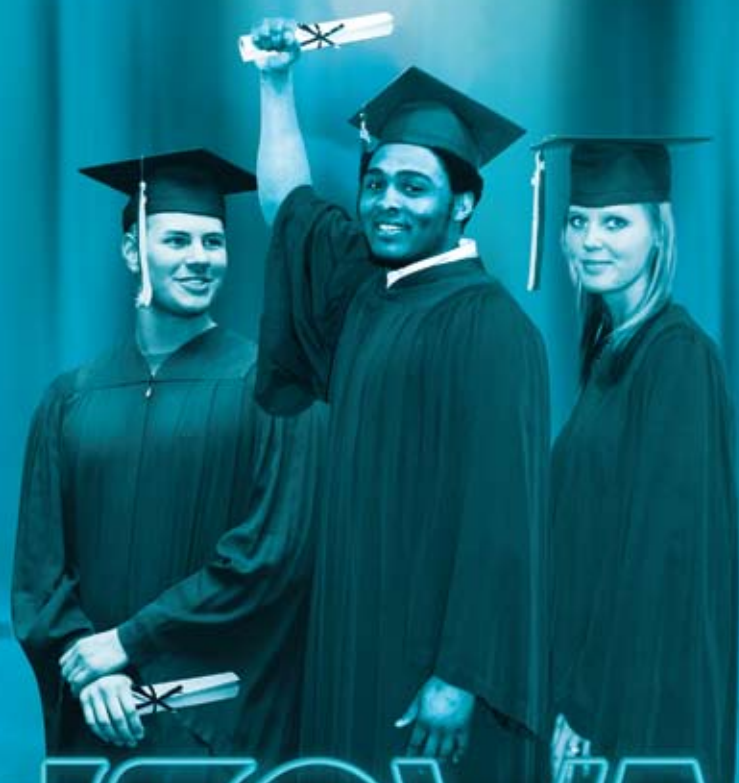


2011-2012 STUDENT HANDBOOK & PLANNER



IOWA LAIKES

COMMUNITY COLLEGE

Name _____

Address _____

Phone Number _____

E-mail _____

In case of emergency, call _____

At phone number _____

Emmetsburg Campus
3200 College Drive
Emmetsburg, Iowa 50536
1-800-242-5108
(712) 852-3554
(712) 852-2152 (Fax)

Estherville Campus
300 South 18th Street
Estherville, Iowa 51334
1-800-242-5106
(712) 362-2604
(712) 362-8363 (Fax)

Administration
19 South 7th Street
Estherville, Iowa 51334
(712) 362-2601
(712) 362-0480 (Fax)

Algona Campus
2111 Highway 169 N
Algona, Iowa 50511
1-877-807-9583
(515) 295-9455
(515) 295-3729 (Fax)

Spencer Campus
Gateway North
1900 Grand Ave
Suite B-1
Spencer, Iowa 51301
1-877-807-9585
(712) 262-7141
(712) 262-4047 (Fax)

Spirit Lake Campus
800 21st Street
Spirit Lake, Iowa 51360
1-877-807-9584
(712) 336-3439
(712) 336-1357 (Fax)

Disclaimer

This handbook is provided for informational purposes only. It is not a contract. If there is any conflict between the provisions of this handbook and any other applicable college policy, procedure or agreement, this handbook will not apply. The college reserves the right to change policies or procedures or the terms of this handbook at any time and without notice to students or others.

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This document will be reviewed and revised periodically. The terms executive dean, campus dean or dean whenever used herein, will mean executive dean, campus dean, dean, director, supervisor or any staff member designated by the executive dean, campus dean or dean to act on his/her behalf.

BOARD OF TRUSTEES

Jan LundPresident	
Jim MillerVice President	Patrick Kibbie
David GottscheMember	Mike Prior
Robert JenningsMember	Susan Zulk

PRESIDENT'S CABINET

Valerie NewhousePresident
Tom BrothertonExecutive Dean of Emmetsburg Campus
Jane CampbellExecutive Director of Marketing
Julie CarlsonDean of Students
Mark GruwellExecutive Dean of Instruction and Development
Delaine HineyExecutive Director of Facilities Management
Robert L'HeureuxVice President of Administration
Clark MarshallExecutive Director of Continuing Education/Economic Development
Darin MoellerExecutive Dean of Estherville Campus
Jolene RogersExecutive Director of Institutional Advancement

SUPERVISORY TEAM

Randy BeerninkComputer Center Director
Mary FaberDirector of Spencer Campus
Rod FergusonBuildings and Grounds Manager
Rhonda FrambachAdministrative Assistant
Kari HampeDirector of Secondary Programs
Kendra HoughSpirit Lake Campus Supervisor/Advisor
Karen HowardAdministrative Assistant
Anne JohnsonAssistant Admissions Director
Deb KnightAssistant to the Auxiliary Services Director
Bill LapczenskiAuxiliary Services/Student Activities Director
Troy LarsonAthletics Director
Cindy MageeAlternative High Lead Instructor
Kelly McCartySmall Business Development Center Director
Kathy MullerDirector of Human Resources
Sandra NaigBookstore Coordinator
Sandy NaigFood Service Coordinator
Steve OlerichFood Service Coordinator
Quincy PadenStudent Support Services/ Upward Bound/Talent Search Project Director
Jane PalmerNursing Coordinator
Steve PelzerFinancial Aid Director
Ann PetersenSpecial Needs Director
Greg PoeFarm Supervisor
Jeff SoperExecutive Director of Finance
Mary SteeleDirector R.S.V.P
Scott StokesDirector of Registration and Records
Darrell ToddBuildings and Grounds Supervisor
Theresa WaechterAlgona Campus Supervisor/Advisor
Lois WarnerDirector of Libraries
Jack VedderBuildings and Grounds Manager
Bernadette WiseDirector of Nursing and Health Careers
Theresa ZeiglerDirector of Distance and Global Education

2011-2012 CALENDAR

FALL SEMESTER 2011

August 15, 16, 17, 22	Official Registration Days (for those not previously registered)
August 17	Faculty Return
August 18	Offices closed until 1:00 p.m. for fall staff inservice
August 23	Orientation for Freshmen–Evening Classes Begin-4:30
August 24	Day Classes Begin
September 5	Holiday, No Classes, Offices Closed
October 21	No Classes, Offices Open
November 23	No Classes, Offices Open
November 24, 25	Holiday, No Classes, Offices Closed
December 8 – 14 (weather make-up on 15th)	Final Exams (Begin 4:30 p.m. on December 8)
December 16	Last Day of Semester
December 24 – January 2	All College Offices Closed

SPRING SEMESTER 2012

January 3 – 10	No Classes, Offices Open
January 5, 6, 9, 10	Official Registration Days (for those not previously registered)
January 10	Faculty Return
January 11	First Day of Classes
January 16	Holiday, No Classes, Offices Closed
February 17	No Classes, Employee Inservice
March 12 – 16	Spring Break, Offices Open
April 6	Holiday, No Classes, Offices Closed
April 9	No Classes, Offices Open
May 7 – 10	Final Exams
May 11	Last Day of Semester/Commencement

SUMMER SEMESTER 2012

Vocational/Technical/Career Option

Schedule will vary by program and will be published by the Dean's Offices.

May 28	Holiday, No Classes, Offices Closed
July 4	Holiday, No Classes, Offices Closed

First Arts & Sciences Summer Session

May 17, 18	Official Registration Day (for those not previously registered)
May 21	First Day of Classes
May 28	Holiday, No Classes, Offices Closed
June 21	Last Day of First Session

Second Arts & Sciences Summer Session

June 22, 25	Official Registration Days (for those not previously registered)
June 26	First Day of Classes
July 4	Holiday, No Classes, Offices Closed
July 27	Last Day of Second Session
July 27	Summer Commencement

WHERE TO FIND IT/LOCATIONS

WHAT

WHERE

Academic Advisement	Advisor
Assessment, Counseling, & Tutoring	Counseling/Success Center
Transfer to Another College	Advisor, Counselor or SPIRES
Career Resource Center	Estherville: Student Achievement Center, Room 9 Emmetsburg: Success Center, Room 553
Special Accommodations	Estherville: Student Achievement Center Emmetsburg: Success Center
Degrees and Diplomas	Records Office
Graduation	Records Office
Grades	Advisor or Records Office
Transcripts	Records Office
Financial Aid	Financial Aid Office
Loans & Scholarships	Financial Aid Office
Student Employment	Emmetsburg: Financial Aid Office Estherville: Student Achievement Center or Financial Aid Office
Housing Information	Housing Office
I.D. Cards	Library
Bulletin Board Posting	Student Center or Business Office
General Questions	Business Office
Lost and Found	Emmetsburg: Business Office Estherville: Bookstore
Student Insurance	Business Office
Veterans	Emmetsburg Admissions Office
Computer Assistance	Computer Labs
Intramural Activities	Emmetsburg: Student Center Estherville: Athletics Office
EEO/AA Officer	Human Resources Office

Iowa Lakes Community College is accredited as an institution by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois.

In 1975, Iowa Lakes Community College was granted accreditation by the North Central Association of Colleges and Schools (now known as the Higher Learning Commission or HLC). Iowa Lakes is accredited by the Iowa Department of Education. State accreditation cycles are coordinated with HLC cycles.

The college is an institutional member of the American Association of Community Colleges. Programs are approved for veteran's education and by the U.S. Justice Department, the Federal Aviation Administration, and the Iowa Board of Nursing. Some academic programs have also sought and received accreditations. Program Web pages provide details of these program-level accreditations.

Welcome to Iowa Lakes Community College! We are here to help you reach your goals. This handbook explains many procedures and policies of the college. If you are unable to find what you need, please ask at the business office.

COLLEGE/STUDENT RESPONSIBILITIES

COLLEGE RESPONSIBILITIES TO STUDENTS – Iowa Lakes exists for the success of our students. The college attempts to provide for all students an environment that is conducive to academic endeavor, social growth and individual self-discipline. The faculty and staff seek to achieve this goal through a sound educational program and policies governing individual conduct which encourage independence and maturity. The college community has a responsibility to provide for its members those privileges, opportunities and protections which best promote the learning process. In order to achieve this goal, all members of the college community must be aware and respectful of the rights of others.

STUDENT RESPONSIBILITIES – The college expects students attending Iowa Lakes to pursue their studies in a serious manner. Students should attempt to obtain maximum benefit from all instructional opportunities and college resources.

STUDENT RESPONSIBILITY FOR COLLEGE INFORMATION

Each student is responsible for information appearing in the catalog, student handbook and other college publications. Failure to read the regulations and other information will not be considered an excuse for noncompliance. Catalog information is available on the Iowa Lakes Community College Web site.

The college reserves the right to change policies or to revise curricula as necessary due to unanticipated circumstances. Program or course availability may be affected by enrollments, funding, or instructor availability.

If a student feels that extenuating circumstances might justify the waiver of a particular college policy, procedure, or regulation, a petition may be filed according to established procedures. Contact the director of records and registration for information.

Each student's assigned college e-mail address will be used for all official college business.

RESIDENCY FOR ADMISSION, TUITION AND FEE PURPOSES

Students enrolling at Iowa Lakes Community College are classified as residents or non-residents for admission, tuition and fee purposes. Each student must declare residency correctly under applicable rules and laws of the state of Iowa as well as the policies of the college board of trustees.

The primary determination of residency is the reason a person is in the state of Iowa; the second determination is the length of time the person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident.

Students who have been classified as non-residents, and who believe they should be eligible for resident tuition, may apply for reconsideration of their cases. The director of records and registration (registrar) may require two or more written documents, affidavits and other evidence considered necessary to establish the residency of the student. This may include voter registration information, driver's license, motor vehicle registration, an Iowa state income tax return, proof of Iowa homestead credit on property taxes, signed and notarized documentation from an employer verifying employment in Iowa or a signed and notarized statement from the student describing employment and sources of support. Documentation must verify residency within the state of Iowa for at least 90 days prior to the term for which the student is enrolling.

Residence for college enrollment and fee purposes may be different from residence for other purposes. The burden of establishing exemption from non-resident status is with the student. The complete Uniform Policy on Student Residency Status is available from the director of registration and records or from the State Board of Education.

An adverse decision by the director of records and registration may be appealed. The Academic Review Committee acts as the appeals body for residency questions. The decision of the committee is final.

An application form and further information is available from the records office at Emmetsburg or Estherville. A change of status is effective for the next term following the change.

ACADEMIC INFORMATION

HOW TO REGISTER THROUGH WEBADVISOR

1. Meet with your advisor. Your advisor will assist you in developing an academic plan to meet your goals at Iowa Lakes Community College.
2. Go to the Iowa Lakes Community College web page -- www.iowalakes.edu
3. On the bottom of the web page, click on “WebAdvisor”.
4. On the next page, click on “WebAdvisor for Students”.
5. Under the “Registration” heading, click on the “Register for Sections” option.
6. Registration steps:
 - 1) Add potential sections to your “Preferred List”.
 - 2) Register for selected sections from your “Preferred List”
 - 3) Under **Academic Profile** click on **My class schedule** – this shows the courses you are registered for. (this will verify that registration is complete)
7. **NOTE:** You are not allowed to register for **ICCOC Online or ED2GO courses** through WebAdvisor:
 - a. You must complete a paper registration form if you are taking only online classes, or
 - b. You must complete an add slip if you are registered for other regular classes.
 - c. Ed2Go courses require additional registration on their Web site www.ed2go.com/iowalakes as well as registration with Iowa Lakes.

To Log-in to WebAdvisor, you will need the following information:

USER ID: If you do not know your User ID, go to “What’s my User ID” and enter your last name and Social Security Number to get your User ID.

PASSWORD: If this is your first time logging into the system, your password will be defaulted to the last six digits of your Social Security Number. Your password must be updated the first time in the system.

BE SURE TO DEFINE YOUR PASSWORD HINT!

For Your Protection: If you are using a computer others use, be sure to “Log Out” before leaving to ensure others won’t have access to your records.

I NEED HELP!!

I Can’t Log In: 712-852-5265 or 712-362-7922
Registration Issues: 712-852-5265 or 712-362-7922

WebAdvisor Tools to Access your Student Academic Record

Grades: Access grades through this link. Grades are made available to students only through WebAdvisor. Students who would like grades mailed must make that request to the records office each academic term.

Transcript: Allows the student to view his/her college transcript.

Program Evaluation: Allows the student to produce a degree audit indicating courses needed to complete their chosen academic program. This tool should be utilized when compiling a course schedule.

My Class Schedule: View and confirm your class schedule or confirm adds/drops have been processed for a term.

My Profile: Provides personal address, phone number and email contacts on file with the college. Notify the business office with any updates to your profile.

Test Summary: View any test scores on your record that you have taken at, or submitted to the college. (Example; ACT, Asset, Compass)

If you are enrolled at the following Iowa Lakes Campuses: Algona, Spirit Lake, you must order books from the Iowa Lakes Bookstore in Emmetsburg if you want them delivered to your campus. You will need a list of your courses with section numbers. This list, as well as the campus where you want to pick up your books, should be sent to the bookstore at the Emmetsburg campus – you can e-mail this information to them at bookstore @iowalakes.edu

Grades will be mailed to you only if you notify the records office by the last date of the term.

CLASS ATTENDANCE

To help ensure academic success, students are expected to attend all class meetings for the courses in which they have enrolled. Any absence, regardless of the reason, results in the loss of instruction and interferes with the learning process. Absence does not lessen the student's responsibility for meeting the requirements of any course and it is the student's responsibility to complete the work missed. The specific attendance and make-up policies of each instructor are contained in course orientation information and/or course syllabus. Students are expected to complete all class assignments and examinations on time. When a student anticipates missing a test or a class, a telephone call in advance to the instructor may save a great deal of difficulty later.

ACADEMIC HONORS

The dean's honors list is published each term which includes names of those full-time students (12 or more graded credits) who have earned a grade point average of 3.25 to 3.99. Students with a 4.00 grade point average are placed on the college president's honors list. The lists are released to area news media.

THREE CLASSES OF RECOGNITION ARE INDICATED:

Cum laude	3.25-3.49
Magna cum laude	3.50-3.74
Summa cum laude	3.75-4.00

Graduation honors are also posted on the academic record based on the final cumulative g.p.a.

ACADEMIC PROBATION AND RETENTION

Iowa Lakes Community College provides assistance to students to help them to succeed academically. The purpose of academic probation at Iowa Lakes is to indicate the need for special or individualized help for the student who has academic difficulty. The college is concerned when a student has problems and faculty and staff are available to provide assistance. Academic probation is somewhat different from financial aid probation, which can be found in the financial aid section of this handbook.

ACADEMIC PROBATION STATUSES

A status of **Probation** means that the student and advisor must meet to determine what course of action will lead to success during the next enrollment period. **Strict probation** means that the student may continue enrollment only with a written contract for performance; failure to meet the terms of the contract results in immediate suspension from classes. Participation in Strategies for Academic Success (or an alternative assignment approved by the facilitator) is usually required of students on strict probation, except during the summer term. **Suspension** means that a student is prohibited from attending classes and is dropped from all courses. A suspension is for a full semester; a second suspension is for a year. A semester is counted if the student is enrolled for six or more credits.

After the first semester in college, a new freshman will be placed on **probation** if the GPA is less than 1.50. The student will be placed on strict probation if the GPA is less than 0.80.

After more than one semester in college, a student will be placed on **probation** if the cumulative GPA is less than 2.00. A student with more than one semester in college will be placed on strict **probation** if the cumulative GPA remains less than 2.00 or if the term GPA is less than 1.00 and the cumulative GPA drops below 2.00.

A student on **strict probation** will be suspended if the term GPA is less than 2.00.

A student on **probation** or **strict probation** may continue enrollment if the term GPA is 2.00 or better, even if the cumulative GPA does not reach 2.00.

A student who earns a cumulative GPA of 2.00 or better will be returned to academic good standing. The Academic Review Committee will review records of students on continued probation and may revise status based on further information such as absences, excessive number of 'I', 'Q' or 'W' grades, etc. Transfer students will be placed on probation if a similar record at Iowa Lakes would result in a probationary status.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS STANDARDS - IOWA LAKES COMMUNITY COLLEGE

GENERAL INFORMATION

The U.S. Department of Education requires each institution to establish and consistently apply standards of reasonable academic progress to all students who want to establish or maintain financial aid eligibility. This federal requirement indicates that students must maintain satisfactory progress toward their degree objectives in order to receive financial aid. Iowa Lakes Community College has established their standards, which are based on qualitative and quantitative measures. They require students to:

1. Maintain a minimum cumulative grade point average at the completion of each term.
2. Maintain a specific cumulative number of hours earned at the end of each term.
3. Achieve their program completion within 150 % of the published length of the program in credit hours attempted:

Maximum Time Frame Requirement:

You will not be eligible to receive financial aid once you have attempted more than 150 percent of the normal credits required for your degree or diploma program or once it becomes clear that you cannot mathematically finish the program within the 150% maximum time frame. *(For example; programs requiring 60 credit hours for graduation, 90 credit hours would be the 150% program maximum.)* All attempted hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed. Standards are established as minimum requirements for students who receive financial aid from any federal, state and institutional programs administered by Iowa Lakes Community College.

MAKING PROGRESS TOWARD A DEGREE

Students must maintain a minimum 1.75 cumulative G.P.A. at the end of the first term of enrollment. Each subsequent term after the first, students will be required to maintain a 2.0 cumulative G.P.A.

The student must successfully complete 70% of their attempted credit hours. Successful completion of courses are defined as receiving a grade of A,B,C,D or P. Courses receiving grades of F,I,W,K,Z or Q are not counted as completed grades.

Students must complete their program requirements within a time frame equivalent to 150% of their program length and/or credit hours required for graduation purposes.

Transfer credits attributable to the student's degree will be evaluated to determine the student's Satisfactory Progress status.

SATISFACTORY ACADEMIC PROGRESS-WARNING STATUS

Students are placed in a warning status the first time they do not meet the minimum cumulative grade point average and/or cumulative hours earned requirement. During the warning term, students remain eligible to receive financial aid. To remain eligible to receive financial aid in future terms the student must, during the warning term:

1. Increase their cumulative grade point average to meet the minimum grade point average.
2. Successfully complete all courses attempted with grades of A,B,C,D or P.

SATISFACTORY ACADEMIC PROGRESS-INELIGIBLE STATUS

Students are declared ineligible for financial aid if they:

1. Do not meet the warning status requirements as listed above.
2. Do not achieve their program objectives within 150% of the published time frame of the academic program as measured in credit hours.
3. Complete the semester with letter grades of "F".
4. Complete the semester with a G.P.A. of 0.0.
5. Completing 0.0% of their attempted credit hours.

REGAINING ELIGIBILITY

1. Students may earn the necessary grade point average or semester hours while not receiving financial aid (enrolled at their own expense).
2. Students may submit written appeals documenting extenuating circumstances that prevented them from meeting the standards.

Appeals should be submitted to the Financial Aid Office at Emmetsburg. Decisions on appeals will be made and the decision will be communicated to the student within 15 working days of receipt of the appeal. When appeals are approved, students are given

specific requirements to meet. Students who do not have appeals approved are declared ineligible for financial aid.

MONITORING OF ACADEMIC PROGRESS

The academic progress of financial aid recipients is reviewed at the end of each term. Students will be notified of status changes by letter.

FOR YOUR INFORMATION

If you have questions, please call the Iowa Lakes Financial Aid Office.

712 852-3554 Emmetsburg

800 242-5108 Emmetsburg

Iowa Lakes Community College does not discriminate in its educational programs and activities on the basis of race, national origin, color, religion, sex, age or disability.

These standards may be subject to change pending Federal Legislation.

'NEW START' PROGRAM AVAILABLE

Iowa Lakes Community College offers a "New Start" program for students a) who change programs of study after receiving unsatisfactory grades in a previous program at Iowa Lakes Community College; or b) who re-enroll at the college in the same program after an absence of at least two years.

It allows the student to begin a new cumulative grade point average from the beginning of the re-enrollment or from the beginning of the new program. A change to a new program of study is defined as a change in declared major program, such as changing from arts and sciences to a vocational program, or changing from one vocational program to another vocational program.

A "New Start" means that all academic work completed prior to the designated "New Start" term will appear on the academic record but will not be considered for use in the cumulative grade point average.

The "New Start" is a one time only option. If a student experiences difficulty in the new program, the student may not apply for a second "New Start". No grades are removed from the transcript by this program. Passing grades of 'C' or better earned prior to the "New Start" for courses which apply to the new program may be used in meeting graduation requirements but will not be calculated in the student's cumulative grade point average.

