

# 2012 FALL REGISTRATION GUIDE

## TUITION AND FEES

### COLLEGE CREDIT PROGRAMS

#### STUDENT TUITION

Resident	\$139 per credit
Non-resident* & International	\$141 per credit
Audit	\$135 per credit
eCollege (includes fees)	\$150 per hour
Education to Go (includes fees)	\$141 per credit
Challenge Test Credit	\$36.50 per credit
CLEP testing	\$70 per test

#### STUDENT FEES

General fee	\$5.50 per credit
Student Activity fee	\$2.25/credit; \$10 base, 12+ hrs. (Fee set by student senate & ratified by the college board)
Recording fee (CLEP tests)	\$5 per course
CLEP Admin fee	\$15 per test
Technology fee	\$8 per credit
Processing fee	\$.75 per credit
Transcript (standard service)	No Charge
Transcript (special service)	\$10 per copy
Reinstatement after administrative withdrawal	\$25
Returned check fee	\$30
Noel-Levitz Survey/Learning Styles Analysis	\$.25 per hour

#### ROOM AND BOARD CHARGES

Estherville	
On-Campus Housing and Meals	\$2,500 per semester
With Weekend Meals ( <i>Estherville only</i> )	\$2,725 per semester
Emmetsburg	
On-Campus Housing and Meals	\$2,500 per semester
Spencer	
On-Campus Housing and Meals	\$2,275 per semester

#### PROGRAM FEES

Administrative Assistant/Office Specialist	\$50/fall semester
Ag Production Tech/Machinery	\$50/semester
Automotive Technology	\$50/semester
Aviation Flight Lab	
Aviation Flight Prep Fee	\$12 per hour
Extra Flight - Arrow	\$115 per hour
Extra Flight - Beach Deponair	\$125 per hour
Extra Flight - Cessna - 152	\$80 per hour
Extra Flight - Cessna - 172	\$95 per hour
Extra Flight - Cirrus	\$140 per hour
Extra Flight - Cub S-2	\$85 per hour
Multi-Engine - Seneca	\$210 per hour
Simulator	\$20 per hour
Dual Instruction	\$30 per hour
Broadcast Media Specialist	\$50/semester
Construction Technology	\$100/semester
Child Care	\$125/semester
Farm Equipment & Diesel Technology	\$50/semester
Graphic Design & Technology	\$30/semester
Health Care Administration	\$25/semester
Hotel & Restaurant Management	\$150/semester
Landscape and Turfgrass Technician	\$125/semester
Marine & Small Engine Technology	\$100/semester
Motorcycle & Small Engine Technology	\$100/semester
Medical Office Technology	\$75/semester
Music Lessons (12)	\$180/semester
Office Specialist/Administrative Asst.	\$50 fall semester
Paralegal/Legal Studies	\$100/semester
Paramedic	\$75/semester
Secretarial Specialist	\$50/semester
Practical Nursing	\$175/semester
Sales & Marketing Management	\$50/semester
Veterinary Technology	\$40/semester
Welding	\$300/semester
Wind Turbine	\$100/year

