first-time enrollment fee. Students who withdraw from or drop courses the second day of Winterim 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. Students who withdraw from or drop courses after the second day of Winterim will not be refunded any tuition or fees.

## PAYMENT ARRANGEMENTS

Payment arrangements that cover the entire balance of a student's account must be made each semester by the payment deadline. **The Winterim payment deadline is January 23, 2023.** Payment arrangements can be made by setting up an automatic payment plan online. In addition, payment in full can be made through one of the following options: over the phone with a credit card or debit card at **712-325-3225**, through the mail with a check, or by going to the Cashier's window and paying with cash, check, debit card, or credit card. The College reserves the right to administratively withdraw students who fail to make payment arrangements by the payment deadline.

### ONLINE AUTOMATIC PAYMENT PLAN

Iowa Western offers an Online Automatic Payment Plan to help students finance their education. To enroll in the payment plan, go to [www.iwcc.edu](http://www.iwcc.edu) and click on the Admissions link and then Paying for College and then Payment Plan. It is available under the following terms and conditions: the student must enroll in the plan online and pay a \$25 fee; and the student must make all payment installments as scheduled. Specific dates for payment are posted online and are available at the Cashier's Window. The College reserves the right to administratively withdraw students who fail to make payment arrangements by the payment deadline.

### SCHOLARSHIP RECIPIENTS

Students who are receiving a scholarship from an organization other than Iowa Western should contact the Business Office to verify that Iowa Western has been notified about the scholarship. All scholarship questions can be directed to the Business Office at **712-325-3229**.

### FINANCIAL AID

Because Winterim is not considered a term for financial aid purposes, it is attached to the Spring semester. Winterim credits will count toward Spring total enrollment *for financial aid purposes only*. Spring semester financial aid will encompass the first day of the Winterim term to the last day of the Spring semester. Any aid used for Winterim will come from the Spring financial aid award. Financial aid will not be disbursed until normal disbursement dates in the Spring.

Visiting students are not eligible for financial aid.