Since this program applies to Iowa Lakes Community College only, it will generally not affect decisions made by transfer institutions or grantors of financial aid. Such agencies will likely consider the student's complete academic record, not just the "New Start".

A "New Start" petition must be filed in the records office before or during the first term of enrollment in the new program, or after the return to a former program following the required absence. The petition for a "New Start" will be reviewed by the records office and will be implemented if the student has met all the guidelines. The student may appeal the denial of a "New Start" petition to the Academic Review Committee as provided by the academic appeal procedures listed in the student handbook. **Once granted, the "New Start" may not be rescinded.**

ACADEMIC SUPPORT PROGRAMS

Once the term begins, students quickly discover the extent of the commitment to their growth at Iowa Lakes Community College. A number of support programs serve academic needs of students.

ADVISORS who teach in the students' major area of interest help to guide academic programs and achieve educational goals. Students are encouraged to visit advisors.

ASSESSMENT AT IOWA LAKES COMMUNITY COLLEGE: Continuous improvement of all areas of the college to ensure that the college goal of meeting its mission is achieved. Assessment at Iowa Lakes is comprehensive and systematic. It involves both academic and non-academic activities.

As part of this ongoing assessment of effectiveness, students, alumni and community members are periodically asked to complete surveys or participate in focus group discussions to provide feedback about their experiences at Iowa Lakes. These provide the college with data by which the college may measure satisfaction with programs and services, and point to ways to strengthen Iowa Lakes as a community college.

Assessment also enables Iowa Lakes Community College to demonstrate concretely and convincingly that students are learning the concepts, competencies, skills and attributes necessary to achieve their personal educational and careers goals. Each spring, sophomore students are invited to complete the Collegiate Assessment of Academic Proficiency (CAAP) as one measure of the level of general education preparation students receive while at Iowa Lakes. Participation in CAAP is by invitation only.

Students are encouraged to participate in Iowa Lakes assessment activities at every opportunity.

OPERATING HOURS

Operating hours: Administrative and business offices are open from at least 8 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 4 p.m. Friday on all days that the college is in session during the regular college year. Summer hours are 7:30 a.m. to 5 p.m. Monday through Thursday and 7:30 a.m. to noon Friday. Libraries, student centers and recreational facilities are open during posted hours.

SERVICES FOR STUDENTS

COUNSELING: Iowa Lakes Community College Counseling Services are focused on assisting students with strategies for academic success and retention. Educational counselors specialize in student development through proactive programs focusing on personal/social development, transfer planning, academic development and career development.

THE SUCCESS CENTERS are an active, essential segment of the overall instructional process at Iowa Lakes. The Success Centers are designed to meet the diverse needs of all students from assessment of skills through basic instruction in reading, writing and mathematics. Tutoring is available to all students in virtually every academic area.

All of the programs are designed to supplement classroom work and to help students be successful. Accommodations for students with disabilities can be arranged through Diana Refsell at 800-242-5108, ext. 5219 or at 712-852-5219. Assistance is available to displaced homemakers, single parents and gender nontraditional students through Barb Grandstaff at 712-852-5232.

CAREER RESOURCE CENTER: Contact the Career Resource Center for assistance with career planning and job search skills. The Career Resource Center facilitates student exploration of career options, assists students in developing resumes and interviewing skills, connects students with

employers and other resources for career development and empowers students to make informed career decisions while they are in school and throughout their lives.

JOB PLACEMENT: Iowa Lakes has an excellent placement record for graduates. Employment information for both part-time and full-time jobs is available from program coordinators and the Career Resource Center. Job Fairs in the spring bring employers to campus to meet with student job seekers.

FINANCIAL AID INFORMATION: Programs are set up to assist students in meeting their educational costs. The main purpose of the financial aid program is to make it possible for qualified students to complete their college education regardless of economic circumstances. Contact the financial aid office for more information on sources of aid.

VETERANS' SERVICES: Services to veterans of the U.S. armed services are provided through the financial aid office. Qualified veterans are eligible to receive educational benefits in approved programs in all areas.

STUDENTS WITH DISABILITIES: It is Iowa Lakes Community College policy to not discriminate against qualified individuals with disabilities and to provide reasonable accommodation(s), as required by law, to otherwise qualified applicants for admission or to students with disabilities in all education programs, activities, services and practices, including application procedures, admissions, course selection, the awarding of degrees, discipline and dismissal. Educational opportunities will not be denied to an otherwise qualified application or student because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

Students needing reasonable accommodation(s) should contact Diana Refsell, at 800 242-5108, ext 5219 or 712 852-5219 or drefsell@iowalakes.edu. To assure that accommodation(s) will be ready when classes start, students must make the request as soon as possible, before a semester begins.

Please notify the Board Secretary at 712 362-0431 if there are accommodations required for your participation at Iowa Lakes Community College Board of Trustee meetings. Please make your request no later than 24 hours in advance of the scheduled meeting in the event the location of the meeting needs to be moved.

COMPUTER LABS: The Iowa Lakes computer labs are located at all campuses and are open to all students. Internet access is available. Wireless Internet locations are also available throughout each campus.

LIBRARIES: The college libraries are located on the Estherville and Emmetsburg Campuses. Hours for the Estherville campus library are Monday-Thursday, 7:30 a.m.—8:30 p.m.; Friday, 7:30 –4 p.m. The Emmetsburg library closes at 8 p.m. Monday – Thursday. Summer hours are posted. Evening hours are extended on the Estherville campus two weeks before semester exams. Computer access is available to students in both libraries.

The Emmetsburg Public Library and the Emmetsburg college library share a facility. Students may benefit from college library services as well as services of the public library.

Other library services: student IDs, testing, faculty retesting, student mail issues (Estherville campus), faxing, copy machine, interlibrary and intercampus loan.

STUDENT HOUSING: Housing at Iowa Lakes includes on campus units in Emmetsburg, Estherville and Spencer. For information about housing, contact the director/coordinator of housing at Emmetsburg, Estherville or Spencer campus. All students residing in college housing are required to participate in sessions pertaining to group living skills. To live in campus housing, students must be a full-time Iowa Lakes student enrolled in 12 or more hours. Please refer to the housing handbook to review housing procedures.

Off-campus housing information is available on the college Website at www.iowalakes.edu. Click on Student Life and Services, then select Off-Campus Housing. Campuses in Emmetsburg, Estherville and Spencer also offer bulletin boards for posting of information for off-campus housing.

FOOD SERVICE: During regular terms, three meals per day are served. Weekend meals are available upon request. Meal cards may be purchased by those students without a meal contract who do not wish to carry cash. Cash is always accepted. Refunds will be calculated on a per diem basis. Only students who officially drop the meal plan at the business office will be eligible for a refund. Refunds will be prorated from the 1st and the 15th of each month except the month of May. Individuals with questions should contact the food service.

COLLEGE STORES: College bookstores are located in Emmetsburg, Estherville and Spencer. Hours for Emmetsburg and Estherville are Monday – Thursday 8-4:30; Friday 7:30-4; summer hours are posted. Hours in Spencer are Monday – Friday 8:30-1; summer hours are posted.

When purchasing books, students are asked to bring their registration form to assist in speeding up the purchase of books. Instructors select required textbooks. New book prices are determined by publisher prices.

Payment is due at time of purchase. If a voucher is approved by Financial Aid, the voucher is accepted at the bookstore for a specific time only. Returns are accepted only with an add/drop slip, then only for the first week of classes. Books with shrink-wrap cannot be returned if removed from wrap. If the book contains a floppy disk or CD-Rom, please do not break the seal since copyright laws do not allow the bookstore to make a refund. Buy back days are the last five days of each semester and the last day of each summer session. All supplemental materials must be included with books when they are returned.

The bookstores also sell supplies and college-identified items.

PARKING: Ample parking is available at Iowa Lakes Community College. Parking for the handicapped is provided. Parking signs and regulations are enforced and tickets are issued for parking violations. Vehicles parked in restricted areas or in other than designated stalls may be towed at the owner's/driver's expense.

HEALTH AND ACCIDENT INSURANCE: Iowa Lakes Community College does not purchase or carry health and/or accident insurance on students. Information on purchasing a health and/or accident insurance policy from a private vendor is available in the campus business office. Iowa Lakes Community College nor its employees or representatives will be responsible for medical bills if/or when they advise a student to seek medical attention for an illness or injury.

Iowa Lakes Community College does not carry insurance to cover the theft of student's personal property. Therefore, neither Iowa Lakes Community College nor its employees or representatives will be responsible for the loss of student personal property by theft, fire or any other means. Students are encouraged to obtain insurance for their personal property from their private insurance agency.

STUDENT ACTIVITIES

Some of the intellectual and social growth a college student achieves is the result of participation in activities, clubs and organizations. It is the philosophy of the college that co-curricular activities complement the academic program. Many groups are available for those with interests or talents, and new groups may be formed to meet a need. Students have an opportunity to develop leadership skills early in college. If students are interested in clubs and organizations they are encouraged to contact the student activities office or club advisor.

ACTIVITY FEE: Students pay a non-refundable activity fee each semester which is allocated by the student senate for student activities, events and organizations. This also allows all Iowa Lakes full-time students full access to the Emmetsburg Wellness Center.

INTERCOLLEGIATE ATHLETICS: Athletic activities include baseball, men's and women's basketball, men's and women's cross country, men's and women's golf, soccer, softball volleyball and wrestling. Iowa Lakes is a member of the National Junior College Athletic Association.

INTRAMURAL ACTIVITIES, CAMPUS RECREATION AND WELLNESS FACILITIES are available to all students.

MUSIC ORGANIZATIONS: Instrumental and vocal groups present concerts each year and make a tour of area schools. Music opportunities are open to all students. Contact the music staff at the Estherville campus for more information.

PUBLICATIONS: The Spindrift is the college student newspaper, written and edited by students under the supervision of the journalism/photography program advisor. Open to all students, it provides regular communication to the student body and faculty and staff of the college.

SOCIAL ACTIVITIES: As a part of its commitment to the idea of educating the total person, the college encourages an activities program which complements the academic program. The student senate provides a broad-based program for participation by all students.

MOCK TRIAL AND SPEECH ACTIVITIES: The college participates in intercollegiate mock trial competitions and offers speech and debate activities.

STUDENT SENATE: Through the student senate, students are provided an opportunity to participate in the operations of the college, both academically and socially. The senate's objectives include providing a comprehensive activities program; addressing issues brought to it by students; encouraging the interaction and cooperation of students; and providing leadership in issues of citizenship and student rights.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate activities and conditions in the classroom, on the campus and in the larger community. Students should expect to exercise their freedom with responsibility.

CITIZENSHIP

As citizens, students should enjoy the same freedom of speech, peaceful assembly and right to petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

- Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.
- Regarding institutional authority and civil penalties, because activities of students may, upon occasion, result in violation of the law.
- Students violating existing statutes may incur the penalties prescribed by civil or criminal authorities for such acts.

- Institutional authority should never be used to duplicate general functions of the law.
- Only where institutional interests are affected should the special authority of the institution be asserted.
- Institutional action should be independent of community pressures.

STUDENT LIFE

In student life, certain standards must be maintained if the freedom of the student is to be preserved.

- Students should be free to form and join clubs according to established institutional procedures regardless of race, religion or sex.
- Students should be free to inquire and express views concerning the academic institution.
- Students should be free to discuss questions of interest to them. At the same time, it should be made clear to the academic institution and community that in their public expression or demonstrations, students or student organizations speak for themselves.
- Students should be free to support, by orderly and lawful means, their views as to the operation of the institution.

VIOLATIONS OF RESPONSIBLE STUDENT BEHAVIOR INCLUDE:

- Disrupting the orderly process of activities of the college, both within and outside of the classroom, including unauthorized entry or exit to any college property, also including any unauthorized or improper use of any college property, equipment or facilities.
- Cheating, i.e., procuring help in a test or plagiarism, i.e., the unacknowledged use of copyrighted material and other written materials such as reports, assignments and term papers.
- Engaging in any form of plagiarism, which is defined as the appropriation of and use of another person's writing, and passing it off as the product of one's own efforts or copying any work and submitting it as original work.
- Falsifying with respect to any examination, paper, project, application, recommendation, transcript or test or by any dishonest means whatsoever or by aiding or abetting another student to do so.
- Using materials or collaborating with another person (or persons) during a test or other assignments without authorization.
- Substituting for another student or permitting another person to substitute for oneself, to take an examination, course or test or to provide the work for any assigned project.
- The acquisition of grades, academic credits, degrees, honors, awards, certification or professional endorsements by means of cheating.
- Failure to comply with the policies of the student's program or department stated in college publications.
- Furnishing false, incomplete or misleading information to college officials or on official records or altering such records.
- Theft or wrongful appropriation or willful destruction, damage, defacement or mutilation of any property belonging to or in the possession or custody of any member of the college or of the college community.
- Assaulting, threatening, physically abusing, harassing, hazing or endangering in any other manner the health or safety of any person on the college property or at any college sponsored or supervised function or event. All threats of violence will be viewed with the assumption that they will be carried out and will be dealt with appropriately.
- **Zero tolerance** for illegally possessing or using any **firearm, explosive, dangerous chemical or other weapon**, on college property or college supervised property or at any college-sponsored event.

- Soliciting on college property (Recognized student organizations may raise funds under the policy for fundraising projects).
- Gambling on college property without proper authorization or license.
- The use of smokeless or smoking tobacco, any type of non prescription inhalant, or the use of any device that simulates the act of smoking in all Iowa Lakes buildings, vehicles and grounds, including parking lots.
- The possession or consumption of alcohol on college property, including student housing or at any college sponsored event. (See the Alcohol Policy section in this handbook.)
- Possessing, using or furnishing on college property or college supervised property any controlled substances, the possession, use or furnishing of which is illegal by municipal, state or federal law. This policy is outlined in the Drug Policy section of this handbook.
- Making noise in the vicinity of the college or college-sponsored activities, which disrupts the orderly, efficient and disciplined atmosphere of the college or college-sponsored activity.
- Engaging in willful misrepresentation of any material fact to faculty or college staff or to others about one's status or academic performance within the college or of the support, sponsorship or approval by the college of the services or activities of any person, group or organization. This includes knowingly submitting false information on college documents such as admissions applications or program materials.

Appropriate disciplinary action will be taken by the campus dean or supervisor or designee against any student of the institution who has taken any of these actions on college property or at any college-sponsored activity or event. (Please see the section labeled Disciplinary Actions for more information.) Additional guidelines on student behavior are outlined in other official college documents and student manuals.

DISCIPLINARY ACTIONS

The Student disciplinary policies and procedures are tied to Iowa Lakes' institutional mission to provide for lifelong learning opportunities for all students and to maintain a safe and orderly learning environment.

Goals of the disciplinary actions process:

1. Create and maintain an educational and developmental disciplinary system which promotes a civil, respectful and safe educational
2. Encourage the informal resolution of disciplinary incidents.
3. Uphold and balance the students' and the College's rights while striving to ensure a fair process for all those involved.

The following penalties for a violation of college policy or responsible student behavior may be imposed by the appropriate college official. The severity of the penalty will be in proportion to the gravity of the violation. Penalties will be administered consistently to the extent that students committing the same violation receive similar penalties. A student's record of previous violations may be considered when determining the student's penalties.

- "Official Reprimand" is a written censure by the college. The reprimand serves to remind the student that further violation of the student conduct code may result in more serious sanctions. A record of the disciplinary action is kept in the student's disciplinary file.
- "Disciplinary Probation" informs the student that he/she has been found guilty of a more serious violation or repeated violation of college policies governing student conduct.
- "Disciplinary Probation with Conditions" informs the student who is placed on disciplinary probation with conditions that he/she is subject to specified conditions including but not limited to:
 - Restitution: Reimbursement for damage to or appropriate of college property. Written notice will be sent to the student requiring restitution when the student has damaged or misappro-

priated college property. Reimbursement may take the form of appropriate service to repair or compensate for damages.

- Educational Sanctions /Referral: A requirement to participate in a project, class, counseling or other college/community sponsored activity that is relevant to the nature of the offense and appropriate for the violation at the student's expense.
- Suspension or Termination of the Use of College Property, Resources or Activities: a student loses the privilege of using college property or resources associated with the offense or a student's participation in activities associated with the offense, may be temporarily suspended or permanently terminated.
- "Disciplinary Suspension" can be from a class, specific number of classes, program or a campus. The privilege of re-admission may depend on the fulfillment of certain conditions imposed by the college and/or the program. A suspended student may be prohibited from appearing on the campus, at off-campus classes at cooperating agencies or any activity sponsored by the college.
- "Disciplinary Expulsion" informs the student that he/she has lost his/her student status and that he/she can never again be a student at the college. The decision to expel a student must be confirmed by the President of Iowa Lakes Community College and is considered final.

The power to suspend a student from the institution is hereby conferred upon the campus dean or supervisor; however, the student may request an appeal before the college president or designee. Reprimands, Disciplinary Probation and Disciplinary Probation with Conditions, may be conferred by the campus dean or supervisor or a designee, which would include the director of student housing. Reprimands and statuses of probation may be appealed to the campus dean or supervisor. In the instance of a review of disciplinary expulsion, the decision will be presented to the board of trustees for final action. For additional information on appeals of disciplinary action, see the Review Process section of the Student Handbook statuses of probation may be appealed to the campus dean or supervisor. In the instance of a review of disciplinary expulsion, the decision will be presented to the board of trustees for final action. For additional information on appeals of disciplinary action, see the Review Process section of the Student Handbook.

INFORMAL HEARING

It is the desire of the college that any matter concerning student discipline be handled in an informal manner whenever possible. The campus dean or supervisor or designee such as the director of student housing, will initiate the disciplinary process by verbal or written notice to appear for an informal hearing. If written notice is given, said notice shall be by letter addressed to the student at his/her last known residence and mailed by ordinary mail or by certified mail. Action must be initiated by the campus dean or supervisor or designee within fifteen (15) calendar days of the date on which the alleged offense was reported.

At the informal hearing, the student shall be informed as completely as possible of all matters relating to the alleged violation(s). The student shall be provided with an explanation of (1) the charge(s) against him/her, (2) the evidence and (3) the possible disciplinary action that could be taken in the case. The informal hearing may be continued from time to time as determined appropriate in the interests of justice by the campus dean or supervisor or designee. After the informal hearing has been concluded, the campus dean or supervisor or designee shall provide a summary of the case and set forth the appropriate disciplinary action. The decision of the campus dean or supervisor is final in all cases, except if the action taken calls for disciplinary suspension or disciplinary expulsion. In such cases, the student may request a review before the college president or designated representative.

INFORMAL HEARING - FAILURE TO APPEAR:

If the student who is requested by the campus dean or supervisor or designee to appear for an informal hearing does not respond within seven (7) days of the date of written notice, the campus dean or supervisor or designee will, in a written statement, summarize the facts of the case and set forth the appropriate disciplinary action.

RECORDS OF DISCIPLINARY ACTION:

Reprimands, disciplinary probation, disciplinary probation with conditions, disciplinary suspension and disciplinary expulsion, become part of the student's disciplinary record in the office of the campus dean or supervisor. Disciplinary records on file in the office of the campus dean or supervisor or designee are retained in accordance with the provision of the Family Educational Rights and Privacy Act.

REVIEW PROCESS

REVIEW BY CAMPUS DEAN OR SUPERVISOR: A review by the campus dean or supervisor is available to students who have been subjected to official reprimands, disciplinary probation or disciplinary probation with conditions by designees of the campus dean or supervisor. Procedures to formally request a review and the review procedures are generally outlined in other policy handbooks such as the Campus Housing Regulations booklets or Student Athlete Handbooks. The decisions rendered following the campus dean or supervisor's review of these disciplinary actions are considered final.

REASONS FOR AN APPEAL:

The following constitute reasons for an appeal:

- The student's due process rights were substantially violated in the hearing process.
- There was not substantial evidence to support the decisions reached.
- There is new material evidence that could not have been discovered at the time of the hearing.
- The sanctions imposed were too severe or not appropriate for the violation.

REVIEW BY COLLEGE PRESIDENT OR DESIGNATED REPRESENTATIVE:

A review before the college president or designated representative is available only to those students who, by action of the campus dean or supervisor, are subject to disciplinary suspension or disciplinary expulsion from the college. All other disciplinary actions are final once reviewed by the campus dean or supervisor.

REQUEST FOR REVIEW:

Within ten (10) calendar days of the campus dean or supervisor's decision to apply disciplinary suspension or disciplinary expulsion, a student request must be presented to the college president or designated representative in writing, stating the reason(s) for believing the campus dean or supervisor's decision to be unjust. Failure to appeal within this period of time will result in the decision of the campus dean or supervisor becoming final.

The review by the college president or designated representative will be conducted as soon as possible after receipt of the request for a review, normally within ten (10) calendar days. Notice of the review date will be sent to the campus dean or supervisor and the student charged. In cases involving unmarried students who have not reached the age of majority, the written notice will also be mailed to the parents or guardians of the student charged.

REVIEW PROCEDURES:

The review is conducted by the college president or designated representative. The campus dean or supervisor and the student charged are to be present. Neither party will have the right to question

the validity of college policies governing student conduct and disciplinary action. The college will have the burden of proving any claim of misconduct. Such proof must be substantial or convincing evidence, but it is not necessary that legal standards of proof such as “beyond a reasonable doubt,” be met. The proof is sufficient if it satisfies the college president or designated representative that substantial justice will be done by whatever finding is made on the basis of evidence.

The campus dean or supervisor will state the complaint and proceed to present appropriate witnesses, evidence and materials in support of the complaint. Following this, the student shall deliver his/her response to the complaint, as well as presenting any witnesses, evidence or materials which support the response. The student charged has a right to be represented by counsel or an advisor.

Witnesses will be questioned first by the party producing them and second by the other party. The college president or designated representative shall have the right to question witnesses at any time at his/her discretion.

The review shall be a closed hearing unless the student requests an open hearing. The college president or designated representative shall have the authority to close a hearing, if the hearing is open, to avoid disruptions, and to remove from the hearing any person who is responsible for a disruption, including the student charged.

A tape recording will be made of any review, except at the discretion of the college president or designated representative. Procedural matters need not be recorded. The recorded tape(s) will be retained by the campus dean or supervisor for the duration of the student’s residence at the college or two (2) years, whichever occurs first, and will be available under supervision of the campus dean or supervisor to all parties of the hearing.

RESULTS OF THE REVIEW:

Within ten (10) days of the termination of the review, the college president or designated representative will render a decision in writing and will mail the written decision by ordinary mail or certified mail to the student charged with a copy to the appropriate campus dean or supervisor. In cases involving unmarried students who have not reached the age of majority, the decision shall be mailed to the parent or guardians of the students charged.