## HOW TO ENROLL

1. Just take these simple steps to sign up for credit classes.  
**FILL OUT AN APPLICATION:** The admission step is easy. Simply complete an Iowa Lakes Community College application and submit it to the admissions office. Instructions are on the form. A final transcript of high school work (or GED scores, if applicable) and transcripts of all schools and colleges attended since high school are required. An admissions application may be completed online at [www.iowalakes.edu/admissions](http://www.iowalakes.edu/admissions).
2. **BE ASSESSED:** In order to give students the best chance for success at Iowa Lakes, new students (and returning students who haven't had English or math courses in college) are assessed in reading, writing and mathematics to determine class placement. This may be completed at any campus Success Center.
3. **ASK ABOUT FINANCIAL AID:** Through scholarships, grants, loans, and work-study the financial aid office provides eligible students with access to financial assistance. To apply, complete the FAFSA (Free Application for Federal Student Aid) and list Iowa Lakes Community College school code number 001864 as the receiving institution for reports.
4. **GO TO ORIENTATION:** An orientation program is offered for all new students and is required of new fall semester full-time day students. The sessions cover a review of college policies and procedures, planning for success in college, and information about activities and services.
5. **BE ADVISED & REGISTER FOR CLASSES:** Students meet with advisors to plan a schedule and discuss a course of study. Use only a current schedule for registration information. A current mailing address must be on file as part of registration and must be kept up-to-date. Information sent to the address on file will be considered to be proper notification to the student. Registration for classes in person, or on the Internet constitutes an agreement to pay tuition and fees unless cancelled by the announced last date to cancel with no 'W' grade on record. A student with previous debts to the college will not be allowed to register until the debts are paid. Registration is then completed with your advisor or through our online registration process.
6. **PAYMENT OF TUITION AND FEES:** Registration is not finished until arrangements for payment are concluded. Payment may be made by check, debit card, credit card (VISA, Mastercard & Discover) ACH from your checking account, money order and/or approved financial aid, which has been certified by the college. We also offer the ability to spread payments over a number of months by enrolling in our FACTS Tuition Management Plan. Complete information is available from campus business offices. While every attempt is made to ensure that tuition and fee costs are computed accurately, students are liable for any outstanding balance due caused by a correction of a miscalculation, or will receive a refund for any overcharge resulting from such miscalculation.
7. **GET THE THINGS YOU NEED:** You can get your books and supplies at the College Bookstores located on the Emmetsburg and Estherville campuses. Books can also be purchased on designated days at Algona, Spencer and Spirit Lake campuses. You may pay bookstore charges with cash, check, credit card and/or approved financial aid vouchers. **A student ID/activity/library card is available at the library shortly after the beginning of the first term.**

For details on specific course/program fees, see the business office.

\*Minnesota residents receive waiver of non-resident tuition through a reciprocity agreement.

*Tuition and fees are subject to change.*

# GENERAL INFORMATION

Iowa Lakes Community College converted to a new course numbering system beginning in the Fall of 2006. For reference to old course numbers please refer to the following web page [http://www.iowalakes.edu/registrar/pdf/master\\_list.xls](http://www.iowalakes.edu/registrar/pdf/master_list.xls).

**COURSE LOAD:** Credit load maximums each term depend on vocational-technical program requirements or previous academic performance. The Student Handbook has information on academic probation and retention. Full-time status: 12 credits or more. (It takes an average of 16 credits per semester to graduate from a liberal arts program in two years; vocational-technical programs may have higher credit totals each term.) Part-time status: 5 or fewer credits. (Half-time status is from 6 to 11 credits.)

**LATE REGISTRATION:** The last day to register for the term is listed on the calendar in this class schedule.

**CHANGES IN REGISTRATION:** Corrections and changes in registration may be done until the deadline date published in the calendar. These include adding courses, changing to or from pass/no credit optional grading, or changing to or from audit status in a course. Courses dropped during the first week of the term are deleted and do not appear on the permanent record. After the first week, a grade of 'W' appears on the record, except that during the second week a simultaneous drop and add on the same "change of registration" form will result in deletion of the dropped course if credit value is equal to or less than the added course. This option is not available for online courses. No course may be dropped after the last day to drop published in the calendar unless the student completely withdraws from college. Dates are pro-rated for shorter terms.

**WITHDRAWING FROM COLLEGE:** A student who wishes to drop out of all classes during a term should report to the business office at the site at which they are attending to avoid receiving grades of 'F' for all courses. An exit interview is normally part of the withdrawal process.

**REFUND OF TUITION:** 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. Refunds for courses shorter than a standard term in length, or for courses on non-standard calendars, may be prorated.

**REPEATING COURSES:** Only the last grade (ABCD) will count for GPA and credit. <R will be posted next to the original grade to indicate it is a repeat and no longer counts for GPA and credit.

**TIMETABLE DAYS:** In this class schedule, days are indicated as M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday, S-Saturday and SU-Sunday.

## COURSE LOCATIONS:

Campus location codes are as follows:

EB	Emmetsburg Campus, 3200 College Drive 712/852-3554 or 800/242-5108
EV	Estherville Campus, 300 S. 18 Street 712/362-2604 or 800/242-5106
AL	Algona Campus, 2111 Highway 169 North 515/295-9455 or 877-807-9583
SP	Spencer Campus, Gateway North Center, 1900 Grand Ave. Suite B1 712/262-7141 or 877-807-9585
SL	Spirit Lake Campus, 800 21 <sup>st</sup> Street 712/336-3439 or 877-807-9584

**VETERANS AFFAIRS:** The College is approved for veterans programs. Questions concerning veterans' regulations should be directed to the financial aid office at the Emmetsburg Campus.