The student’s official status at the college will not be altered as long as the case is under review. The student’s right to be present on campus and to attend classes during the review will be granted at the campus dean or supervisor’s discretion taking into consideration that the student’s continued presence poses no threat to persons and/or college property.

APPEAL OF COLLEGE PRESIDENT OR DESIGNATED REPRESENTATIVE:

Within ten (10) days of the date of the college president’s or designated representative’s decision, the student or campus dean or supervisor may appeal the decision in writing to the Iowa Lakes Community College Board of Trustees, stating the reason(s) for believing the decision to be unjust.

Once the request for appeal is received, the board of trustees will review the case on the basis of the record of the review before the college president or designated representative. Oral arguments may, but need not, be granted at the discretion of the board of trustees. Either party may submit a brief to the board of trustees.

The Board of Trustees will render a written decision to the college president or designated representative, campus dean or supervisor, and student charged as soon as possible, but no longer than ten (10) calendar days after the case has been reviewed. The decision of the board of trustees is final.

EXTRAORDINARY CIRCUMSTANCES:

It may be necessary, in the interest of justice, to extend a specified time limit outlined in college policy when those involved in the disciplinary action cannot be reached in timely fashion by telephone, mail or other form of communication or when they may be temporarily indisposed due to illness, accident, injury, etc. Time limits may be extended by the person(s) presiding over the respective hearing.

ACADEMIC, FINANCIAL AID AND RESIDENCY APPEALS

Informal

It is the desire of the college that any difficulties or confusion a student may encounter with the policies or regulations of the college be handled in an informal manner whenever possible. Students are encouraged to talk to their advisors or instructors to resolve issues as they arise.

- Questions about financial aid may be asked of the director of financial aid.
- Questions about academic requirements, policy or procedures may be asked of the director of records and registration (registrar), who also handles changes of residency for tuition purposes.

Formal

If a student feels that extenuating circumstances might justify the waiver of a particular college policy, application, procedure or regulation as interpreted by a college employee, an appeal may be made to the academic review committee. The student must also complete the Academic Planning Worksheet with your advisor. The academic review committee considers all initial appeals to waive the application of college policies and procedures concerning academic actions, financial aid or residency decisions. (Academic actions include, but are not limited to, academic probation or suspension, procedures, program or degree requirements or grades allegedly given in error by faculty members.)

Appeal Procedure

- A. A student initiates an appeal by making a written statement to the academic review committee, delivered to the director of records and registration. The statement should provide a description of the problem as well as the desired solution, along with any supporting information the student believes will be helpful. The student may request written involvement by faculty members, advisors or others in support of the case.
- B. If the student is dissatisfied with the committee's decision, a further appeal may then be made in person before the committee. The student may have others appear in support of the petition. If a personal appeal is not requested within thirty (30) days of the previous committee decision, that decision becomes final.
- C. If a student has completed both the written and personal appeal processes above, the decision of the committee may be appealed to the campus' executive dean. If the campus' executive dean's decision is consistent with the academic review committee's decision, the student may then appeal to the college president or designee, whose decision will be final. Failure to initiate this level of appeal within thirty (30) days of the notification of the committee's action shall result in the committee's last decision becoming final.

TECHNOLOGY

TECHNOLOGY USAGE POLICY:

Technology resources and usage may be described as all Iowa Lakes owned print and electronic media and services including, but not limited to: computers, printers, modems, email communications, Iowa Lakes' web content and wireless connections. Personal equipment that may be connected to the Iowa Lakes network/system is also subject to this procedure.

Iowa Lakes Community College is an educational institution supported by public funds and it is imperative that the college ensures its technology resources are maintained and used by all persons affiliated with Iowa Lakes. This includes all credit and noncredit students, faculty, employees, alumni and guests at the institution. They will be referred to as “users” of technology. Technology usage at Iowa Lakes Community College will be consistent with the College’s Mission.

Generally, students are provided 500 MB of network storage space on a designated H Drive. Compliance with this limit will benefit all users. Student accounts that exceed this limit will be contacted by the network administrator and asked to reduce their storage. Failure to remain at or below the stated limit may be subject to assistance by the network administrator in achieving that goal.

Wireless connection access points are available at each college location and have signs labeled “Wireless Hot Spot.”

EXPECTATIONS

Technology users must abide by applicable federal and state laws and regulations regarding technology usage, as well as existing College policies and procedures. Iowa Lakes values the free flow of information and does not condone censorship.

INDIVIDUAL RESPONSIBILITIES

TECHNOLOGY USERS ARE EXPECTED TO:

- A. Use technology in a manner consistent with Federal, State and Local laws.
- B. Support an educational environment free from harassment and discrimination as described in institutional harassment and discrimination policies and procedures as detailed in the student handbook, affirmative action plan and the employee handbook.
- C. Use technology in a manner that will not impede the college mission or the daily business of the college.
- D. Implement security practices to prevent unauthorized access to the computers, accounts and/or personal identification numbers (PIN). This would include logging off from the computer following usage, avoiding sharing PIN and other passwords, and using insecure methods for sharing, storing or transferring information.
- E. Use technology resources consistent with other institutional policies.
- F. Assist in maintaining and enhancing the integrity of Iowa Lakes Community College technology resources by taking measures to support the security and privacy of computer networks.
- G. Report any system interference, technology performance problems or damage to equipment to the Help Desk or an Iowa Lakes employee.
- H. Understand that priority in student computer labs is given to users for the completion of academic activities.

PROHIBITED CONDUCT

- A. Disrupting access of students, faculty or staff members to technological resources.
- B. Obtaining and/or gaining unauthorized access to College computer systems or an account belonging to another individual.
- C. Using technological equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or software, creating fraudulent documents, damaging programs belonging to the College, College employee or other individuals.
- D. Sending harassing, threatening material or information to another individual.
- E. Violating license agreements, copyrights or intellectual property rights including copyrights, patents, etc., by copying, distributing or publishing protected material.
- F. Permitting other persons to use an Iowa Lakes user’s accounts, passwords or access codes.
- G. Theft of Iowa Lakes’ hardware or software.

- H. Inappropriate or malicious use of technology resources including attempts to alter, erase, damage or intercept technological data or programs that are the property of Iowa Lakes or Iowa Lakes' users.
- I. Connecting computers not owned by the college into the college network at locations other than the designated "wireless hot spots."

SECURITY AND PRIVACY

Security of technology resources is of the highest importance and all users are expected to cooperate in maintaining the integrity of these resources. The College reserves the right to inspect or monitor technology resources under its control, and to take appropriate action when there is reason to believe that a user has violated established policies. Every effort shall be made to protect the Constitutional Rights of all Iowa Lakes Community College technology users.

The College does not endorse the casual review of electronic communication and storage, however, users need to be aware that their uses of College technology shall have no guarantee of privacy. Technology resources are considered property of the College and the College may initiate inspections or monitoring of information it deems to be in the best interest of the College. Iowa Lakes may also be required to initiate inspections or monitoring if subject to subpoena or other legal requirements.

ENFORCEMENT OF TECHNOLOGY USAGE POLICY

- A. Iowa Lakes Community College technology staff may temporarily disable an account or service to an individual when there is reason to believe an alleged violation of the technology usage policy has occurred. This may happen when one of the alleged violations:
 - a. Violates Federal, State or Local law(s);
 - b. Could result in damage or interference with official College business; and/or
 - c. Could result in liability for the College
 - B. Disciplinary Action for Students - A student who is believed to have violated the Technology Usage Policy may be charged with a violation of the Responsible Student Behavior Code according to the Student Rights and Responsibilities Procedure found in the Iowa Lakes Community College Student Handbook.
- I. Student
- a. The goal of College supported technology is to allow students to experience education utilizing the latest available resources. To ensure that all students and classes have these necessary resources, the technology department may limit bandwidth for non-educational uses which may impede operating certain programs and platforms for personal use including (but not limited to):
 - i. My space
 - ii. X-Box
 - iii. Gaming
 - iv. Chat rooms
 - v. Games
 - vi. Downloading music/movies/misc. files
 - vii. Podcasts
 - b. Accessing system with other student's ID is not allowed
 - c. Displaying graphic files considered to be offensive is prohibited
 - d. Using computers to annoy, harass or threaten other users is not allowed and may be punishable by law
 - e. Hacking into the Iowa Lakes Community College Network will result in immediate and indefinite suspension from Iowa Lakes Community College and may be punishable by law.
 - f. Users will not waste limited resources.
 - g. Printing is allowed only to fulfill classroom assignments.

- h. Chatting is allowed in accordance with instructional requirements only and within bandwidth restrictions.
- i. Personal computers are allowed in designated wireless hot spot areas.

II. Bandwidth Usage

- a. A packet shaping device will be utilized by the technology department to minimize excessive bandwidth consumption.
- b. The strategic planning committee under the guidance of the technology director will recommend acceptable bandwidth restrictions. The restrictions will be reviewed on an annual basis.

III. Appropriate disciplinary action shall be taken against Iowa Lakes Technology users violating the following areas which may be protected by state and federal applicable laws including but not limited to:

- a. Pornography
- b. Copyright
- c. Intellectual Rights
- d. Illegal Access

IV. Systems Monitoring

- a. Iowa Lakes Community College unconditionally reserves the right to monitor and examine any and all files on college computers and servers, as well as network and system activity. Administration may suspend, revoke or close an account at any time as required for inappropriate activity or at the request of the staff member's supervisor.
- b. The College reserves the right to restrict all accounts for cause or convenience at any time.

CELLULAR PHONE USE

Iowa Lakes Community College is committed to providing an environment conducive to learning. To that end, cell phone use should be kept to a minimum and conducted in designated areas only. If cellular phones must be used while at college, users should be respectful of others by following the guidelines outlined below.

IF CELLULAR PHONE USE IS NECESSARY, WHILE ON CAMPUS:

- Turn cellular phone ringer off or set to 'silent' upon entering any classroom, computer lab, library or auditorium.
- Move immediately to a hallway when placing or receiving calls. (Take your belongings with you if you must move to make a phone call.)
- Short, quiet cellular phone conversations may take place in corridors, away from doorways.
- Please move extended conversations outside of the buildings.
- Be courteous to others by keeping your voice at a low volume.
- Cell phones with picture taking capabilities are not allowed in changing rooms or locker rooms. Individuals wishing to take photos in any recreation facility must have permission first.
- Students must obtain instructor permission prior to bringing electronic devices such as pagers and cell phones into the classroom.

eCOLLEGE/ICCOC

Iowa Community College Online Consortium (ICCOC) classes are governed by the same guidelines as face-to-face classes irregardless of where the class originates.

DOMESTICATED ANIMALS ON CAMPUS, SERVICE ANIMALS RESPONSIBILITIES

Animals, including pets, are prohibited on campus with the exception of service animals as defined by the Americans with Disabilities Act (ADA); service-animals-in-training that are part of a certified or accredited program that is recognized within the service animal industry to train animals in compliance with the Americans with Disabilities Act; animals for instructional purposes as approved by the appropriate college authority; and working dogs used by a law enforcement agency for law enforcement purposes. Animals-in-training must be clearly identified (i.e., wearing a vest) and prior permission of the college's administration shall be obtained in advance. During work and classroom hours, no more than one service-animal-in-training is permitted on site per employee or student.

The ADA defines service animals as those that are individually trained to provide assistance to any individual with a disability. If animals meet this definition, they are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

This does not include animals for emotional support. Service animals and service-animals-in-training shall be leashed and remain under the owner's or caretaker's control at all times.

Animals that are used specifically to further an instructional purpose as part of a college or district program are permitted at the college and may also be kenneled at that location. These animals shall be kenneled and handled in such a way that does not pose a danger to any person on campus. Any injuries resulting from interaction with these animals shall be reported immediately to the Dean's Office or campus Administrative offices for documentation. Injuries may also be subject to reporting with the Department of Public Health and Animal Care and Control.

Adapted from: Disability Resources & Services, South Mountain Community College, Phoenix, AZ

MISSING STUDENT POLICY AND PROCEDURE

Iowa Lakes Community College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Iowa Lakes Community College student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to the campus Dean and/or Student Housing /Residence Life. Every report made to the campus official will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Campus Dean or the Dean of Students will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Iowa Lakes Community College. This emergency information will be kept in the Student Information System (Colleague).

GENERAL PROCEDURE:

1. The Iowa Lakes Community College official receiving the report will collect and document the following information at the time of the report:

- a. The name and relationship of the person making the report.
- b. The date, time and location the missing student was last seen.
- c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
- d. The missing student’s cell phone number (if known by the reporter).

General questions

- Is the student missing from the campus, his or her family residence, or another location?
 - Is there a witness to or physical evidence of an abduction or other foul play?
 - Is the student despondent or mentally or physically disabled?
 - Is the student experiencing academic, personal, or financial problems?
 - Has the student disappeared before?
 - Does the student have a known drug and alcohol problem?
 - Has the student received any threats or warnings?
 - What was the student’s lifestyle? Does the student have a criminal record?
 - Did the student or perpetrator leave a note?
 - Have similar incidents been reported within the area (attempted abductions, suspicious persons)?
2. The Iowa Lakes official receiving the report will contact the President, the Executive Campus Dean and the Dean of Students in order to update them on the situation and to receive additional consultation. They will determine if/when other members of the Cabinet and the Director of Marketing need to be contacted.
 3. Upon notification from any entity that a student may be missing, Iowa Lakes may use any or all of the following resources to assist in locating the student.
 - a. Call the student’s room.
 - b. Go to the student’s residence hall room.
 - c. Talk to the student’s RA, roommate, and dorm unit mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.
 - d. Secure a current student ID or other photo of the student from a friend.
 - e. Call and text the student’s cell phone and call any other numbers on record.
 - f. Send the student an email.
 - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Housing Office staff will be asked to assist in order to expedite the search process.
 - h. Contact any other on-campus or off-campus friends or contacts that are made known. This could include checking a student’s social networking sites such as MySpace, Facebook and Twitter.
 - i. Confirm the student’s car make, model and license plate number. A member of the Housing Office will also check College parking lots for the presence of the student’s vehicle.
 4. The Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Iowa Lakes network.
 5. Once all information is collected and documented and the Dean (or designee) is consulted, Iowa Lakes staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the College.

TOBACCO/ALCOHOL/DRUG POLICIES

TOBACCO POLICY: Iowa Lakes Community College provides tobacco free facilities to all students and employees. The tobacco free policy prohibits the use of smokeless and smoking tobacco or any type of nonprescription inhalant, as well as any devices that simulate the act of smoking, in all Iowa Lakes buildings, vehicles and on the grounds of the college.

Smoking Policy Information:*

On April 15, 2008, Governor Chet Culver signed into law the Smoke Free Air Act, regulating smoking in public places. Colleges are included under this Act. This means smoking is prohibited on all Iowa Lakes campuses. Compliance with this law is mandatory. Smoking is prohibited on college property including: buildings, parking lots, sidewalks and vehicles owned or leased by Iowa Lakes regardless of location. This policy applies to all indoor and outdoor air space, including athletic facilities.

Frequently Asked Questions:

Q. I'm a student and I want to quit smoking; could you tell me more about Quitline Iowa?

A. *Quitline Iowa is a toll-free, statewide smoking cessation telephone counseling hotline. Trained counselors provide callers with information about the health consequences of tobacco use, assistance in making an individualized quit plan, and on-going support through optional follow-up calls. The Quitline offers both English and Spanish-speaking counselors at 800 Quit Now or www.quit-lineiowa.org. The Quitline is staffed:*

Monday – Thursday 7 am to midnight

Friday 7 am to 9 pm

Saturday and Sunday 8 am to 7 pm

At this site you will find a summary of Quitline services, links to information about the health consequences of smoking, a calculator that helps you figure out how much you spend on cigarettes, and answers to frequently asked questions about Quitline Iowa. You can also use this site to ask questions about quitting smoking or to request written information by mail.

Q. Can I smoke in my car in the parking lot or in the residence halls?

A. *No, the law prohibits this, as these are on college property.*

Q. Can I smoke in one of the college's work vehicles?

A. *No, the law prohibits this.*

Q. How will this new policy be enforced?

A. *All faculty, staff, students and visitors are expected to comply with the smoking policy. Faculty, staff and students who see visitors smoking are asked to politely inform them of our no-smoking policy. If the individual does not stop smoking, please notify your campus dean or supervisor. An individual can be fined, as well as asked to leave the college for non-compliance.*

Q. How can I approach someone who I see smoking?

A. *Explain to the person that he or she is smoking in an area designated as no smoking. Do not engage in an argument. If you are challenged, walk away. If you do not feel comfortable confronting this individual, please notify your campus dean or supervisor.*

***This information is based on data provided to the college at the time of printing. Rules, regulation and enforcement may change by directive of the Iowa Department of Public Health.**

ALCOHOL POLICY: Iowa Lakes Community College prohibits the use or consumption of alcohol on college property at any time except those times and places specifically approved by the Board of Trustees in accordance with the laws of the State of Iowa. Areas where the use is prohibited includes student campus activities, student housing, college parking lots, roadways and leisure activity areas. Underage students are subject to the legal consequences of consumption at all times. These consequences are outlined in the Legal Sanctions section of this handbook.

The college prohibits alcohol consumption by all students while participating in a student activity such as an outing, field trip, etc. It is expected that students and staff conduct themselves in a professional manner that reflects favorably on the college. Staff members sponsoring or chaperoning students during activities are expected to orient students on alcohol consumption policies and consequences. The individual staff member may be more restrictive as he/she desires within the framework of these guidelines.

Both Iowa law and Federal law allow the college to disclose to a parent or guardian, without the student's permission, "information regarding a violation of Federal, State or local law or institution rule or policy governing the use or possession of alcohol or controlled substance if the student is under the age of 21".

DRUG POLICY: Iowa Lakes Community College will comply with the Drug Free Schools and Communities Act of 1989 (PL 101-226) and will provide a drug free institution which prohibits employees and students from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance on its property or during any of its college sponsored activities. Both Iowa law and Federal law allow the college to disclose to a parent or guardian, without the student's permission, "information regarding a violation of Federal, State or local law or institution rule governing the use or possession of alcohol or controlled substance if the student is under the age of 21".

VIOLATION OF DRUG/ALCOHOL POLICY: Violations of the drug and alcohol policies will incur disciplinary action, which may include immediate disciplinary suspension by the campus dean or supervisor, if violations of other behavior guidelines were committed in conjunction with the use of these substances or if it is considered to be in the best interest of the welfare of the student body and college environment.

LEGAL SANCTIONS: The Iowa Code (Chapter 124) lists and describes the criminal offenses for possession and delivery of controlled substances. The following information is a summary of those offenses, but not intended to offer legal advice. If specific legal advice is necessary, students should not rely on this summary, but instead consult with an attorney who is knowledgeable and experienced with Iowa Code Chapter 124.

POSSESSION OF CONTROLLED SUBSTANCES: Any person who knowingly or intentionally possesses a controlled substance (except pursuant to a valid prescription) is guilty of a serious misdemeanor for the first offense (\$1,500 fine, 1 year in jail), an aggravated misdemeanor for the second offense (\$5,000 fine, 2 years in prison) and a Class D felony for the third offense (\$7,500 fine, 5 years in prison). If the controlled substance is marijuana, the punishment for the first offense is not more than 6 months in jail or up to \$1,000 fine or both and not more than 1 year in jail or up to \$1,500 fine for the second offense. Subsequent offenses for marijuana possession are aggravated misdemeanors and punishable by not more than two years in prison and up to a \$5,000 fine.

MANUFACTURE OR DELIVERY OF A CONTROLLED SUBSTANCE: The penalties for the manufacture or delivery of controlled substances vary greatly according to several factors, including the identity and quantity of the substance, the age of the person who receives the substance and where the delivery takes place. The manufacture, delivery or possession with intent to deliver of substances containing cocaine, methamphetamine, PCP, OSD and certain others is a Class B felony with punishment that can range as high as 50 years in prison and a fine of up to \$1,000,000. Violation of these provisions for other controlled substances, depending upon which substance and its quantity, are a Class C felony (\$10,000 fine, up to 10 years in prison), a Class D felony (\$7,500 fine, up to 5 years in prison or an aggravated misdemeanor (\$5,000 fine, up to 2 years in prison). The punishment for the offense of selling methamphetamines to someone under 18 years of age is imprisonment for not more than 99 years. A second offense is punishable as a Class A felony, a life sentence without parole.

GATHERINGS WHERE CONTROLLED SUBSTANCES ARE UNLAWFULLY USED: It is unlawful for any person to sponsor, promote or aid or assist in the sponsoring or promoting of a meeting, gathering or assemblage with the knowledge or intent that a controlled substance be there distributed, used or possessed, in violation of Iowa law. Any person who violates this section and where the controlled substance is other than marijuana is guilty of a Class D felony. If the controlled substance is marijuana only, the offense is a serious misdemeanor.

ILLEGAL POSSESSION AND USE OF ALCOHOLIC BEVERAGES OR DRUGS: The possession, use or sale of alcoholic beverages on college property is not allowed unless specifically authorized by the college board of trustees. The college will assist in enforcing Iowa statutes concerning underage drinking and will report offenders to law enforcement agencies.

SUBSTANCE ABUSE ASSISTANCE: Iowa Lakes Community College is concerned about the well being of students and any threat posed by the high-risk use of alcohol and other drugs. Anyone needing information or referral relating to substance abuse should contact one of the following persons at the college:

Emmetsburg:	Diana Refsell	800-242-5108 ext. 5219
Estherville:	Nancy Sanderson	800-242-5106 ext. 8364
	Joey Thompson	800-242-5106 ext 7990
Algona:	Theresa Waechter	877-807-9583 ext 8525
Spencer:	Stephanie Schoening	877-807-9585 ext 8627
Spirit Lake:	Kendra Hough	877-807-9584 ext. 6561

Area Resources:

- **Compass Pointe Behavioral Health Prevention**

Emmetsburg	712-852-3471
Estherville	712-362-2252
Spencer	712-262-2952
Spirit Lake	712-336-5281

- **Alcoholics Anonymous:** <http://www.alcoholics-anonymous.org>

Spirit Lake	712-336-0657
Spencer	712-262-3654
Estherville	712-336-0657
Emmetsburg	712-852-4876/2703

- **Narcotics Anonymous** <http://www.iowa.na.org>

- **Iowa Substance Abuse Information Center** 800-247-0614

- **Crisis Hotlines:**

Drug and Alcohol Help Line	866-242-4111
Suicide Prevention Lifeline	800-273-TALK
Statewide Crisis Line (24 Hour)	800-332-4224
Iowa Domestic Abuse Hotline	800-942-0333
National Institute on Drug Abuse Help Line	800-662-4357

- **Web Sites with Further Information:**

Substance Abuse and Mental Health Services Admin: <http://www.samsha.gov>
Nationwide Alcohol Abuse Resource Center
<http://www.addict-help.com>
Information for Parent/Teen Discussions <http://www.drugfree.org>
Alcohol Abuse Screening Quiz/Drug Abuse Screening Quiz
<http://alcoholism.about.com/od/problem/a/blquiz2>
Free Quit Smoking Support Program <http://www.quitnet.com>
Alcoholism and Drug Intervention & Prevention for College Students
<http://www.factsontap.org>
Student Counseling Virtual Pamphlet Collection
<http://counseling.uchicago.edu/vpc/virtulets.html>
Iowa Regional of Narcotics Anonymous <http://www.iowa-na.org>
Alcoholics Anonymous <http://www.alcoholics-anonymous.org>
ULifeline Online Resource for College Mental Health <http://ulifeline.org>

CAMPUS SECURITY/EMERGENCY INFORMATION

Reporting of crimes: Any student or staff member of Iowa Lakes who is aware of a criminal act occurring on campus is encouraged to report that crime. Reports after normal business hours and all emergencies should be made directly to local law enforcement officials. During normal business hours, the nonemergency incidents should be reported to the campus dean or supervisor who will be responsible for notification of law enforcement officials, if appropriate, and for completion of an incident report. Emergencies shall be reported directly to the local law enforcement officials.

EMERGENCY POLICE, SHERIFF, AMBULANCE OR FIRE – DIAL 911

REMEMBER TO DIAL 9-911 FROM ALL CAMPUS PHONES

Algona

Hospital, non-emergency (515)295-2451
Police, non-emergency (515)295-3515

Emmetsburg

Hospital, non-emergency (712)852-2434
Police, non-emergency (712)852-2424

Estherville

Hospital, non-emergency (712)362-2631
Police, non-emergency (712)362-3515

Spencer

Hospital, non-emergency (712)264-6198
Police, non-emergency (712)262-2151

Spirit Lake

Hospital, non-emergency (712)336-1230
Police, non-emergency (712)336-2525

CRISIS LINE: These numbers may be called by students experiencing problems which need an immediate resolution. These community agencies are designed to assist people in crisis situations.

Algona (800)479-9071
Emmetsburg (712)852-4612
Estherville (712)362-4612
Spencer (712)262-4612
Spirit Lake (712)336-1255

FIRE: Upon the activation of a fire alarm in any college building, occupants are to exit the building immediately via the safest and closest exit.

SECURITY AND ACCESS TO CAMPUS FACILITIES: The custodial staff have primary responsibility for campus security after normal business hours. The college will also use local law enforcement to provide security during periods of time when the potential for security violations or criminal actions is increased.

INFORMATIONAL PROGRAMS ON PREVENTION: Brochures and bulletins about crime prevention will periodically be placed on bulletin boards, in campus housing units and other public places on campus. For more information contact the student senate.

REPORTING OF ACCIDENTS: Accidents that happen on any of the campus sites should be reported directly to that respective office. It is imperative that all accidents be reported and an accident form be filled out as soon as possible. Forms are available at each of the campus sites. Vehicle accidents that involve college vehicles or private vehicles (on college business) must be reported to the

executive director of facilities management and must follow the State of Iowa vehicle regulations and laws.

IOWA SEX OFFENDER REGISTRY: Web site is located at www.iowasexoffender.com. The purpose of this information is to allow members of the public a means to protect themselves from individuals who have committed an offense that requires registration on the Sex Offender Registry. Actions taken against a registered individual including vandalism of property, verbal or written threats of harm or physical assault against this person, his or her family or employer can result in arrest and prosecution.

JURY DUTY: Should a student be called for jury duty, please note that Iowa law states that anything work or school related will be ‘excused’ and the student will be able to remain in class. Note: Individuals called to jury duty must comply with the request from the court and must supply written notice to the court of ‘school status.’

CANCELLATION OF CLASSES

It is the policy of the college to hold regular classes on all days scheduled on the college calendar. If an emergency develops and classes are cancelled, the following radio stations will be asked to announce the closing:

Algona	KLGA AM/FM (1600 AM; 92.7 FM)
Emmetsburg	KEMB LP(94.1)
Emmetsburg/Spencer	KUYF FM (100.1 FM)
Estherville	KILR AM/FM (1070 AM; 95.9 FM)
Fairmont	KSUM AM and KFMC FM (1370 AM; 106.5 FM)
Jackson	KKOJ AM and KRAQ FM (1190 AM; 105.7 FM)
Spencer	KICD AM/FM and KLLT FM (1240 AM; 107.7 FM; 104.9 FM)
Spirit Lake	KUOO FM and KUQQ FM (103.9 FM; 102.1 FM)
Worthington	KWOA AM/FM and KITN FM (730 AM; 95.1 FM; 93.5 FM)

Note: If the starting time of a class is prior to the announced time of the ‘late start’ opening of the college, all students are expected to be in class at the announced time of the ‘late start’ opening. Example: 9 a.m. start time. All 8-10 a.m. classes start at 9 a.m.; all 8:30-10 a.m. classes start at 9 a.m.

EMERGENCY INFORMATION

Employees and students are to sign-up for the Iowa Lakes Alert emergency notification system using Datatel information. An e-mail reminder will be sent at the beginning of the fall and spring semester to remind students and employees to check and update their personal data. Weather alerts and other emergency communication will be sent via Iowa Lakes Alert.

SEVERE WEATHER

Inclement weather: Weather conditions may vary considerably throughout our area. Therefore, each student must personally evaluate the weather conditions in their area and decide how serious the situation is. No student or staff is expected to jeopardize their personal well being or safety to attend classes if weather conditions are marginal. Each student is expected to exercise mature judgment in deciding whether or not to attend classes during inclement weather. **Use common sense in all activities and responses.** Employees and students are requested not to arrive much before the recommended opening time in order to allow maintenance time to remove snow and to sand when icy conditions exist.

SHELTER AREAS: All of the buildings of Iowa Lakes Community College have been reviewed by a member of the Emergency Management Office. Suggested thunderstorm & tornado shelter areas are posted throughout the college facilities.

SUGGESTED SHELTER AREAS:

EMMETSBURG CAMPUS

- FarmMove to the swine breeding and gestation barn
If in open area, take cover in an open ditch or ravine
- Main CampusMove to interior classrooms, hallways, restrooms and small offices
- Children’s CenterMove to restrooms
- Farm Equipment/Welding BuildingMove to restrooms & small rooms
- Allied Health Building.....Move to basement
- Special Needs BuildingMove to restrooms or basement
- Student Housing /Special Needs HousingEvacuate upper floor and
go to lower level interior hallways/restrooms
Lower floor move to restroom areas within rooms
- Tech Ed BuildingEvacuate the upper floor
Move into restrooms, offices and interior classrooms
- Wellness Center.....Move to locker rooms and restrooms

ESTHERVILLE CAMPUS

- Main CampusMove to interior classrooms, hallways, restrooms and small offices
- Career Option Bldg.....Evacuate top floor immediately
go to first floor classrooms, hallways and locker rooms
- Laker I (Housing)Evacuate upper floor and go to lower level restrooms
- Four Plex (Housing)Move to restrooms
- Laker II (Housing)Move to lower level basement
- Criminal Justice/Forensics CenterMove to restrooms and small office rooms
- Christensen Activity Center.....Move to restrooms
- Max O Pelzer Student Center.....Move to restrooms
- Wind Energy and Turbine Technology Bldg.....Move to restrooms and small offices
- Aviation Building.....Move to northeast office
- Print ShopTake shelter in restroom or behind counters
If weather permits, move to main building hallways
- Central Admin Bldg.....Move to basement

OTHER LOCATIONS

- Algona CampusHallways, restrooms and small offices
- Spencer CampusLower level, restrooms, interior classrooms, hallways & small offices
- Spencer Four Plex (Housing).....Move to restrooms
- Spirit Lake Campus.....Hallways, restrooms and small offices

**It is important to remind everyone that they are to
STAY CLEAR OF GLASS WINDOWS/DOORS.**

COMMUNICABLE DISEASES

It is recognized by the college that most persons infected with dangerous and life-threatening diseases should be allowed to continue with their education at the college in an unrestricted manner with approval of their personal physicians. Some students, however, are infected with dangerous and life-threatening diseases which pose a greater risk than others. In these cases, the college will designate a physician to evaluate the student on an ongoing basis to determine the suitability of continued enrollment at the college.

Dangerous and life-threatening diseases with greater risk are those where potential for transmission of the disease-causing agent is present. It is the policy of Iowa Lakes that the benefits of unrestricted enrollment for any student so infected under normal circumstances outweighs the remote possibility that any such student will transmit such an infection within the college environment. It is recognized that some persons infected with dangerous and life-threatening diseases may pose a greater risk than others. If it is determined that a student can no longer perform educational functions at the college without endangering the health and safety of the student or others and if it is determined that there is a reasonable probability of substantial harm to the student or to others by the continued enrollment of the student at Iowa Lakes, the student may be suspended under the guidelines set out in this policy and procedure.

RECOMMENDATIONS FOR IMMUNIZATION: The State of Iowa's Immunization Task Force for Education Students has recommended the following:

Full-time on campus students should have documentation of the following immunizations:

- Two doses measles, mumps, rubella vaccine
- Three doses tetanus diphtheria vaccine with booster every 10 years
- Three doses hepatitis B vaccine
- If the above vaccines are not current, the recommendation is to bring them up-to-date.
- One dose meningococcal meningitis vaccine should be considered.

MENINGITIS INFORMATION

WHAT IS MENINGOCOCCAL DISEASE?

Meningococcal disease is a rare but potentially fatal bacterial infection. The disease is expressed as either meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord or meningococemia, the presence of bacteria in the blood.

WHAT CAUSES MENINGOCOCCAL DISEASE?

Meningococcal disease is caused by the bacterium *Neisseria meningitidis*, a leading cause of meningitis and septicemia (or blood poisoning) in the United States. Meningitis is one of the most common manifestations of the disease, although it has been known to cause septic arthritis, pneumonia, brain inflammation and other syndromes.

HOW IS MENINGOCOCCAL DISEASE SPREAD?

Meningococcal disease is transmitted through the air via droplets of respiratory secretions and direct contact with an infected person. Direct contact, for these purposes, is defined as oral contact with shared items such as cigarettes or drinking glasses or through intimate contact such as kissing.

WHAT ARE THE SYMPTOMS?

The early symptoms usually associated with meningococcal disease include fever, severe headache, stiff neck, rash, nausea, vomiting and lethargy and may resemble the flu. Because the disease progresses rapidly, often in as little as 12 hours, students are urged to seek medical care immediately if they experience two or more of these symptoms concurrently.

WHO IS AT RISK?

Evidence found students residing on campus in dormitories appear to be at higher risk for meningococcal disease than college students overall. Further research released by the CDC shows freshmen living in dormitories have a six times higher risk of meningococcal disease than college students overall.

WHY SHOULD COLLEGE STUDENTS CONSIDER VACCINATION WITH THE MENINGOCOCCAL VACCINE?

Data from the U.S. Centers for Disease Control and Prevention (CDC) demonstrate increasing incidence of outbreaks on college campuses. Data further suggests that sub-populations of college students are at increased risk for meningococcal disease. Pre-exposure vaccination enhances immunity to four strains of meningococcus that cause 65 to 70 percent of invasive disease and therefore reduces a student's risk for disease. Development of immunity post-vaccination requires 7-10 days.

WHO SHOULD BE VACCINATED PRE-EXPOSURE?

- Entering college students, particularly those living in dormitories or residence halls, who elect to decrease their risk for meningococcal disease.
- Undergraduate students 25 years of age or under who request vaccination in order to decrease their risk for disease and are not pregnant.
- Students with medical conditions that compromise immunity (e.g., HIV, absent spleen, anti body deficiency).
- Students traveling to areas of the world with endemic meningococcal disease.

For additional information contact the Centers for Disease Control and Prevention 800-232-2522 or www.cdc.gov/nip

FOR PURPOSES OF DETERMINING WHETHER OR NOT A STUDENT PRESENTS AN UNACCEPTABLE RISK,

the college shall on an annual basis designate an individual physician who has the appropriate qualifications. Evaluations of students infected with dangerous and life-threatening diseases should be performed regularly by the designated physician. If it is subsequently determined by the designated physician that the infected student presents an unacceptable risk and cannot perform the essential educational functions in question without endangering the health and safety of the student or others, the student should be relieved of all duties until such time as a review determines the risk has abated. The plan for periodic review should be established at the time the initial decision is made to exclude the student from further enrollment or attendance at Iowa Lakes.

College policy is that the number of personnel aware of any student's infected condition should be kept to a minimum and any persons involved in the care and education of any infected student should respect that student's right to privacy. All records maintained on an infected student shall be confidential.

It is not college policy to require random sampling and screening of students for infection by dangerous and life-threatening diseases. The conditions of this paragraph do not apply if the state epidemiologist determines and the director of public health declares (through the utilization of guidelines established by the Center for Disease Control of the U.S. Department of Health and Human Services) that a person with a condition (related to acquired immune deficiency syndrome) poses a significant risk of transmission of the human immune deficiency virus to other persons in a specific environment.

HARASSMENT COMPLAINT PROCESS —

SEXUAL AND GENDER

- 1. POLICY:** It is the policy of Iowa Lakes Community College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the collegewide community are respected, that sexual harassment of students and employees at Iowa Lakes Community College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either gender against a person of the opposite or same gender, when that behavior falls within the definition outlined below:
- 2. DEFINITION:** Sexual harassment of employees and students at Iowa Lakes Community College is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic evaluation or employment.
 - b. Submission to or rejection of such conduct is used as the basis for academic decisions or employment affecting that individual.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or work performance or creates an intimidating, hostile or offensive educational or work environment.
- 3. EXAMPLES:** The following are examples of sexual harassment:
 - **VERBAL:** sexual innuendo, suggestive comments, insults, threats, jokes or derogatory comments based on gender; sexual propositions or advances; pressure for sexual favors.
 - **NONVERBAL:** posting of sexually suggestive or derogatory pictures, cartoons or drawings, making suggestive or insulting noises, leering, whistling or making obscene gestures.
 - **PHYSICAL:** touching, pinching, squeezing, patting, brushing against body; impeding or blocking normal work or movement; coercing sexual intercourse; or assault.
- 4. COMPLAINT PROCEDURES:** Persons who feel that they have been sexually harassed under the above definition and wish further information or assistance in filing a complaint, should contact their academic advisor, campus counselor, campus dean or supervisor. All complaints will be investigated promptly, impartially and confidentially. Upon completion of the investigation, appropriate parties will be notified of the findings.

No student or employee will suffer retaliation for reporting alleged instances of sexual harassment at Iowa Lakes Community College.

SEXUAL ABUSE: Iowa Lakes Community College will not tolerate the sexual abuse of students, faculty and/or staff at any of its campuses, facilities and/or activities. It is the policy at Iowa Lakes to provide education to help prevent, facilitate the reporting of and provide information on counseling concerning sexual abuse.

The Crime Awareness and Campus Security Act of 1989 defines sexual abuse as follows: Sexual abuse is an act of sexual conduct by the use of force or threat of force or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent. (This definition will vary as this crime is defined in state law.)

WHAT ARE SOME PREVENTION METHODS?

- Remember that “no” means “no”
- Be aware of what’s going on around you
- Stick to well-lighted, populated areas when walking
- Avoid walking alone or in isolated areas
- Lock cars and living areas
- Check the floors and the rear seat area before entering your car
- Communicate your sexual limits firmly and directly to the other person in your relationship
- Follow your instincts. If you feel uncomfortable in a situation, leave it and go to a safe place
- Think in advance how you might react to sexual abuse. Remember everyone has the right to say no to sexual activity

During normal business hours, the crime should be reported to the business office which will be responsible for notification of law enforcement officials, if appropriate, and for completion of an incident report. Reports after business hours and for emergencies should be made directly to local law enforcement officials.

The office of the campus dean or supervisor shall be responsible for responding to these reports and taking the appropriate action.

WHERE TO GO FOR HELP: Referral and advocacy services are available for any member of the Iowa Lakes student body, staff or faculty, who believes he/she has been the victim of sexual abuse. Some of the referral and advocacy services are:

COUNCIL FOR THE PREVENTION OF DOMESTIC VIOLENCE

AVAILABLE 24 HOURS A DAY, 365 DAYS A YEAR.

Algona	(800)479-9071
Emmetsburg	(712)852-4612
Estherville	(712)362-4612
Spencer	(712)262-4612
Spirit Lake	(712)336-1255
Family Violence Center, Fort Dodge	(515)955-5456
National Victim Center’s Info Link	(800)FYI-CALL
Iowa Coalition Against Sexual Abuse	(800)942-0333
National Domestic Violence Hotline	(800)333-SAFE(7233)

CAMPUS SECURITY STATISTICS

Iowa Lakes Community College is required by the Crime Awareness and Campus Security Act of 1990 Public Law 101-542 to provide students and employees with certain data relating to security and crime on campus.

CRIMINAL OFFENSES (OCCURRENCES)

ON-CAMPUS

Year	Murder/Non-Negligent Manslaughter	Forcible sex offenses (including forcible rape)	Nonforcible sex offenses	Robbery	Aggravated Assault
	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0	0 0 0	1 1 1
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

Year	Burglary	Motor Vehicle Theft	Arson	Negligent Manslaughter
	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 1	0 0 0	0 0 0
Estherville	10 6 5	0 0 1	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0

RESIDENCE HALLS

Year	Murder/Non-Negligent Manslaughter	Forcible sex offenses (including forcible rape)	Nonforcible sex offenses	Robbery	Aggravated Assault
	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0	0 0 0	1 1 1
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

Year	Burglary	Motor Vehicle Theft	Arson	Negligent Manslaughter
	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 1	0 0 0	0 0 0
Estherville	10 6 5	0 0 1	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0

NON-CAMPUS

Year	Murder/Non-Negligent Manslaughter	Forcible sex offenses (including forcible rape)	Nonforcible sex offenses	Robbery	Aggravated Assault
	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	1 0 0	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

Year	Burglary	Motor Vehicle Theft	Arson	Negligent Manslaughter
	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0

PUBLIC PROPERTY

	Murder/Non-Negligent Manslaughter	Forcible sex offenses (including forcible rape)	Nonforcible sex offenses	Robbery	Aggravated Assault
Year	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

	Burglary	Motor Vehicle Theft	Arson	Negligent Manslaughter
Year	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0	0 0 0
Spencer	2 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0

HATE OFFENSES (OCCURRENCES)

Occurrences that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity.

ON-CAMPUS

	Murder/Non-Negligent Manslaughter	Aggravated Assault	All Forcible sex offenses, including forcible rape	Forcible Rape	Arson
Year	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 1	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

	Negligent Manslaughter	Simple Assault	Motor Vehicle Theft	Robbery	Burglary
Year	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 1	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 2	0 0 0	0 0 0	0 0 0
Spencer	2 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

	Destruction/Damage Vandalism of Property	Larceny - Theft	Intimidation
Year	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 1	0 0 1
Estherville	0 0 0	0 0 2	0 0 0
Spencer	2 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0

RESIDENCE HALLS

	Murder/Non-Negligent Manslaughter	Aggravated Assault	All Forcible sex offenses, including forcible rape	Forcible Rape	Arson
Year	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 1	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

	Negligent Manslaughter	Simple Assault	Motor Vehicle Theft	Robbery	Burglary
Year	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 1	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 2	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

	Destruction/Damage Vandalism of Property	Larceny - Theft	Intimidation
Year	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 1	0 0 1
Estherville	0 0 0	0 0 2	0 0 0
Spencer	2 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0		

NON-CAMPUS

	Murder/Non-Negligent Manslaughter	Aggravated Assault	All Forcible sex offenses, including forcible rape	Forcible Rape	Arson
Year	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

	Negligent Manslaughter	Simple Assault	Motor Vehicle Theft	Robbery	Burglary
Year	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 1	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 2	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

	Destruction/Damage Vandalism of Property	Larceny - Theft	Intimidation
Year	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0		

PUBLIC PROPERTY

	Murder/Non-Negligent Manslaughter	Aggravated Assault	All Forcible sex offenses, including forcible rape	Forcible Rape	Arson
Year	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

	Negligent Manslaughter	Simple Assault	Motor Vehicle Theft	Robbery	Burglary
Year	08 09 10	08 09 10	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

Year	Destruction/Damage Vandalism of Property	Larceny - Theft	Intimidation
	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 1	0 0 0
Estherville	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0

ARREST (OCCURRENCES) ON-CAMPUS

Year	Liquor Law Violations	Drug Law Violations	Illegal Weapons Possessions
	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	0 1 7	0 0 0	0 0 0
Estherville	24 11 1	2 2 2	0 0 0
Spencer	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0

RESIDENCE HALLS

Year	Liquor Law Violations	Drug Law Violations	Illegal Weapons Possessions
	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	0 1 7	0 0 0	0 0 0
Estherville	24 11 1	2 2 2	0 0 0
Spencer	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0

PUBLIC PROPERTY

Year	Liquor Law Violations	Drug Law Violations	Illegal Weapons Possessions
	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0

CAMPUS DISCIPLINARY ACTIONS/JUDICIAL REFERRALS (NON-ARRESTS)

ON-CAMPUS

Year	Liquor Law Violations	Drug Law Violations	Illegal Weapons Possessions
	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	13 1 7	0 0 0	0 0 0
Estherville	17 25 20	5 0 4	0 1 0
Spencer	0 1 8	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0

RESIDENCE HALLS

Year	Liquor Law Violations	Drug Law Violations	Illegal Weapons Possessions
	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	13 1 7	0 0 0	0 0 0
Estherville	17 25 20	5 0 4	0 1 0
Spencer	0 1 8	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0

PUBLIC PROPERTY

Year	Liquor Law	Drug Law	Illegal Weapons
	Violations	Violations	Possessions
Year	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0
Spencer	1 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0

NON-CAMPUS

Year	Liquor Law	Drug Law	Illegal Weapons
	Violations	Violations	Possessions
Year	08 09 10	08 09 10	08 09 10
Algona	0 0 0	0 0 0	0 0 0
Emmetsburg	0 0 0	0 0 0	0 0 0
Estherville	0 0 0	0 0 0	0 0 0
Spencer	0 0 0	0 0 0	0 0 0
Spirit Lake	0 0 0	0 0 0	0 0 0

Thefts from college property and vehicles in the parking lot are reported each year. All faculty, staff and students are encouraged to take appropriate precautions with property and to lock their vehicles.

TOBACCO POSSESSION

(In an effort to enforce the state tobacco laws, we report those referred to law enforcement due to noncompliance.)

Year	Tobacco Law
	Violations
Year	08 09 10
Algona	0 0 0
Emmetsburg	0 0 1
Estherville	0 0 1
Spencer	1 0 0
Spirit Lake	0 0 0

FIRE

Year	Number
	09 10
Algona	0 0
Emmetsburg	0 0
Estherville	0 0
Spencer	0 0
Spirit Lake	0 0

MISSING STUDENT

Year	Number
	10
Algona	0
Emmetsburg	0
Estherville	0
Spencer	0
Spirit Lake	0

STUDENT RIGHT-TO-KNOW:

Iowa Lakes Community College is pleased to provide the following information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation and completion status of students who enrolled during the 2008-2009 college year and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2008, 617 first-time, full-time, certificate or degree-seeking Undergraduate students entered Iowa Lakes Community College. After 3 years, as of May 13, 2011, 39 percent of these students had graduated from our institution or completed their program.

Questions related to this report should be directed to: Scott Stokes, Registrar, at (712) 362-7923.

ALL STUDENTS

	Men			Women			Total		
	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.
Nonresident Alien	3	0	0%	1	0	0%	4	0	0%
Am. Indian	2	0	0%	1	1	100%	3	1	33%
Asian	0	0	—	0	0	—	0	0	—
Black	22	0	0%	3	1	33%	25	1	4%
Hispanic	4	0	0%	4	2	50%	8	2	25%
White	33	147	44%	230	83	36%	563	230	41%
Other	10	4	40%	4	1	25%	14	5	36%
Total	374	151	40%	243	88	36%	617	239	39%

STUDENT ATHLETES *

	Men			Women			Total		
	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.
Nonresident Alien	2	0	0%	0	0	—	2	0	0%
Am. Indian	1	0	0%	0	0	—	1	0	0%
Asian	0	0	—	0	0	—	0	0	—
Black	11	0	0%	1	0	0%	12	0	0%
Hispanic	1	0	0%	2	1	50%	3	1	33%
White	23	11	48%	11	6	55%	34	17	50%
Other	2	0	0%	1	0	0%	3	0	0%
Total	40	11	28%	15	7	47%	55	18	33%

STUDENT ATHLETES (MEN)

	Basketball			Baseball			Other		
	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.
Nonresident Alien	1	0	0%	1	0	0%	0	0	—
Am. Indian	1	0	0%	0	0	—	0	0	—
Asian	0	0	—	0	0	—	0	0	—
Black	7	0	0%	0	0	—	4	0	0%
Hispanic	0	0	—	1	0	0%	0	0	—
White	2	1	50%	7	3	43%	14	7	50%
Other	0	0	—	1	0	0%	1	0	0%
Total	11	1	9%	10	3	30%	19	7	37%

STUDENT ATHLETES (WOMEN)

	Basketball			Other		
	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.
Nonresident Alien	0	0	—	0	0	—
Am. Indian	0	0	—	0	0	—
Asian	0	0	—	0	0	—
Black	1	0	0%	0	0	—
Hispanic	0	0	—	2	1	50%
White	1	0	—	11	6	55%
Other	0	0	—	1	0	0%
Total	1	0	0%	24	7	50%

*Iowa Lakes Community College awards athletically related aid to more than listed on this report. However, the cohort group defined in the law, requires that some students not be listed.

DUE PROCESS PROCEDURES INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS

To comply with federal regulations, the college maintains records of formal, written student complaints filed with the offices of the chief executive officer, the executive dean of instruction and development or the dean of students. These records will be maintained in the office of the dean of students.

The following outlines the due process procedures to be followed by Iowa Lakes Community College. The Fifth Amendment of the Constitution prohibits the federal government, and the Fourteenth Amendment prohibits any state, from “depriving” any person of life, liberty or property without due process of law. State action includes action by a public institution of higher education and liberty includes a student’s interest in obtaining an education (Buss, 1971). There is no specific definition of due process, though it basically refers to procedures being fundamentally fair.

In all situations, procedural fair play requires that the students be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions and that there be provision for appeal of a decision. Administrative responsibility for the establishment and enforcement of policies governing student conduct and disciplinary action has been delegated by the college president or designated representative to the campus dean or supervisor.

SPECIFICITY OF RULES: The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life.

POLICY OF NONDISCRIMINATION

It is the policy of Iowa Lakes Community College not to discriminate on the basis of gender, race, national origin, creed, age, marital status, disability, genetic information or any other characteristics protected by applicable law in its education programs, activities or employment policies, as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Inquiries regarding compliance with Title IX, Title VI, Title VII or Section 504 may be directed to Kathy Muller, Affirmative Action Officer, Iowa Lakes Community College, 19 S. Seventh Street, Estherville, IA 51334, telephone (712)362-0433; to the Director of the Civil Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. A formal discrimination complaint process is published in the Student Handbook, Employee Handbook, Affirmative Action Plan, and the Board Policies and Administrative Procedures of the College.

This school is authorized under federal law to enroll nonimmigrant students.

DISCRIMINATION COMPLAINT PROCESS

STEP ONE: Iowa Lakes Community College requires that aggrieved persons who believe they have been discriminated against because of gender, race, national origin, creed, age, marital status, disability, genetic information or any other characteristics protected by applicable law submit a written complaint to the Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer (Kathy Muller, 712-362-0433) within thirty (30) calendar days of the occurrence of the event or situation. The written complaint should contain the date of the occurrence, location, party or parties involved, names of witnesses, the facts and/or rationale of the complaint and the corrective action sought.

STEP TWO: The EEO/AA Officer (Kathy Muller, 1-712-362-0433) will make a complete inquiry into the complaint and provide a written summary to the complainant within thirty (30) calendar days of receipt of the complaint. The summary will include a thorough and documented review of the circumstances under which the alleged discrimination occurred.

STEP THREE: The EEO/AA Officer (Kathy Muller, 1-712-362-0433) will make recommendations for resolution of the complaint. If a satisfactory resolution can be arrived at, the terms of the resolution will be documented in writing and made part of the complaint file and copies provided to the parties involved.

STEP FOUR: If a satisfactory resolution has not been arrived at, the complainant will have ten (10) calendar days to request, in writing, that the college president review and adjudicate the complaint. The president or designated representative will review the complaint and within ten (10) calendar days take appropriate action to resolve the matter.

STEP FIVE: All aggrieved persons are encouraged to process complaints of discrimination through the internal procedures established for this purpose. However, the complainant may seek remedy at any time from the Iowa Civil Rights Commission, The Federal Equal Employment Opportunity Commission or other appropriate agencies. The complaint must be filed within 180 days of the alleged discrimination. The complainant may withdraw the complaint at any time and resolution may be reached at any step of the process.

ACADEMIC YEAR AND CREDIT INFORMATION

The unit of college credit is the semester hour. A semester hour of credit is normally given for a minimum of one academic hour of classroom work for each week of the semester, two hours of scheduled laboratory work, three hours of scheduled clinical practice or four academic hours of scheduled work experience or the equivalent.

OPTIONS IN CREDIT AND GRADING

A change from credit to audit or audit to credit status may be made during the first two weeks of a term if the permission of the director of records and registration is granted. A change from traditional to pass/no credit (P/Q) grading may also be made during the first two weeks of a term if the instructor and director of records and registration approve. Some restrictions apply; see the section on “grading system.” A shorter option period applies for shorter terms.

CLASSIFICATION OF CREDIT STUDENTS:

FRESHMAN: a student who has completed fewer than 30 semester credits.

SOPHOMORE: a student who has completed 30 or more semester credits.

FULL-TIME: a student carrying 12 or more credits of college work in a regular term. Veterans must carry 12 or more hours to qualify for full educational benefits.

HALF-TIME: a student carrying six or more credits of college work in a regular term.

REGISTRATION

Registration consists of deciding which classes to take with guidance from the advisor plus payment of tuition and fees to the college. Please refer to the “How to Enroll” section in the class schedule booklet.

CHANGES IN REGISTRATION: Please refer to the registration guide online www.iowalakes.edu/registrar/courses/schedules.htm

CREDIT LOADS - FALL/SPRING TERMS

A liberal arts student may register for up to 19 credits if the previous term's GPA was 2.50 or better; up to 21 credits if the last term's GPA was 3.50 or better. A student is limited to 18 credits or less if the previous term's GPA was between 1.50 and 1.99 and limited to 12-14 credits or less if the previous term's GPA was less than 1.50. A liberal arts student on strict probation will be restricted to 12-14 credits. Students in vocational or technical programs may take the amount of credit required for the program each term.

CREDIT LOADS - SUMMER TERMS

A student may register for up to 12 credits. For both first and second session courses a student may register for up to 6 credits.

A student may appeal the credit load restriction by preparing a written petition stating the reasons for the proposed exception, securing the signed consent of the faculty advisor and presenting the petition to the director of records and registration at least three days before the last day to add a course in a term.

GRADING SYSTEM:

Grades are based on students' levels of achievement in those courses in which they enroll. The following scale is used at Iowa Lakes:

A	4 honor points
B	3
C	2
D	1
F	0

Grades for courses with no attempted credits which do not count toward the grade point average:

P	pass
Q	no pass
T	credit for testing
L	credit for experiential learning

Other grade symbols which earn no credits or honor points:

I	incomplete
W	withdrawn
N	audit
X	repeated course (does not figure into GPA)

REPEATING COURSES

Only the last grade (ABCDF) will count for GPA and credit. The previous grade is replaced with an "X" to indicate it is a repeat and no longer counts for GPA and credit.

Mid-term temporary grades are distributed to students through advisors at the middle of each regular semester. Final grades are available to students through WebAdvisor. Students who would like grades mailed must make that request to the records office each academic term. The college may also send grades for Postsecondary Enrollment Option students to the high school.

GRADUATION

Candidates for graduation must complete an application for graduation in order to receive their diploma. Students who do not complete requirements for graduation in the term for which they applied must submit a new application. Students who plan to participate in one of the annual commencement ceremonies must indicate their intent on the application for graduation. There is no graduation fee. Students who plan to receive more than one degree, diploma or certificate need to complete a graduation application for each program. The graduation application is available online at https://www.iowalakes.edu/registrar/graduation_survey.htm

The graduation application should be completed by the following dates:

Fall	October 1
Spring	February 1
Summer	June 1

Commencement ceremonies are held at the end of the spring and summer terms. Students who graduate at the end of fall are invited to participate in the annual commencement ceremony in May. Participation in commencement ceremonies is free of charge.

DEGREES, DIPLOMAS AND CERTIFICATES

Iowa Lakes Community College awards degrees, diplomas and certificates to those individuals who successfully complete programs in arts and science, career option, vocational, technical or continuing education areas. The following degrees are awarded for college credit two-year programs: Associate of Arts, Associate in Science and Associate in Applied Science. Diplomas are awarded for college credit vocational and technical programs of less than two years duration. To be eligible for a degree or diploma in a credit program, a student must complete the last 15 credits before graduation in courses taken at Iowa Lakes. Certificates are issued to students who complete program requirements.

MAJOR/ADVISOR CHANGE PROCESS

Individuals who would like to change their major or advisor are asked to please see the records office or the counseling office. Either office will assist in assigning and meeting a new advisor, as well as helping students fill out the necessary paperwork.

WITHDRAWING FROM COLLEGE

Please refer to the calendar or go online www.iowalakes.edu/registrar/academic_calendar.htm for specific dates. It is the student's responsibility to initiate a formal drop. After the first week of classes, a "W" grade will be assigned for each course. Students who receive financial aid must complete a financial aid exit interview, and may be responsible for repaying financial aid proceeds. (**See Refund of Tuition – Federal Financial Aid/Title IV Funds.**) The date the institution determines that the student withdrew varies depending on the type of withdrawal. For example, if a student initiates the "official withdrawal" process or provides notification to the institution of their intent to withdraw, the date the institution determines that the student withdrew would be the date the student began the official withdrawal process or the date the student notified the institution, whichever is first. If a student did not begin the official withdrawal process or provide notification of his or her intent to

withdraw, an **“unofficial withdrawal”** occurs and the institution establishes the withdrawal date as either the midpoint of the semester or the last date of attendance at an academically-related activity.

If a student earns a passing grade in one or more of their classes, an institution is permitted to make the presumption that the student completed the course requirements and may consider the student to have completed the period.

If a student fails to earn a passing grade in at least one class the student is enrolled, the withdrawal date is either the midpoint of the semester or the last date of attendance at an academically-related activity. **In addition, a student who unofficially withdraws and receives failed grades (Fs) recorded on their academic transcript, may be placed on financial aid probation or extended probation.**

REFUND OF TUITION

Refund of Tuition (When there is no Federal Financial Aid Resources): In the event a student withdraws from a course, the student will receive a refund based on the dates of the courses enrolled.

Refunds are calculated on the total tuition paid; fees are not refunded, except for complete withdrawals during the first week. Refunds for courses shorter than a standard term in length or for courses on non-standard calendars may be prorated. If a student received Federal Financial Aid, please read the next section. (Please refer to the calendar or go online www.iowalakes.edu/registrar/academic_calendar.htm for specific dates.)

Complete withdrawal during first week of classes:	100% tuition and fees refund
Partial withdrawal during first week of classes:	100% tuition refund
Withdrawal during second week of classes:	60% tuition refund
Withdrawal during third week of classes:	40% tuition refund
Withdrawal after third week of classes:	0% tuition refund

College by Cassette/Telecourse, eCollege/online courses, Ed2Go/Gatlin Education and other special course schedules differ; beginning dates and refund dates vary. Fast Track course drops are cancelled with refund only before second class meeting starts. No partial refunds are granted on Fast Tracks. A student who registers but later is unable to attend must notify the college before the last date to cancel the course(s) or program to avoid charges and/or grades. Some exceptions may apply.

Refund of Tuition (Federal Financial Aid/Title IV Funds) Refunds of tuition and fees will be calculated based on the refund policy. But the student’s account balance may be affected by the financial aid adjustment that occurs after the Return to Title IV calculation. “Return to Title IV Funds” (Federal Financial Aid) formula dictates the amount of Federal Financial Aid that must be returned to the government by the student. This formula is applicable to any student receiving any type of federal aid other than Federal Work Study if that student withdraws before the 60% completion point of the semester. If funds are released to a student or their account, the students may be required to repay some of the federal grants and loans. Generally the law states (section 485 of the Higher Education Amendments of 1998 – P.L./ 105-244) that the amount of assistance the student has received is determined on a prorated basis, in relationship to the specific term and the amount of the term completed. Students can calculate their liability by logging on to www.r2t4.com and selecting the “continue” button. Students need to contact the financial aid office for an exit interview and to verify the accuracy of their calculation. (See “Withdrawing from College” for related information.)

PAYMENT OF TUITION AND FEES

Students are encouraged to make full payment of tuition and fees by the first day of classes each term. Debit cards, VISA, MasterCard and Discover credit cards are accepted for payment of tuition, fees and bookstore charges. You may also provide information for automatic withdrawals from your checking/savings accounts. For those for whom full payment is not possible, a deferred payment plan is available. Textbook charges and aviation flight fees may not be deferred.

DEFERRED PAYMENT PLAN: Our payment plan offers students the opportunity to pay for tuition and fees in installments. We have partnered with Facts Tuition Management to offer this opportunity. For more information, go to www.iowalakes.edu/ecashier.

IF FINANCIAL AID IS PENDING but the college has not received formal notice of eligibility from the processor or if all requirements are not completed by the student and/or parents, the student must pay tuition and fees in full or by the deferred payment plan. If financial aid has been delayed by an error or omission on the part of the college and it appears that sufficient aid to cover costs will be forthcoming, tuition and fee payment and textbook charges may be placed on a deferred payment plan. A student who is on financial aid Extended Probation must pay fees in full or by the deferred payment plan.

IF A THIRD-PARTY PAYMENT IS EXPECTED on behalf of a student, a contract or other written notification acceptable to the college must be received by the college by the first day of classes in a term. If not, the student must be prepared to pay tuition and fees in full or by the deferred payment plan.

If a payment for tuition and fees is not received by the college by the due date, the college may drop the student from all classes with an “administrative drop.” The student may not attend classes until payment of overdue tuition and fees and a \$25.00 reinstatement fee are received.

OFFSET PROGRAM:

Iowa Lakes Community College participates in the DAS (Department of Administrative Services) Offset Program. Participation in the Offset Program is an attempt to collect a past due account. It allows Iowa Lakes Community College to offset state payments, for example state tax returns, but is not limited to tax returns.

INDEBTEDNESS POLICY: No student may register in any new term who has a prior indebtedness to the college, and official transcripts and diplomas will be withheld.

ACADEMIC POLICIES AND PROCEDURES

TRANSFER OF CREDIT AND OTHER WAYS OF EARNING CREDITS

Iowa Lakes will accept credit from other institutions of higher education and will grant credit for other forms of extra institutional learning if such credit is determined to be generally equivalent to the credit awarded for work in residence at Iowa Lakes, can be documented in an appropriate manner, and applies to the student’s program of study and toward his or her educational goals.

One of the other methods includes test out, such as the College Level Examination Program (CLEP).

Credit accepted at Iowa Lakes in transfer will not necessarily transfer to another institution in the same manner because most colleges evaluate transfer credit themselves. In addition, credit granted

at Iowa Lakes for test out, experiential learning or other non-traditional forms of instruction may transfer if it qualifies under the policies and procedures for granting such credit at the receiving institution.

Working closely with an advisor and any college or university to which a student wishes to transfer will be important to the planning process. Students are responsible for taking the courses they need to meet their graduation and transfer requirements, but advisors can help smooth the process. Additional information is available from a counselor's office, the Success Center, the records office and from campus dean or supervisor or advisors.

STUDENT ACADEMIC HONESTY POLICY

Iowa Lakes Community College believes that personal integrity and academic honesty are fundamental to scholarship. Iowa Lakes strives to create an environment where the dignity of each person is recognized and an atmosphere of mutual trust exists between instructors and students. The faculty have confidence in the integrity of the students and encourage students to exercise good judgment in fulfilling this responsibility.

Actions contrary to academic integrity will not be tolerated. Activities that have the effect or intention of interfering with learning or fair evaluation of a student's work or performance are considered a breach of academic integrity. Examples of such unacceptable activities include, but are not limited to:

- Cheating (intentionally using or attempting to use unauthorized material, assistance or study aids in any academic work). For example, using a cheat sheet for a test, looking at another student's paper during an exam, stealing or buying all or parts of an exam or paper, altering and resubmitting work for a better grade without prior approval to do so, etc.
- Plagiarism (representing another's ideas, words, expressions or data in writing or presentation without giving proper credit, failing to cite a reference or failing to use proper documentation, using works of another gained over the Internet and submitted as one's own work).
- Falsification and/or misrepresentation of data (submitting contrived or made-up information in any academic exercise). For example, making up data, citing non-existent sources, etc.
- Facilitating Academic Dishonesty (knowingly helping or attempting to help another violate any provision of the academic honesty policy). For example, working together on a take-home exam or other assignment when the option has not been made available, giving a paper/assignment to another student for his/her use, etc.
- Multiple Submission (submitting, without prior approval from the instructor involved, any work submitted to fulfill academic requirements in another class). For example, submitting the same paper for two different classes, etc.
- Unfair Advantage (trying to gain unauthorized advantage over fellow students). For example, gaining or facilitating unauthorized access to exam materials (past or present); interfering with another student's efforts in an academic exercise; lying about the need for an extension on a paper or assignment; destroying, hiding, removing or keeping library materials, etc.

DISCIPLINARY ACTION

Any violation of this policy will be treated as a serious matter. The instructor has primary responsibility over classroom behavior and maintaining academic integrity. Depending on the nature and severity of the offense, Iowa Lakes Community College reserves the right to exercise disciplinary action as outlined in the Disciplinary Action Section of the Student Handbook.

(Adapted from Buena Vista University's Academic Honesty Policy)

CLASSROOM PERFORMANCE

In the classroom, student performance should be evaluated on an academic basis, not on opinions or conduct matters unrelated to academic standards.

- Students should be able to express their views in any course but are responsible for learning course content.
- Student protection from prejudiced or capricious academic evaluation will be enforced through a due process procedure.
- Students should be protected from unprofessional disclosure of their views, beliefs and political associations. Information which staff members acquire in the course of their work as instructors, advisors and counselors is to be considered confidential.
- Instructors shall inform students at the beginning of each course the course content, objectives, how student will be evaluated, on what criteria, and when evaluation will be done.

INDIVIDUAL RESPONSIBILITIES

Iowa Lakes Community College expects all students to conduct themselves under all circumstances in a responsible manner.

- Students are expected to observe the policies of the college and the laws of the city, state and federal governments.
- Students are subject to disciplinary action for violation of college policies or regulations which have been published and are readily available to the student.
- No pets are allowed in the college buildings.
- Because of the potential distraction to other students, students are not allowed to bring children to classes or into any other academic learning environment.

PRIVACY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. A student should submit to the director of records and registration/registrar or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student may ask the college to amend a record that the student believes is inaccurate or misleading. The student should write to the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading. (Note: FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow a student to contest, for example, a grade in a course because the student felt a higher grade should have been assigned.) If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with

legitimate educational interests. A college official is a person employed by the college in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff, if any); a person or company with whom the college has contacted (such as an attorney, auditor or collection agent); a person serving on the college board of trustees or a student serving on an official committee, such as a discipline or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of Iowa Lakes Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

STUDENT RECORDS

Iowa Lakes Community College has a policy as to the information which is a part of a student's permanent educational record and the conditions for its disclosure (Board Policy 522).

- Academic and disciplinary records are kept separate.
- Academic records contain only information about the student's academic status.
- Records are not available to unauthorized personnel on- or off-campus except as provided by law. For example, records may be released with the student's written permission, under legal compulsion or if the release is necessary to protect the safety of people or property.
- Administrative and clerical staff will respect confidential information about students which they may acquire in the course of their work.

DIRECTORY INFORMATION

Iowa Lakes considers the following to be directory information and will release it unless the student requests the college not to do so by the end of the second week of classes each term thereafter: name, addresses, telephone numbers, e-mail address, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, academic honors awarded, and the most recent previous educational agency or institution attended.

Any request to limit directory information must be made to the director of records and registration. The college will not notify a student of requests for directory information if the student has requested withholding it; Iowa Lakes will not be responsible if disclosure would have been to the student's benefit. Students not currently enrolled may not restrict directory information. Directory information is released only on an individual basis; lists of students are not available.

CAMPUS PHOTOGRAPHS

All photographs/digital images or broadcast media taken of individuals involved in class, class/club activities, athletics activities or on the grounds of Iowa Lakes Community College are considered to be public and may be used for, but not limited to, publication, Web site and advertising. No claim of any kind may be made by the student. The college will honor all requests for limitation of usage of photographs/digital images or broadcast media if made in writing at the time the photograph/digital image or broadcast media is taken.

SURVEILLANCE CAMERAS

A limited number of surveillance cameras are located on the Estherville campus for Criminal Justice students to use as part of classroom work. In addition, other campuses also have some surveillance cameras installed. These cameras are reviewed off campus or by the police.

TRANSCRIPTS

A transcript of credit courses taken at Iowa Lakes Community College is issued to a third party only upon written request by the student. Forms for this purpose are available at all campuses as well as the college Web site: www.iowalakes.edu. A signed letter is also acceptable and may be sent by mail or facsimile (FAX). Transcripts are normally sent out within a few days of the request; at the end of a term, it takes longer to post grades and degrees on records. All transcripts are processed at the Emmetsburg campus.

Iowa Lakes Records

3200 College Drive
Emmetsburg, IA 50536
712 852-5211
800 242-5108
FAX 712 852-2152

There is no charge for transcripts sent by regular mail service. Same day, fax and similar special services incur charges. Contact the records office for the special service fees.

Transcripts are not released if the student has an overdue financial obligation to the college.

TRANSFER TO OTHER INSTITUTIONS

Students who plan to transfer to another institution after the completion of their study at Iowa Lakes should plan early to meet the requirements of the institution to which they plan to transfer. Iowa Lakes advisors and counselors will help students meet their educational goals. Students are also urged to work closely with the school to which they will transfer to be sure that courses will transfer and that requirements will be met. Transfer information is available at the Iowa Lakes Community College website: <http://www.iowalakes.edu>.

Students who plan to transfer to a four-year college should be aware that many schools have increased the level of mathematics competency required for graduation to the level of college algebra or higher. This requirement also applies to community college graduates with the A.A. degree, even though the A.A. degree may meet the four-year college general requirements. Some colleges are now requiring a foreign language and some require that science courses also include laboratory work. Students who take college level work as high school students who use the credit for high school graduation requirements should be aware that some colleges will not also allow that credit to count toward a college degree.

Credit granted at Iowa Lakes for test out, experiential learning or other non-traditional forms of instruction may transfer if it qualifies under the policies at the receiving institution. An official transcript of Iowa Lakes work should be sent to the transfer institution when the school asks for it.

Additional information is available from advisors, counselors, the Success Center or the records office.

Official IOWA Voter Registration Form

1. You are required by law to provide your current and valid Iowa driver's license or Iowa non-operator ID number. If you do not have an Iowa driver's license/non-operator ID number, provide the last 4 digits of your Social Security Number.

Valid IA Driver's License or IA Non-Operator ID Number _____ Last 4 Digits of Social Security Number _____

Check this box only if you DO NOT have a current and valid Iowa driver's license/ID OR a Social Security Number.

2. Date of Birth (Month/Day/Year) Sex Male Female Daytime Phone (optional) E-mail (optional)

_____ / _____ / _____ (_____) _____

3. Name Last Name First Name Middle Name Suffix (Sr., Jr., etc.)

Street Address (include apt., lot, etc., if applicable)

City State ZIP Iowa County Where You Live

A If mail CANNOT be delivered to the address above, provide an alternate mailing address.

Alternate Mailing Address (include P.O. Box if applicable)

City State ZIP

B If you DO NOT have a street address because you use a rural route address or you are homeless, describe where you live.

Description (include Township and Section Number if known)

4. Political Affiliation

Check Only ONE Box	Parties:	Non-Party Political Organizations:	NOTE: If you leave this section blank, your registration will be listed as "No Party".
	<input type="checkbox"/> Democratic	<input type="checkbox"/> Green	
	<input type="checkbox"/> Republican	<input type="checkbox"/> Libertarian	
	<input type="checkbox"/> No Party		

5. PREVIOUS REGISTRATION (If you have ever been registered to vote before, complete this section.)

Your Name Then

Your Address Then

City State ZIP County

6. Are you a citizen of the United States of America? Yes No
 Will you be 18 years of age on or before Election Day? Yes No

If you checked NO in response to either of these questions, DO NOT complete this form.

READ and SIGN

7. I swear or affirm that:

- I am the person named above.
- I am at least 17 ½ years old.
- I am not currently judged by a court to be "incompetent to vote".
- I do not claim the right to vote anywhere else.
- I have not been convicted of a felony (or have received a restoration of rights).
- I am a citizen of the United States.
- I live at the address listed above.

X _____ Signature _____ Date _____

WARNING:

If you sign this form and you know it is not true, you can be convicted of perjury and fined up to \$7,500 and/or jailed for up to 5 years.

Iowa Voter Registration Information

Voter Qualifications:

To register to vote in Iowa, you must:

- Be a citizen of the United States.
- Be a resident of Iowa.
- Be at least 17 1/2 years old (you must be 18 to vote).
- Not have been convicted of a felony (or you must have had your rights restored).
- Not currently judged by a court to be “incompetent to vote”.
- Give up your right to vote in any other place.

If you submit this form by mail and you are registering to vote for the first time in this county enclose a copy of one of the following documents:

- A. Current and valid photo identification card showing your name.
- B. Current utility bill, bank statement, government check, paycheck or other government document showing your name and address.

You do not need to send any of the documents listed above if you include your Iowa driver's license number (or Iowa non-driver identification number issued by the DOT) or the last four digits of your social security number and this information can be verified.

Instructions:

1. Use this form to:
 - Register to vote; or
 - Report a change of name, address, telephone number or party affiliation.
2. Use a pen to fill in all the blanks on the form.
3. Review the form and sign it.
4. Address an envelope to:

County Auditor, Courthouse (your county seat), IA (zip)

**For a list of County Auditors go to the Secretary of State's website:
www.sos.state.ia.us/publications/countydirectory/index.html**

5. Put the completed form (***be sure it is signed***) into an envelope, affix first class postage and mail.
6. You should receive an acknowledgement of your voter registration in 14 days.
If you do not, contact your local County Auditor.

Deadlines for registering to vote:

*10 days before Primary or General Elections and 11 days before any other election. You may register after the deadline, but your registration will not be effective until after that election. However, a registration form post marked at least 15 days before an election will be accepted for that election even if it is received after the deadline to register to vote. **Registration is permanent.** After you register, you do not have to register again unless you move to a new address.*

**** Privacy Act Notice:** You do not have to put your full social security number on this form. You can use only the last four digits of your social security number or your Iowa driver's license number instead. You can sign up to vote and vote, even if you do not put your full social security number on this form. Social security numbers are used to make sure that the same person is not registered to vote more than once. Social security numbers are taken off lists of voters sold to candidates or others. But social security numbers may be on original records on file in county auditors' offices and open for public viewing. Iowa law (Section 48A.11) permits the State to ask for your social security number on this form.

CHART YOUR COURSE

IOWA LAKES

COMMUNITY COLLEGE



AUGUST 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	30	29	31			

This calendar is subject to change.

There are no refunds for other than complete withdrawals. Telecourse and other special course schedules differ; beginning dates and refund dates vary but students registered in combination programs will be charged as of regular dates.

SEMESTER CLASS & TIME MANAGEMENT SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Early Morning					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					
10:00					

**THURSDAY,
AUGUST 11**

• Iowa State Fair in
Des Moines

Lined writing area for Thursday, August 11.

**FRIDAY,
AUGUST 12**

• Iowa State Fair in
Des Moines

Lined writing area for Friday, August 12.

**SATURDAY,
AUGUST 13**

• Iowa State Fair in
Des Moines

Lined writing area for Saturday, August 13.

**SUNDAY,
AUGUST 14**

• Iowa State Fair in
Des Moines

Lined writing area for Sunday, August 14.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUG 15-21

MONDAY, AUGUST 15

- Official Registration Day
- Bookstore vouchers available for financial aid recipients
- Iowa State Fair in Des Moines
- Are you transferring to a four-year college? See what TRiO-SSS can do for you!
Emmetsburg, Room 240
Estherville, Room 9

TUESDAY, AUGUST 16

- Official Registration Day
- Bookstore vouchers available for financial aid recipients
- Are you undecided in a career? Find out more about your interests and skills:
www.ihaveaplaniowa.gov
For assistance in setting up an account, contact the Career Resource Center
- Soccer Scrimmage, Dakota Wesleyan University, Mitchell, SD, 3 p.m.
- Iowa State Fair in Des Moines

WEDNESDAY, AUGUST 17

- Official Registration Day
- Bookstore vouchers available for financial aid recipients
- Faculty return
- Bookstore,
Algona, A & S students, 4 – 6 p.m.
Spirit Lake, A & S students, 4 – 6 p.m.
- Iowa State Fair in Des Moines

**THURSDAY,
AUGUST 18**

- Faculty/staff inservice day, offices open 1– 4:30 p.m.
- Iowa State Fair in Des Moines
- Bookstore vouchers available for financial aid recipients at 1 p.m.

**FRIDAY,
AUGUST 19**

- Iowa State Fair in Des Moines
- Bookstore vouchers available for financial aid recipients

**SATURDAY,
AUGUST 20**

- Iowa State Fair in Des Moines
- Do you know if you are work-study eligible? Check with financial aid

**SUNDAY,
AUGUST 21**

- Student Housing on-campus move in day
- Iowa State Fair in Des Moines

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUG 22-28

WEEK 1

MONDAY, AUGUST 22

- Official registration day
- Housing Regulations meeting, Emmetsburg cafeteria, 5 p.m.
- Bookstore, Algona, A & S students, 4 – 6 p.m.
Spirit Lake, A & S students, 4 – 6 p.m.
- Volleyball/Ultimate Frisbee, Estherville dorm greenspace, 5:30 – 8 p.m.
- Bookstore vouchers available for financial aid recipients

TUESDAY, AUGUST 23

- Semester starts
- “First Day” new students (no daytime classes)
- Evening classes begin, 4:30 p.m.
- Bookstore vouchers available for financial aid recipients
- Meet new friends! Check out TRiO-SSS
- Orientation for Freshman, Evening Classes 4:30 p.m.

WEDNESDAY, AUGUST 24

- Day classes begin—all students
- Soccer, (W, M) BVU, Storm Lake, 5 & 7 p.m.
- Laker Life Experience, Estherville Foyer, 9 p.m.
- Initial tuition and fee payment due
- Bookstore vouchers available for financial aid recipients

**THURSDAY,
AUGUST 25**

- Last day to drop first term course and receive full refund
- Bookstore vouchers available for financial aid recipients

**FRIDAY,
AUGUST 26**

- Volleyball, Iowa Western Tourney, Council Bluffs Iowa Western Community College, 2 p.m.
Jefferson, 4 p.m.
- Bookstore vouchers available for financial aid recipients
- Check out the Athletic Boards for Intramurals: Volleyball, Basketball, Pool Tournaments

**SATURDAY,
AUGUST 27**

- Cross Country, Regional Time Trials, Creston, 1 p.m.
- Volleyball, Iowa Western Tourney, Council Bluffs Western Nebraska, 10 a.m.
West Plains, 12 p.m.
- Soccer, (W, M) Anoka Ramsey Community College, Coon Rapids, MN, 1 & 3 p.m.

**SUNDAY,
AUGUST 28**

- Watch the hallway monitors to find when Student ID/Library cards are available
- Do you know if you are work-study eligible? Check with financial aid

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

This calendar is subject to change.

There are no refunds for other than complete withdrawals. Telecourse and other special course schedules differ; beginning dates and refund dates vary but students registered in combination programs will be charged as of regular dates.

AUG 29-SEPT 4

WEEK 2

**MONDAY,
AUGUST 29**

- Bookstore vouchers available for financial aid recipients
 - Last day to drop full term course and receive full refund
 - Last day to drop 1st session regular course and receive 60% refund
 - ICCOC online courses begin (Full-term & Session 1)
 - Last day to add/drop courses online via Web Advisor-Contact Records Office after this date for any changes.
-

**TUESDAY,
AUGUST 30**

- Bookstore vouchers available for financial aid recipients
 - Last day to add/drop first session ICCOC online course and receive full refund
 - Farm Progress Show in Decatur, IL
 - Check out the new Films On Demand
www.iowalakes.edu/library/index.htm for your class assignments or your watching enjoyment
-

**WEDNESDAY,
AUGUST 31**

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
 - Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
 - Bookstore vouchers available for financial aid recipients
 - Farm Progress Show in Decatur, IL
-

**THURSDAY,
SEPTEMBER 1**

- Volleyball, Indian Hills Community College, Estherville, 7 p.m.
- Laker Life Experience, Estherville Foyer, 9 p.m.
- Bookstore vouchers available for financial aid recipients
- Check out the new Films On Demand www.iowalakes.edu/library/index.htm database for your class assignments or your watching enjoyment
- Farm Progress Show in Decatur, IL
- Last day to add/drop a full term ICCOC online class and receive full refund
- Last day to add/drop 1st session regular courses and receive 40% refund

**FRIDAY,
SEPTEMBER 2**

- Volleyball, Iowa Lakes Tourney, Estherville, 1 p.m., 5 p.m.
- Last day to register or add full-term regular course
- Last day to drop 1st session online courses and receive 60% refund
- Soccer, (W, M) Minnesota Kickoff Classic, Rosemount, MN TBA
- Census Date-Iowa Lakes Community College recognizes census dates for determining enrollment status for each semester. (Full-time, ¾ time, ½ time status) Student's registration/enrollment status is locked on these dates for financial aid purposes. No adjustments will be made for classes added or dropped after this date.

**SATURDAY,
SEPTEMBER 3**

- Volleyball, Iowa Lakes Tourney, Estherville, 9 & 11 a.m.
- Soccer, (W, M) Minnesota Kickoff Classic, Rosemount, MN TBA
- Check out the Athletic Boards for Intramurals: Volleyball, Basketball, Pool Tournaments

**SUNDAY,
SEPTEMBER 4**

- Soccer, (W, M) Minnesota Kickoff Classic, Rosemount, MN TBA
- Official notes are sent to you via your official college e-mail address. Check it periodically to ensure your mailbox isn't full. (College e-mail address: your college user name@iowalakes.edu)

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SEPT 5-11

WEEK 3

MONDAY, SEPTEMBER 5

- Holiday, no classes, offices closed
- Scholarship Opportunity with TRiO-SSS
- Do you know if you are work-study eligible? Check with financial aid.

TUESDAY, SEPTEMBER 6

- Last day to drop first term course and receive 60% refund
- Create resumes, letters and other job search documents at www.iowalakes.optimalresume.com
- Contact the Career Resource Center for assistance

WEDNESDAY, SEPTEMBER 7

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Soccer, (W, M) Iowa Western Community College, Spencer, 2 & 4 p.m.
- Volleyball, Iowa Western Community College, Council Bluffs, 7 p.m.
- First fall financial aid refund checks released

**THURSDAY,
SEPTEMBER 8**

- Farm Field Day & Expo, College Farm, Emmetsburg
- Scholarship tractor ride: registration, 9 a.m.
- Scholarship donor reception for ag programs and nursing programs, 3 – 4 p.m.
- Laker Life Experience, Estherville Foyer, 9 p.m.
- Last day to drop ICCOC online 1st session course and receive 40% refund
- Need help with writing papers or speech topics. The library has lots of books on current topics pros and cons

**FRIDAY,
SEPTEMBER 9**

- Volleyball, Kirkwood Community College, Cedar Rapids, 2 & 6 p.m.
- Iowa Lakes Memorial/Tribute Service, Estherville Foyer, 12 Noon
- Last day to cancel Weekend College registration (no 'W' on record/no charge)
- Planning to graduate this term? Apply for fall graduation now. Use the online graduation application process at https://www.iowalakes.edu/registrar/graduation_survey.htm or go to our website, click "online services" on the dashboard, and click on graduation application. If you do not know your cap size, please get measured before you fill out the application.

**SATURDAY,
SEPTEMBER 10**

- Clay County Fair, Spencer
- Volleyball, Kirkwood Tourney, Cedar Rapids, 9 a.m., 12 p.m.
- Cross Country, USF Meet, Sioux Falls, SD, 10 a.m.
- Soccer, (W,M) Dakota County Technical College, Rosemount, 5 & 7 p.m

**SUNDAY,
SEPTEMBER 11**

- Clay County Fair, Spencer
- Visit the new book displays at the library. Check out a book to read
- National Burrow Show, Austin, MN

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SEPT 12-18

WEEK 4

MONDAY, SEPTEMBER 12

- Clay County Fair, Spencer
- Open study labs! TRiO-SSS Emmetsburg, Room 240 Estherville, Room 9
- Last day to drop full-term ICCOC course and receive 60% refund

TUESDAY, SEPTEMBER 13

- Clay County Fair, Spencer
- Last day to drop regular full-term course and receive 40% refund
- Official notes are sent to you via your official college e-mail address. Check it periodically to ensure your mailbox isn't full. (College e-mail address: your college user name@iowalakes.edu)

WEDNESDAY, SEPTEMBER 14

- Clay County Fair, Spencer
- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Volleyball, Marshalltown Community College, Marshalltown, 7 p.m.

**THURSDAY,
SEPTEMBER 15**

- Clay County Fair, Spencer
- Laker Life Experience, Estherville Foyer, 9 p.m.
- Mandatory Housing Meeting, Conflict Resolution
- Estherville, Gymnasium, 4 p.m.
- Soccer, (W, M) Indian Hills Community College, Ottumwa, 5 & 7 p.m.

**FRIDAY,
SEPTEMBER 16**

- Clay County Fair, Spencer
- Last day to apply for fall graduation, 4 p.m.
https://www.iowalakes.edu/registrar/graduation_survey.htm

**SATURDAY,
SEPTEMBER 17**

- Clay County Fair, Spencer
- Soccer, (W, M) Marshalltown Community College, Marshalltown, 2 & 4 p.m.
- Cross Country, Iowa Intercollegiate Meet, Ames, 11:30 a.m.

**SUNDAY,
SEPTEMBER 18**

- Clay County Fair, Spencer
- Soccer, (W, M) Riverland Community College, Spencer, 12 & 2 p.m.
- The library web page www.iowalakes.edu/library/index.htm lists all the databases to cover all your needs

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SEPT 19-SEPT 25

WEEK 5

MONDAY, SEPTEMBER 19

- Last day to drop full term ICCOC online course and receive 40% refund
- Meet a 2nd year student mentor—TRiO-SSS

TUESDAY, SEPTEMBER 20

- Are you planning to apply for fall graduation now. Use the online graduation application process at https://www.iowalakes.edu/registrar/graduation_survey.htm or go to our website, click “online services” on the dashboard, and click on graduation application. If you do not know your cap size, please get measured before you fill out the application.

WEDNESDAY, SEPTEMBER 21

- Non-Traditional Support—TRiO-SSS
- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Soccer, (W, M) Iowa Western Community College, Ft. Dodge, 2 & 4 p.m.
- Volleyball, Ellsworth Community College, Estherville, 7 p.m.

**THURSDAY,
SEPTEMBER 22**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Have you applied for Spring Scholarships? Deadline is October 1. Check out the online application process
- Fall PAS Leadership Conference at Iowa Western Community College (ag)

**FRIDAY,
SEPTEMBER 23**

- Volleyball, Johnson Co. Tournament, Overland Park, KS Central Community College, 5 p.m. East Central Community College, 7 p.m.
- Fall PAS Leadership Conference at Iowa Western Community College (ag)

**SATURDAY,
SEPTEMBER 24**

- Volleyball, Johnson Co. Tournament, Overland Park, KS North Platte Community College, 10 a.m. Johnson County Community College, 12 noon
- Soccer, (W, M) Scott Community College, Bettendorf, 2 & 4 p.m.

**SUNDAY,
SEPTEMBER 25**

- Create resumes, letters and other job search documents at www.iowalakes.optimalresume.com. Contact the Career Resource Center for assistance
- Have you been out of college for two years or longer? You could be eligible for the “New Start” program. See New Start Program in this handbook’s table of contents; see your advisor.

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SEPT 26 - OCT 2

WEEK 6

MONDAY, SEPTEMBER 26

- Interested in spring break trip with TRiO-SSS?
- Magazines, journals and eBooks in the library will help you with all your assignments

TUESDAY, SEPTEMBER 27

- Soccer, (M) North Iowa Area Community College, Mason City, 4 p.m.
- Are you undecided in a career? Check with the Career Resource Center at your campus.

WEDNESDAY, SEPTEMBER 28

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- BBQ & Movie in the park with TRiO-SSS
- Volleyball, DMACC, Estherville, 6:30 p.m.
- Do you know who your advisor is? Check with the business office.

**THURSDAY,
SEPTEMBER 29**

- Laker Life Experience, Estherville Foyer, 9 p.m.

**FRIDAY,
SEPTEMBER 30**

- Have you changed programs? You could be a candidate for the “New Start” program. See New Start Program in this handbook’s Table of Contents; see your advisor.
- Check out the Athletic Boards for Intramurals: Volleyball, Basketball, Pool Tournaments
- Cross Country, Grand View Meet, Des Moines, 5 p.m.

**SATURDAY,
OCTOBER 1**

- TRiO Chanhassen Dinner Theatre
- Deadline to apply for fall graduation now. Use the online graduation application process at https://www.iowalakes.edu/register/graduation_survey.htm or go to our website, click “online services” on the dashboard, and click on graduation application. If you do not know your cap size, please get measured before you fill out the application.
- Soccer, (W, M) Iowa Western Community College, Council Bluffs, 2 & 4 p.m.
- Deadline for applying for Spring 2011 scholarships, check out the online registration process, 4 p.m.
- Cross Country, Marshalltown Community College, Marshalltown, 10:30 a.m.

**SUNDAY,
OCTOBER 2**

- Check out the Athletic Boards for Intramurals: Volleyball, Basketball, Pool Tournaments

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OCTOBER 2011

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This calendar is subject to change.

There are no refunds for other than complete withdrawals. Telecourse and other special course schedules differ; beginning dates and refund dates vary but students registered in combination programs will be charged as of regular dates.

OCT 3-9

WEEK 7

MONDAY, OCTOBER 3

- Have you checked your college e-mail lately? (College e-mail address: your college user name@iowalakes.edu)
- Check out the new Films On Demand database for your class assignments or your watching enjoyment
www.iowalakes.edu/library/index.htm

TUESDAY, OCTOBER 4

- Last day to drop a first session regular course

WEDNESDAY, OCTOBER 5

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Volleyball, North Iowa Area Community College, Mason City, 7 p.m.
- Soccer, (W&M) Dakota County Technical College, Spencer, 5 & 7 p.m.
- Are you undecided in a career? Find out more about your interests and skills:
www.ihaveaplaniowa.gov For assistance in setting up an account, contact the Career Resource Center

THURSDAY,
OCTOBER 6

- Mandatory Housing Meeting, Substance Awareness/Mental Health, Estherville Gym, 4 .m.
- Laker Life Experience, Estherville Foyer, 9 p.m.
- Mid-term Cramfest, TRiO-SSS! Stop in Emmetsburg, Room 240 Estherville, Room 9

FRIDAY,
OCTOBER 7

- Volleyball, Central CC Tourney, Columbus, NE, TBA
- Create resumes, letters and other job search documents at www.iowalakes.optimalresume.com. Contact the Career Resource Center for assistance

SATURDAY,
OCTOBER 8

- Cross Country, Briar Cliff Meet, McCook Lake, SD, 10:45 a.m.
- Soccer, (W, M) Indian Hills Community College, Ottumwa, 2 & 4 p.m.
- Volleyball, Central CC Tourney, Columbus, NE, TBA

SUNDAY,
OCTOBER 9

- Do you know if you are work-study eligible? Check with financial aid

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OCT 10-16

WEEK 8

MONDAY, OCTOBER 10

- Last day to drop first-session ICCOC online course
- Volleyball, Iowa Western Community College, Estherville, 7 p.m.

TUESDAY, OCTOBER 11

- Housing Meeting, Fire Survival/Alcohol Prevention, Emmetsburg cafeteria, 5 p.m.
- Soccer, (W, M) Marshalltown Community College, Spencer, 2 & 4 p.m.
- Coffee House Night, Estherville Student Center, 7 p.m.
- Need help with writing papers or speech topics. The library has lots of books on current topics pros and cons

WEDNESDAY, OCTOBER 12

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Volleyball, Iowa Central Community College, Estherville, 7 p.m.
- Official notes are sent to you via your official college e-mail address. Check it periodically to ensure your mailbox isn't full. (College e-mail address: your college user name@iowalakes.edu)

**THURSDAY,
OCTOBER 13**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- BLAST Performance and Waldorf College visit with TRiO-SSS

**FRIDAY,
OCTOBER 14**

- Laker Life Club Getaway Retreat at Twin Lakes Center
- Volleyball, Kishwaukee Tournament, Wisconsin Dells, TBA

**SATURDAY,
OCTOBER 15**

- Volleyball, Kishwaukee Tournament, Wisconsin Dells, TBA
- Cross Country, Waldorf College Meet, Forest City, 11:30 a.m.
- Soccer, (W, M) Iowa Central Community College, Spencer, 2 & 4 p.m.
- Laker Life Club Getaway Retreat at Twin Lakes Center

**SUNDAY,
OCTOBER 16**

- Laker Life Club Getaway Retreat at Twin Lakes Center

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OCT 17-23

WEEK 9

MONDAY, OCTOBER 17

- Submit your poem, short story or artwork to Pam Buchholz for the Prairie Smoke before February, interoffice to Pam at Estherville
-

TUESDAY, OCTOBER 18

- Last day of first session course
 - Non-traditional lunch with TRiO-SSS
 - Visit the new book displays at the library. Check out a book to read.
-

WEDNESDAY, OCTOBER 19

- Second session regular courses begin
 - Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
 - Soccer, (W, M) Scott County Community College, Bettendorf, 2 & 4 p.m.
 - Volleyball, Indian Hills Community College, Ottumwa, TBA.
 - National FFA Convention, Indianapolis, IN
-

**THURSDAY,
OCTOBER 20**

- Scholarship Reception, Estherville, The Max, 3 – 4 p.m.
- Laker Life Experience, Estherville Foyer, 9 p.m.
- National FFA Convention, Indianapolis, IN

**FRIDAY,
OCTOBER 21**

- No classes, offices open
- Last day of 1st session ICCOC online course
- National FFA Convention, Indianapolis, IN
- Volleyball, ICCAC Showcase Tourney, Marshalltown, IA
- Cross Country, Regional Meet, Southwestern Community College, Creston, TBA

**SATURDAY,
OCTOBER 22**

- Soccer, (M) North Iowa Community College, Spencer, 7 p.m.
- Volleyball, ICCAC Showcase Tourney, Marshalltown, IA, TBA
- National FFA Convention, Indianapolis, IN

**SUNDAY,
OCTOBER 23**

- Mid-Term grades submitted by faculty
- BPA Fall Leadership Conference, Des Moines

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OCT 24-30

WEEK 10

MONDAY, OCTOBER 24

- First day of 2nd session
ICCOG online course
- Last day to drop a 2nd session
regular course and receive a
full refund
- BPA Fall Leadership
Conference, Des Moines

TUESDAY, OCTOBER 25

- Soccer, (M) ICCAC Playoffs,
Round One, TBA, TBA
- Last day to add/drop a 2nd
session ICCOG online course
and receive a full refund
- Career Etiquette Dinner with
Trio-SSS
- BPA Fall Leadership
Conference, Des Moines

WEDNESDAY, OCTOBER 26

- Laker Life, Estherville Campus,
Room 74, 11 a.m., 12 p.m., 1
p.m.
- Photography Club,
Shutterbugs, Estherville, Room
105, 4:30 p.m.
- Volleyball, North Iowa Area
Community College,
Estherville, 7 p.m.
- Soccer, (W) ICCAC Playoffs,
Round One, TBA, TBA
- Last day to drop a 2nd session
regular course and receive a
60% refund

**THURSDAY,
OCTOBER 27**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Are you undecided in a career? Find out more about your interests and skills: www.ihaveaplaniowa.gov For assistance in setting up an account, contact the Career Resource Center.

**FRIDAY,
OCTOBER 28**

- Last day to drop an ICCOC online 2nd session course and receive a 60% refund
- Submit your poem, short story or artwork to Pam Buchholz, Estherville Campus, for the Prairie Smoke before February

**SATURDAY,
OCTOBER 29**

- Cross Country, Region XI Meet, TBA
- Soccer, (W,M) Region IX Semi Finals, Des Moines, TBA

**SUNDAY,
OCTOBER 30**

- Soccer, (W,M) ICCAC Championship, Des Moines, TBA
- Magazines, journals and eBooks at the library will help you with all your assignments

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NOVEMBER 2011

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This calendar is subject to change.

There are no refunds for other than complete withdrawals. Telecourse and other special course schedules differ; beginning dates and refund dates vary but students registered in combination programs will be charged as of regular dates.

OCT 31-Nov 6

WEEK 11

MONDAY, OCTOBER 31

- Last day to add a College by Cassette Course
- Last day to add an Independent Study Course delivered through the Success Center
- Last day to add/drop a 2nd session regular course

TUESDAY, NOVEMBER 1

- Volleyball, Regional Tourney Round 1, Location TBA, 7 p.m.
- Financial Monday Night Football with TRiO-SSS this month

WEDNESDAY, NOVEMBER 2

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Basketball, (M) Dordt JV, Estherville, 7:30 p.m.
- Last day to drop a 2nd session ICCOC online course and receive a 40% refund

**THURSDAY,
NOVEMBER 3**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- The library web page www.iowalakes.edu/library/index.htm lists all the databases to cover all your assignments

**FRIDAY,
NOVEMBER 4**

- Volleyball, Regional Tournament Semi-Finals, Cedar Rapids
- Create resumes, letters and other job search documents at www.iowalakes.optimalresume.com Contact the Career Resource Center for assistance

**SATURDAY,
NOVEMBER 5**

- Alumni Music Weekend, Estherville Campus
- Basketball, (W) Iowa Western Community College, Estherville, TBA
- Volleyball, Regional Tournament Finals, Cedar Rapids, TBA

**SUNDAY,
NOVEMBER 6**

- Wrestling, Warren Williamson/Daktronics Open, Brookings, SD, 9 a.m.
- Check out the Athletic Boards for Intramurals: Volleyball, Basketball, Pool Tournaments

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Nov 7-13

WEEK 12

MONDAY,
NOVEMBER 7

- Basketball, (W) Northwestern, Estherville, 5:30 p.m.

TUESDAY,
NOVEMBER 8

- Transferring? Check out TRiO-SSS and 4-year college comapus visits
- Magazines, journals and eBooks will help you with all your assignments

WEDNESDAY,
NOVEMBER 9

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Basketball, (W, M) Minnesota West, Estherville, 5:30 & 7:30 p.m.

**THURSDAY,
NOVEMBER 10**

- Laker Life Experience, Spenser's Underground, Spirit Lake 8 p.m.
- Do you have an interview coming up? Practice interviewing at www.iowalakes.optimalresume.com and contact the Career Resource Center for assistance

**FRIDAY,
NOVEMBER 11**

- Basketball, NECC Classic, Norfolk, NE, (W, M) Northeast Community College, 6 & 8 p.m.

**SATURDAY,
NOVEMBER 12**

- Cross Country, NJCAA Division 1 National Meet, Hobbs, NM
- Wrestling, Luther Open, Decorah, 9 a.m.
- Basketball, NECC Classic, Norfolk, NE, (W) TBA, 12 p.m. (M) Central Community College, 2 p.m.

**SUNDAY,
NOVEMBER 13**

- Check out the new Films On Demand database www.iowalakes.edu/library/index.htm for your class assignments or your watching enjoyment

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Nov 14-20

WEEK 13

MONDAY, NOVEMBER 14

- Have you registered for spring classes? Check with your advisor for the correct classes to take

TUESDAY, NOVEMBER 15

- Month activities, TRiO-SSS

WEDNESDAY, NOVEMBER 16

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Basketball, (M) Southeastern, Estherville, 7:30 p.m.
- Wrestling, Minnesota West Dual, Worthington, MN, 7 p.m.
- Last day to drop full term course and full term ICCOC online course

THURSDAY,
NOVEMBER 17

- Mandatory Housing Meeting, Dorm Safety/Legal Liability Estherville, Gymnasium, 4 p.m.
- Laker Life Experience, Estherville Foyer, 9 p.m.
- All Star Collegiate Honor Band
- Volleyball, National Championships, Toledo, OH, TBA

FRIDAY,
NOVEMBER 18

- All Star Collegiate Honor Band

SATURDAY,
NOVEMBER 19

- All Star Collegiate Honor Band
- Wrestling, Auggie/Brute/Adidas Open, Minneapolis, MN, 9 a.m.

SUNDAY,
NOVEMBER 20

- Basketball, (W) Mt. Mercy JV, Cedar Rapids, TBA
- Basketball, (M) South Australian Sports Institute, Estherville, tba

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Nov 21-27

WEEK 14

MONDAY, NOVEMBER 21

- Are you undecided on a career? Check with the Career Resource Center at your campus
- Submit your poem, short story or artwork to Pam Buchholz, Estherville Campus, for the Prairie Smoke before February

TUESDAY, NOVEMBER 22

- Ask TRiO-SSS about their Spring Break Trip
- Create resumes, letters and other job search documents at www.iowalakes.optimalresume.com . Contact the Career Resource Center for assistance

WEDNESDAY, NOVEMBER 23

- No classes, offices open
- Do you have an interview coming up? Practice interviewing at www.iowalakes.optimalresume.com and contact the Career Resource Center for assistance

DECEMBER 2011

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NOV 28 - DEC 4

WEEK 15

MONDAY,
NOVEMBER 28

- Basketball, (M) Gustavus Adolphus JV, Estherville, 7:30 p.m.

TUESDAY,
NOVEMBER 29

- Create resumes, letters and other job search documents at www.iowalakes.optimalresumee.com . Contact the Career Resource Center for assistance

WEDNESDAY,
NOVEMBER 30

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.

**THURSDAY,
DECEMBER 1**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- TRiO-SSS Holiday Gathering Emmetsburg, Room 240 Estherville, Room 9
- Check Iowa Lakes webpage for final exam schedule Set for December 8-14, with 15th makeup day

**FRIDAY,
DECEMBER 2**

- Need help with writing papers or speech topics. The library has lots of books on current topics pros and cons. The library web page www.iowalakes.edu/library/index.htm lists all your needs

**SATURDAY,
DECEMBER 3**

- Elizabethan Madrigal Feaste, Estherville, TBA, 6:30 p.m.
- Wrestling, Simpson Invite, Des Moines, 9 a.m.
- Basketball, (W, M) Emerson Tournament, Marshalltown, TBA

**SUNDAY,
DECEMBER 4**

- Elizabethan Madrigal Feaste, Estherville, 6:30 p.m.
- Basketball, (W, M) Emerson Tournament, Marshalltown, TBA

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DEC 5-11

WEEK 16

MONDAY, DECEMBER 5

- Last day to drop a 2nd session course
 - Check Iowa Lakes webpage for final exam schedule
- Set for December 8-14, with 15th makeup day

TUESDAY, DECEMBER 6

- Coffee House Night, Estherville Campus, Student Center, 7 p.m.
- Basketball, (M) Waldorf, Estherville, 7:30 p.m.
- Finals Fest: To see what TRiO-SSS can do for you stop in! Emmetsburg, Room 240 Estherville, Room 9

WEDNESDAY, DECEMBER 7

- Music Recital, Estherville Campus, Student Center, 2 p.m.
- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Last day to drop 2nd session ICCOC online course
- Last day for telecourse exams/assignments

**THURSDAY,
DECEMBER 8**

- Regular class day
- Final exams begin at 4:30 p.m.—see exam schedule
- Laker Life Experience, Estherville Foyer, 9 p.m.
- Last day to initiate a complete withdrawal from College

**FRIDAY,
DECEMBER 9**

- Final exams. Check Iowa Lakes Website for final exam schedule
- Have you checked your college e-mail lately? (College e-mail address: your college user name@iowalakes.edu)

**SATURDAY,
DECEMBER 10**

- Weekend College last regular day/exams
- Wrestling, St. Cloud Open, St. Cloud, MN, 9 a.m.
- Basketball, (W, M) Kirkwood Community College, Estherville, 1 & 3 p.m.

**SUNDAY,
DECEMBER 11**

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DEC 12-18

WEEK 17

MONDAY, DECEMBER 12

- Final exams

TUESDAY, DECEMBER 13

- Final exams
- Be part of a group—check out TriO-SSS

WEDNESDAY, DECEMBER 14

- Final exams
- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.

**THURSDAY,
DECEMBER 15**

- Final exams, weather make-up day
- Basketball, (W) Buena Vista JV, Storm Lake, 6 p.m.
- Bookstore Buy Back at Algona, 4—6 p.m.

**FRIDAY,
DECEMBER 16**

- Last day of fall semester
- Last day of ICCOC online full and 2nd sessions
- Last day of regular full and 2nd sessions
- Grades due from faculty by 12 noon
- Grades available 5 p.m. online www.iowalakes.edu

**SATURDAY,
DECEMBER 17**

- Basketball, (M) Indian Hills Community College, Estherville, 3 p.m.

**SUNDAY,
DECEMBER 18**

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DEC 19-25

MONDAY,
DECEMBER 19

- ICCOC online final grades due

TUESDAY,
DECEMBER 20

- Get involved! TRiO-SSS

WEDNESDAY,
DECEMBER 21

THURSDAY,
DECEMBER 22

FRIDAY,
DECEMBER 23

SATURDAY,
DECEMBER 24

• All College offices closed

SUNDAY,
DECEMBER 25

• Holiday

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CHART YOUR COURSE

IOWA LAKES

COMMUNITY COLLEGE



SEMESTER CLASS & TIME MANAGEMENT SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Early Morning					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
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JANUARY 2011

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This calendar is subject to change.

There are no refunds for other than complete withdrawals. Telecourse and other special course schedules differ; beginning dates and refund dates vary but students registered in combination programs will be charged as of regular dates.

DEC 26-JAN 1

**MONDAY,
DECEMBER 26**

- Holiday
-

**TUESDAY,
DECEMBER 27**

- All College offices closed
 - Need a project for Christmas Break? Submit your poem, short story or artwork to Pam Buchholz, Estherville Campus, for the Prairie Smoke before February
-

**WEDNESDAY,
DECEMBER 28**

- All College offices closed
 - Are you undecided in a career? Find out more about your interests and skills: www.ihaveaplaniowa.gov For assistance in setting up an account, contact the Career Resource Center.
-

**THURSDAY,
DECEMBER 29**

- All College offices closed
- Transferring, check out TRIO-SSS

**FRIDAY,
DECEMBER 30**

- All College offices closed

**SATURDAY,
DECEMBER 31**

- All College offices closed

**SUNDAY,
JANUARY 1**

- Transferring? Check out TRIO-SSS

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JAN 2-8

MONDAY, JANUARY 2

- Holiday, All College offices closed

TUESDAY, JANUARY 3

- College offices re-open after winter break, no classes
- Need some new study skills?
See what TRiO-SSS has to offer
Emmetsburg, Room 240
Estherville, Room 9

WEDNESDAY, JANUARY 4

- No classes, offices open
- Basketball (W, M) NIACC,
Estherville, 5:30 & 7:30 p.m.

**THURSDAY,
JANUARY 5**

- No classes, offices open
- Official registration days (for those not previously registered)
- Bookstore vouchers available for financial aid recipients

**FRIDAY,
JANUARY 6**

- No classes, offices open
- Official registration days (for those not previously registered)
- Bookstore vouchers available for financial aid recipients

**SATURDAY,
JANUARY 7**

- Wrestling, NWCA National Duals, St. Charles, MO, 9 a.m.
- Basketball, (W, M) DMACC, Boone, 1 & 3 p.m.
- National Western Stock Show, Denver, CO

**SUNDAY,
JANUARY 8**

- Wrestling, NWCA National Duals, St. Charles, MO, 9 a.m.
- National Western Stock Show, Denver, CO

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JAN 9-15

WEEK 1

MONDAY, JANUARY 9

- No classes, offices open
- Official registration days (for those not previously registered)
- A & S Algona, Spirit Lake Bookstores: 4 - 6 p.m.
- Bookstore vouchers available for financial aid recipients
- National Western Stock Show, Denver, CO

TUESDAY, JANUARY 10

- No classes, offices open
- Official registration days (for those not previously registered)
- Faculty return
- National Western Stock Show, Denver, CO
- A & S students, Algona, Spirit Lake Bookstores: 4 - 6 p.m.
- Official registration days (for those not previously registered)
- Bookstore vouchers available for financial aid recipients

WEDNESDAY, JANUARY 11

- First Day of Classes
- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Basketball, (WM) Iowa Central, Estherville, 5:30 & 7:30 p.m.
- FREE Workshops-TRiO-SSS
- Bookstore vouchers available for financial aid recipients
- National Western Stock Show, Denver, CO

**THURSDAY,
JANUARY 12**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Bookstore vouchers available for financial aid recipients
- Free workshops, TRiO-SSS
- National Western Stock Show, Denver, CO

**FRIDAY,
JANUARY 13**

- Wrestling, Iowa Central Dual, Estherville, 7 p.m.
- Check out the Athletic Boards for Intramurals: Volleyball, Basketball, Pool Tournaments
- Bookstore vouchers available for financial aid recipients

**SATURDAY,
JANUARY 14**

- Basketball, (W, M) Ellsworth Community College, Estherville, 1 & 3 p.m.
- National Western Stock Show, Denver, CO
- Magazines, journals and eBooks will help you with all your assignments

**SUNDAY,
JANUARY 15**

- Wrestling, Iowa Western Dual, Council Bluffs, 2 p.m.
- National Western Stock Show, Denver, CO
- Do you have an interview coming up? Practice interviewing at www.iowalakes.optimalresume.com and contact the Career Resource Center for assistance

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JAN 16-22

WEEK 1

**MONDAY,
JANUARY 16**

- Holiday, no classes, offices closed
 - National Western Stock Show, Denver, CO
 - Are you undecided in a career? Find out more about your interests and skills: www.ihaveaplaniowa.gov For assistance in setting up an account, contact the Career Resource Center.
-

**TUESDAY,
JANUARY 17**

- Housing meeting, Sexual Assault/Core Survey, Emmetsburg cafeteria, 5 p.m.
 - National Western Stock Show, Denver, CO
 - Open study labs, TRiO-SSS
 - Bookstore vouchers available for financial aid recipients
-

**WEDNESDAY,
JANUARY 18**

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
 - Basketball, (W, M) Marshalltown Community College, Marshalltown, 5:30 & 7 p.m.
 - National Western Stock Show, Denver, CO
 - Bookstore vouchers available for financial aid recipients
-

**THURSDAY,
JANUARY 19**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Bookstore vouchers available for financial aid recipients
- National Western Stock Show, Denver, CO

**FRIDAY,
JANUARY 20**

- Census Date-Iowa Lakes Community College recognizes census dates for determining enrollment status for each semester. (Full-time, ¾ time, ½ time status) Student’s registration/enrollment status is locked on these dates for financial aid purposes. No adjustments will be made for classes added or dropped after this date.
- National Western Stock Show, Denver, CO

**SATURDAY,
JANUARY 21**

- Wrestling, Super Duals, Rochester, MN, TBA
- National Western Stock Show, Denver, CO
- Basketball, (W) Southeastern Community College, Estherville, 2 p.m.

**SUNDAY,
JANUARY 22**

- Check out new Films on Demand database www.iowalakes.edu/library/index.htm for your class assignments or your watching enjoyment
- National Western Stock Show, Denver, CO

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JAN 23-29

WEEK 2

MONDAY, JANUARY 23

- Show/Jazz Choir Festival, 8 – 5 p.m., Estherville Campus
- Create resumes, letters and other job search documents at www.iowalakes.optimalresume.com
- Contact the Career Resource Center for assistance

TUESDAY, JANUARY 24

- Show/Jazz Choir Festival, 8 – 5 p.m., Estherville Campus
- First financial aid refund checks available
- Submit your poem, short story or artwork to Pam Buchholz, Estherville Campus, for the Prairie Smoke before February
- Ask about Laundry Bingo this week

WEDNESDAY, JANUARY 25

- Jazz Band Contest, Class 1A & 3A, Estherville campus, 7 a.m.—6 p.m.
- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Basketball, (W, M) Southwestern, Creston, 5:30 & 7:30
- Iowa Pork Congress at the Iowa Events Center, Des Moines

**THURSDAY,
JANUARY 26**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Jazz Band Contest, Class 2A & 4A, Estherville campus, 7 a.m.—6 p.m.
- Iowa Pork Congress at the Iowa Events Center, Des Moines
- Check out the Athletic Boards for Intramurals: Volleyball, Basketball, Pool Tournaments

**FRIDAY,
JANUARY 27**

- You could be eligible for the “New Start” program. See New Start Programs in this handbook’s Table of Contents; see your advisor.

**SATURDAY,
JANUARY 28**

- Wrestling, Grand View Open, Des Moines, 9 a.m.
- Basketball, (M) Clinton Community College, Clinton, TBA
- Need help with writing papers or speech topics. The library has lots of books on current topics pros and cons

**SUNDAY,
JANUARY 29**

- Apply for spring graduation now. Use the online graduation application process at https://www.iowalakes.edu/registrar/graduation_survey.htm or go to our website, click “online services” on the dashboard, and click on graduation application. If you do not know your cap size, please get measured before you fill out the application.

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FEBRUARY 2012

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This calendar is subject to change.

There are no refunds for other than complete withdrawals. Telecourse and other special course schedules differ; beginning dates and refund dates vary but students registered in combination programs will be charged as of regular dates.

JAN 30-FEB 5

WEEK 3

MONDAY, JANUARY 30

- Prairie Smoke Submissions

TUESDAY, JANUARY 31

- Nontraditional lunch, Estherville, TRiO-SSS
- Basketball, (M) Dakota Wesleyan JV, Estherville, 7:30 p.m.
- Create resumes, letters and other job search documents at www.iowalakes.optimalresume.com. Contact the Career Resource Center for assistance
- Iowa Power Farming Show, Vets Auditorium, Des Moines

WEDNESDAY, FEBRUARY 1

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Iowa Power Farming Show, Vets Auditorium, Des Moines

THURSDAY,

FEBRUARY 2

- Wrestling, North Iowa Area Community College Dual, Estherville, 7 p.m.
- Basketball, (M) Briar Cliff JV, Estherville, 7:30 p.m.
- Musical Auditions, Estherville Campus, 7 p.m.
- Laker Life Experience, Estherville Foyer, 9 p.m.
- Iowa Power Farming Show, Vets Auditorium, Des Moines
- Spring PAS Leadership Conference, Hawkeye Community College (ag)

FRIDAY,

FEBRUARY 3

- Spring PAS Leadership Conference, Hawkeye Community College (ag)
- Wrestling, Ellsworth Dual, Estherville, 6 p.m.
- Submit your poem, short story or artwork to Pam Buchholz, Estherville Campus, for the Prairie Smoke before

SATURDAY,

FEBRUARY 4

- Wrestling, North Country Open, St. Cloud, MN, 9 a.m.,
- Basketball, (W, M) NIACC, Mason City, 2 & 3 p.m.

SUNDAY,

FEBRUARY 5

- Laker Life Super Bowl Party, 4:30 p.m.
- Check out the Athletic Boards for Intramurals: Volleyball, Basketball, Pool Tournaments

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FEB 6-12

WEEK 4

MONDAY, FEBRUARY 6

- Visit the new books displays at the library. Check out a book to read
- TRiO-SSS Laundry Bingo this week
- Have you applied for scholarships for next fall? Deadline is April 1. Check out the online registration process

TUESDAY, FEBRUARY 7

- Musical Auditions, Estherville Campus, 7 p.m.
- 4-year college campus visits apply in Emmetsburg, Room 240 Estherville, Room 9

WEDNESDAY, FEBRUARY 8

- Convocation: Dr. Kings Dream with John Rush Estherville: 9 a.m. Emmetsburg: 1 p.m.
- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Basketball, (W,M) DMACC, Estherville, 5:30 & 7:30 p.m.

**THURSDAY,
FEBRUARY 9**

- Mandatory Housing Meeting, Healthy Relationships
Estherville, Gymnasium, 4 p.m.
- Laker Life Experience,
Estherville Foyer, 9 p.m.

**FRIDAY,
FEBRUARY 10**

- Journalism Students, ACP
Convention, Minneapolis

**SATURDAY,
FEBRUARY 11**

- Iowa Beef Expo, Iowa State
Fairgrounds, Des Moines
- Wrestling, Regional
Tournament, Mason City, 9
a.m.
- Basketball, (W, M) Iowa
Central Community College,
Fort Dodge, 1 & 3 p.m.

**SUNDAY,
FEBRUARY 12**

- Iowa Beef Expo, Iowa State
Fairgrounds, Des Moines
- The library web page
www.iowalakes.edu/library/index.htm
lists all the databases to
cover all your needs

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FEB 13-19

WEEK 5

MONDAY, FEBRUARY 13

- Singing Valentines
- Iowa Beef Expo, Iowa State Fairgrounds, Des Moines
- Volunteer Opportunities, TRiO-SSS

TUESDAY, FEBRUARY 14

- Singing Valentines
- Iowa Beef Expo, Iowa State Fairgrounds, Des Moines
- Check your college e-mail; official notices come to you on your e-mail. (College e-mail address: your college user name@iowalakes.edu)

WEDNESDAY, FEBRUARY 15

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Basketball, (W, M) Ellsworth Community College, Iowa Falls, 5:30 & 7:30 p.m.
- Iowa Beef Expo, Iowa State Fairgrounds, Des Moines

**THURSDAY,
FEBRUARY 16**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Iowa Beef Expo, Iowa State Fairgrounds, Des Moines
- Write your resume now so it will be ready for the Job Fairs held on campus in March. For assistance, contact the Career Resource Center or log on to: www.iowalakes.optimalresume.com

**FRIDAY,
FEBRUARY 17**

- Employee inservice, no classes
- Magazines, journals and eBooks will help you with all your assignments.
- Iowa Beef Expo, Iowa State Fairgrounds, Des Moines

**SATURDAY,
FEBRUARY 18**

- FAFSA Assistance Workshop, Emmetsburg, Rooms 330, 450; 9 a.m. – 3 p.m.
- Basketball, (W) Marshalltown Community College, Estherville, 2 p.m.

**SUNDAY,
FEBRUARY 19**

- Basketball, (M) Clinton, Estherville, 1 p.m.
- Iowa Beef Expo, Iowa State Fairgrounds, Des Moines

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FEB 20-26

WEEK 6

MONDAY, FEBRUARY 20

- Have you checked scholarships online? Deadline is April 1 for Fall 2012

TUESDAY, FEBRUARY 21

- Basketball, (M) Iowa Western, Council Bluffs, 7 p.m.
- Have you changed programs? You could be a candidate for the "New Start" program. See New Start Program in this handbook's Table of Contents; see your advisor.

WEDNESDAY, FEBRUARY 22

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Wrestling, National Tournament, Rochester, MN, TBA
- Last Call for Prairie Smoke Submissions, drop off in room #103 Estherville, or interoffice to Pam Bucholz

**THURSDAY,
FEBRUARY 23**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Wrestling, National Tournament, Rochester, MN, TBA

**FRIDAY,
FEBRUARY 24**

- Wrestling, National Tournament, Rochester, MN, TBA
- Check out the new Films on Demand database www.iowalakes.edu/library/index.htm for your class assignments or your watching enjoyment

**SATURDAY,
FEBRUARY 25**

- Wrestling, National Tournament, Rochester, MN, TBA
- National TRiO Day
- Basketball, (M) Southwestern Community College, Estherville, 3 p.m.
- Are you undecided in a career? Find out more about your interests and skills: www.ihaveaplaniowa.gov For assistance in setting up an account, contact the Career Resource Center.

**SUNDAY,
FEBRUARY 26**

- BPA State Leadership Conference (SLC)

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MARCH 2012

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This calendar is subject to change.

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FEB 27-MAR 4

WEEK 7

MONDAY,
FEBRUARY 27

- BPA State Leadership Conference (SLC)

TUESDAY,
FEBRUARY 28

- BPA State Leadership Conference (SLC)

WEDNESDAY,
FEBRUARY 29

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- BPA State Leadership Conference (SLC)

**THURSDAY,
MARCH 1**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Check out the Athletic Boards for Intramurals: Volleyball, Basketball, Pool Tournaments
- Mid-term Cramfest, TRiO-SSS

**FRIDAY,
MARCH 2**

- Create resumes, letters and other job search documents at www.iowalakes.optimalresume.com Contact the Career Resource Center for assistance

**SATURDAY,
MARCH 3**

- Basketball, (W, M) Kirkwood, Cedar Rapids, 1 & 3 p.m.

**SUNDAY,
MARCH 4**

- Need help with writing papers or speech topics. The library has lots of books on current topics pros and cons

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MAR 5-11

WEEK 8

MONDAY,

MARCH 5

- Nursing & Health Occupations Job Fair, Emmetsburg, Morning. Bring resumes and be prepared for interviews
- Housing meeting, College Survey/Check Out Procedures, Emmetsburg Cafeteria, 5 p.m.

TUESDAY,

MARCH 6

- All-Careers Job Fair, Emmetsburg, Morning . Bring resumes and be prepared for interviews
- Basketball (W), First Round Region XI Tournament, TBA

WEDNESDAY,

MARCH 7

- All-Careers Job Fair, Estherville, morning. Bring resumes and be prepared for interviews
- Wind Energy Job Fair, Estherville . Bring resumes and be prepared for interviews
- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Basketball, (M) Regional Tournament, TBA

**THURSDAY,
MARCH 8**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Before spring break, check out Scholarships online; deadline is April 1
- Visit the new books displays at the library. Check out a book to read

**FRIDAY,
MARCH 9**

- Basketball (W), Region XI Tournament Semi-Finals, TBA
- Scholarship Opportunities with TRiO-SSS! Emmetsburg, Room 240 Estherville, Room 9

**SATURDAY,
MARCH 10**

- Basketball (M), Region XI Semi-Final, TBA
- Basketball (W) Region XI Final, TBA
- Laker Life Club Missions Trip to Chicago

**SUNDAY,
MARCH 11**

- Basketball (M), Region XI Finals, TBA
- Laker Life Club Missions Trip to Chicago
- Official notices are sent to you via your official college e-mail address. Check it periodically to ensure your mailbox isn't full. (College e-mail address: your college user name@iowalakes.edu)

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MAR 12-18

SPRING BREAK

MONDAY,**MARCH 12**

- Spring Break, offices open
- Laker Life Club Missions Trip to Chicago
- Mentoring trip—TriO-SSS
- Create resumes, letters and other job search documents at www.iowalakes.optimalresume.com. Contact the Career Resource Center for assistance

TUESDAY,**MARCH 13**

- Spring break, offices open
- Laker Life Club Missions Trip to Chicago

WEDNESDAY,**MARCH 14**

- Spring break, offices open
- Laker Life Club Missions Trip to Chicago
- National PAS Conference, Des Moines, (ag)

**THURSDAY,
MARCH 15**

- Spring break, offices open
- Basketball (M), NJCAA National Tournament, Danville, IL, TBA
- Laker Life Club Missions Trip to Chicago
- National PAS Conference, Des Moines, (ag)

**FRIDAY,
MARCH 16**

- Spring break, offices open
- Basketball (M), NJCAA National Tournament, Danville, IL, TBA
- Laker Life Club Missions Trip to Chicago
- National PAS Conference, Des Moines, (ag)

**SATURDAY,
MARCH 17**

- Laker Life Club Missions Trip to Chicago
- Basketball (M), NJCAA National Tournament, Danville, IL, TBA
- National PAS Conference, Des Moines, (ag)

**SUNDAY,
MARCH 18**

- Do you have an interview coming up? Practice interviewing at www.iowalakes.optimalresume.com and contact the Career Resource Center for assistance

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MAR 19-25

WEEK 9

MONDAY,
MARCH 19

- Basketball (M), NJCAA National Tournament, Danville, IL, TBA

TUESDAY,
MARCH 20

- Basketball (W), DII WBB National Tournament, TBA

WEDNESDAY,
MARCH 21

- CAAP Testing
- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Scholarship Opportunity with TRiO-SSS

**THURSDAY,
MARCH 22**

- Laker Life Experience,
Estherville Foyer, 9 p.m.
- Photography Club, Shutterbugs,
Estherville, Room 105, 4:30
p.m.

**FRIDAY,
MARCH 23**

**SATURDAY,
MARCH 24**

**SUNDAY,
MARCH 25**

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APRIL 2012

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MAR 26-APR 1

WEEK 10

MONDAY, MARCH 26

- Do you have an interview coming up? Practice interviewing at www.iowalakes.optimalresume.com and contact the Career Resource Center for assistance

TUESDAY, MARCH 27

- FREE overnight trip—TRIO-SSS

WEDNESDAY, MARCH 28

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.

**THURSDAY,
MARCH 29**

- Laker Life Experience, Estherville Foyer, 9 p.m.
- Musical Performance, Estherville Gym, 7 p.m.
- Have you registered for fall classes? Check with your advisor for the correct classes.

**FRIDAY,
MARCH 30**

- Musical Performance, Estherville Gym, 7 p.m.

**SATURDAY,
MARCH 31**

- Musical Performance, Estherville Gym, 7 p.m.
- The library web page www.iowalakes.edu/library/index.htm lists all the databases to cover all your needs

**SUNDAY,
APRIL 1**

- Deadline for applying for Fall 2010 scholarships, check out the online application process. 4 p.m.

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APR 4-10

WEEK 11

MONDAY, **APRIL 2**

- Transferring? Check out TRiO-SSS, Emmetsburg Room 240, Estherville Room 9

TUESDAY, **APRIL 3**

- Magazines, journals and eBooks at the library will help you with all your assignments

WEDNESDAY, **APRIL 4**

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.

THURSDAY,
APRIL 5

- Laker Life Experience,
Estherville Foyer, 9 p.m.

FRIDAY,
APRIL 6

- Holiday, No Classes, Offices
Closed

SATURDAY,
APRIL 7

- Create resumes, letters and
other job search documents at
www.iowalakes.optimalresume.com. Contact the Career
Resource Center for assistance

SUNDAY,
APRIL 8

- Do you have an interview
coming up? Practice
interviewing at
www.iowalakes.optimalresume.com
and contact the Career
Resource Center for assistance

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APR 9-15

WEEK 12

MONDAY,

APRIL 9

- No classes, offices open
- Have you checked your college e-mail? (College e-mail address: your college user name@iowalakes.edu)

TUESDAY,

APRIL 10

- Do the smart thing this summer and take a summer class

WEDNESDAY,

APRIL 11

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.

THURSDAY,
APRIL 12

- Laker Life Experience, Estherville Foyer, 9 p.m.

FRIDAY,
APRIL 13

- Is your resume ready to use when applying for summer work or part time or full-time employment? Contact the Career Resource Center for assistance or log in to www.iowalakes.optimalresume.com

SATURDAY,
APRIL 14

- Need help with writing papers or speech topics. The library has lots of books on current topics pros and cons

SUNDAY,
APRIL 15

- Do you know you have the opportunity to take one or two sessions of summer classes?

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APRIL 16-22

WEEK 13

MONDAY,
APRIL 16

TUESDAY,
APRIL 17

- High School Career Day,
Emmetsburg Campus, Morning

WEDNESDAY,
APRIL 18

- Laker Life, Estherville Campus,
Room 74, 11 a.m., 12 p.m., 1
p.m.
- Photography Club, Shutterbugs,
Estherville, Room 105, 4:30 p.m.

MAY 2012

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There are no refunds for other than complete withdrawals. Telecourse and other special course schedules differ; beginning dates and refund dates vary but students registered in combination programs will be charged as of regular dates.

THURSDAY,
APRIL 26

- BPA National Leadership Conference, Chicago
- Music Department Tour to San Antonio

FRIDAY,
APRIL 27

- BPA National Leadership Conference, Chicago
- Music Department Tour to San Antonio

SATURDAY,
APRIL 28

- BPA National Leadership Conference, Chicago
- Music Department Tour to San Antonio

SUNDAY,
APRIL 29

- BPA National Leadership Conference, Chicago

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APRIL 30 - MAY 6

WEEK 15

MONDAY, APRIL 30

- Spring Concert, Estherville Gym, 7 p.m.
- Is your resume ready to use when applying for summer work or part time or full-time employment? Contact the Career Resource Center for assistance or log in to www.iowalakes.optimalresume.com

TUESDAY, MAY 1

- Check Iowa Lakes webpage for final exam schedule
Tentative dates set for May 5 to May 10, with 15th
- Magazines, journals and eBooks will help you with all your assignments
- End of Year Gathering—TRiO-SSS

WEDNESDAY, MAY 2

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Photography Club, Shutterbugs, Estherville, Room 105, 4:30 p.m.
- Music Spring Recital, Estherville, Room 60, 2 p.m.
- Finals Fest—TriO-SSS

THURSDAY,

MAY 3

- Laker Life Bonfire, Meet in the Estherville Foyer, 9 p.m.

FRIDAY,

MAY 4

- Laker Life Experience, Estherville Foyer, 9 p.m.

SATURDAY,

MAY 5

- Check Iowa Lakes Website for final exam schedule, tentative start date

SUNDAY,

MAY 6

- Do you have an interview coming up? Practice interviewing at www.iowalakes.optimalresume.com and contact the Career Resource Center for assistance

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MAY 7-13

WEEK 16

**MONDAY,
MAY 7**

- Final exams
- Graduating? TRiO-SSS

**TUESDAY,
MAY 8**

- Final exams
- Is your resume ready to use when applying for summer work or part time or full-time employment? Contact the Career Resource Center for assistance or log in to www.iowalakes.optimalresumee.com

**WEDNESDAY,
MAY 9**

- Laker Life, Estherville Campus, Room 74, 11 a.m., 12 p.m., 1 p.m.
- Final exams
- Bookstore Buy Back at Algona, 4-6 p.m.

**THURSDAY,
MAY 10**

- Final exams
- Laker Life Experience, Estherville Foyer, 9 p.m.
- Did you register for a summer fast track class?

**FRIDAY,
MAY 11**

- Last day of semester
- Commencement, Estherville, 7:00 p.m.

**SATURDAY,
MAY 12**

**SUNDAY,
MAY 13**

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THURSDAY,
MAY 17

- Official Registration Day, 1st A & S Summer Session
- Bookstore vouchers available for financial aid recipients
- Bookstore, Algona, Spirit Lake A & S Students, 4—6 p.m.

FRIDAY,
MAY 18

- Official Registration Day, 1st A & S Summer Session
- Bookstore vouchers available for financial aid recipients

SATURDAY,
MAY 19

SUNDAY,
MAY 20

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MAY 21-27

**MONDAY,
MAY 21**

- First Day of full day/1st session classes, arts & science; programs may vary
 - Bookstore vouchers available for financial aid recipients
-

**TUESDAY,
MAY 22**

- Apply for summer graduation now. Use the online graduation application process at https://www.iowalakes.edu/registrar/graduation_survey.htm or go to our website, click “online services” on the dashboard, and click on graduation application. If you do not know your cap size, please get measured before you fill out the application
 - Bookstore vouchers available for financial aid recipients
-

**WEDNESDAY,
MAY 23**

- Bookstore vouchers available for financial aid recipients
-

**THURSDAY,
MAY 24**

• Bookstore vouchers available
for financial aid recipients

**FRIDAY,
MAY 25**

• Bookstore vouchers available
for financial aid recipients

**SATURDAY,
MAY 26**

**SUNDAY,
MAY 27**

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JUNE 2012

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MAY 30 - JUNE 5

MONDAY,

MAY 28

- Holiday, no classes, offices closed

TUESDAY,

MAY 29

- Bookstore vouchers available for financial aid recipients

WEDNESDAY,

MAY 30

- Census Date-Iowa Lakes Community College recognizes census dates for determining enrollment status for each semester. (Full-time, ¾ time, ½ time status) Student's registration/enrollment status is locked on these dates for financial aid purposes. No adjustments will be made for classes added/dropped after this date
- Bookstore vouchers available for financial aid recipients

THURSDAY,**MAY 31**

FRIDAY,**JUNE 1**

• Deadline to apply for fall graduation now. Use the online graduation application process at https://www.iowalakes.edu/register/graduation_survey.htm or go to our website, click "online services" on the dashboard, and click on graduation application. If you do not know your cap size, please get measured before you fill out the application

SATURDAY,**JUNE 2**

• Need help with writing papers or speech topics. Check out the library

SUNDAY,**JUNE 3**

• Check the library web page www.iowalakes.edu/library/index.htm —it lists all the databases to cover your needs for your class assignments

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JUNE 6-12

**MONDAY,
JUNE 4**

- First financial aid checks available

**TUESDAY,
JUNE 5**

- Check the library web page www.iowalakes.edu/library/index.htm —it lists all the databases to cover your needs for your class assignments

**WEDNESDAY,
JUNE 6**

- World Pork Expo, Iowa State Fairgrounds, Des Moines

JUNE 11-17

MONDAY,
JUNE 11

• Jazz Camp, Estherville Campus

TUESDAY,
JUNE 12

• Jazz Camp, Estherville
Campus

WEDNESDAY,
JUNE 13

• Jazz Camp, Estherville
Campus

THURSDAY,

JUNE 21

- Last day of first session
- Dickinson County Scholarship Luau
more info see www.iowalakes.edu/events

FRIDAY,

JUNE 22

- Official registration day, second session (for those not previously registered)

SATURDAY,

JUNE 23

SUNDAY,

JUNE 24

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JULY 2012

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JUNE 25-JULY 1

**MONDAY,
JUNE 25**

- Official registration day, second session (for those not previously registered)

**TUESDAY,
JUNE 26**

- First day of classes, second session

**WEDNESDAY,
JUNE 27**

- Check the library web page www.iowalakes.edu/library/index.htm —it lists all the databases to cover your needs for your class assignments.

THURSDAY,
JULY 5

FRIDAY,
JULY 6

SATURDAY,
JULY 7

• Have you checked your college e-mail lately? (College e-mail address: your college user name@iowalakes.edu)

SUNDAY,
JULY 8

• Need help with writing papers or speech topics. Check out the library.

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JULY 9-15

MONDAY,
JULY 9

TUESDAY,
JULY 10

- Check the library web page www.iowalakes.edu/library/index.htm —it lists all the databases to cover your needs for your class assignments.

WEDNESDAY,
JULY 11

THURSDAY,
JULY 12

FRIDAY,
JULY 13

SATURDAY,
JULY 14

• Heldt-Laker Scholarship Golf,
Estherville
more info see
www.iowalakes.edu/events

SUNDAY,
JULY 15

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THURSDAY,
JULY 19

FRIDAY,
JULY 20

SATURDAY,
JULY 21

• Scholarship Poker Ride, Starts
in Emmetsburg; more info see
www.iowalakes.edu/events

SUNDAY,
JULY 22

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THURSDAY,
JULY 26

FRIDAY,
JULY 27

SATURDAY,
JULY 28

SUNDAY,
JULY 29

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AUGUST 2012

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JULY 30 - AUG 5

MONDAY,
JULY 30

TUESDAY,
JULY 31

WEDNESDAY,
AUGUST 1

THURSDAY,
AUGUST 2

FRIDAY,
AUGUST 3

SATURDAY,
AUGUST 4

SUNDAY,
AUGUST 5

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