**GRADUATION:** Candidates for graduation must apply to do so at the records office at the beginning of the term in which they expect to graduate. Applications received after the deadline may be listed for graduation at the next commencement. Applications may be completed online at [www.iowalakes.edu/registrar](http://www.iowalakes.edu/registrar).

**ACADEMIC POLICIES AND PROCEDURES:** Some academic policies and procedures, which affect registration, are briefly covered in this class schedule. More complete information and additional items are covered in the Student Handbook, available at any business office. Each student is responsible for knowing and observing college policies and procedures.

**SPECIAL NOTE FOR LIBERAL ARTS STUDENTS:** Students who plan to complete an A.A. degree and transfer to a four year college should be aware that many schools require a level of mathematics competence equivalent to college algebra or higher (MAT-120 or MAT-127). This requirement also applies to community college graduates with an A.A. degree even though the A.A. degree may meet the four-year college general requirements.

# STUDENT PRIVACY

**DIRECTORY INFORMATION:** Iowa Lakes considers the following to be directory information and will release it unless the student requests the college not do so by the end of the second week of classes each term: name, addresses, telephone numbers, e-mail address, date and place of birth, major field of study, student status/ 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 the disclosure would have been to the student's benefit. Students not currently enrolled may not restrict directory information. The college will, upon request, release directory information to the military services for recruiting purposes, as provided by law, unless the student has directed withholding such information to everyone, as noted above. In addition, the college participates in the National Student Loan Clearinghouse and will release information on all students to that organization unless restricted by request of students who have never received financial aid, also as noted above.

**NOTICE:** Information in this publication was as accurate as possible at the time of publication but is subject to change by board or administrative action without notice or obligation. Information in this class schedule is not a contract. Program or course offerings may be affected by enrollments, funding, or instructor availability.

Evening class schedules include break times. Weekend College courses require additional self-paced instructional time.

Some program and course calendars may have different starting and ending dates. Other calendar dates will apply as soon as published.



## Spring Semester 2012 Calendar

Offices re-open after winter break	Tuesday, January 3
Bookstore vouchers available for Pell recipients (some days limited)	January 5-January 20
Day and evening classes begin	Wednesday, January 11
Initial tuition and fee payment due	Wednesday, January 11
Weekend College classes begin	Saturday, January 14
ICCOC online courses begin	Monday, January 16
Holiday – No Classes, Offices Closed	Monday, January 16
Last day to add/drop a course online via WebAdvisor	Wednesday, January 18
Financial Aid Census Date, 4 p.m.	Friday, January 20
Last day to register or change registration (Full Term Course)	Tuesday, January 24
Weekend College last day to cancel (no 'W' on record/no charge)	Friday, January 27
Last day to apply for spring graduation	Friday, February 3
No Classes, Employee Inservice	Friday, February 17
ICCOC Midterm Grades Due	Monday, March 5
Mid-Term grades submitted by faculty	Sunday, March 11
Spring Break, Offices Open	Monday-Friday, March 12-16
Last day to add an Indep Study Course delivered through the Success Center	Wednesday, March 28
Holiday – No Classes, Offices Closed	Friday, April 6
No Classes, Offices Open	Monday, April 9
Last day for telecourse exams/assignments	Wednesday, April 25
Weekend College last regular day/exams	Saturday, April 28
Last day to initiate a complete withdrawal from college	Friday, May 4
ICCOC online courses end	Friday, May 4
Final Exams begin (exam schedule is online)	Monday, May 7
ICCOC Final Grades due	Monday, May 7
Last day of Semester/COMMENCEMENT, Estherville, 7 p.m.	Friday, May 11
Grades due from faculty, <b>12:00 noon</b>	Monday, May 14
<a href="http://www.iowalakes.edu">Grades available online (www.iowalakes.edu)</a>	Tuesday, May 15
Summer classes begin (full term)	Monday, May 21

### Course Add/Drop Dates and Refund Policy

				<b>ICCOC Online Courses</b>		
	Full Term Course	1st Session	2nd Session	16-week	8-week Session I	8-week Session II
Start - End Date:	Jan 11 - May 11	Jan 11 - Mar 8	Mar 9 - May 11	Jan 16 - May 4	Jan 16 - Mar 9	Mar 12 - May 4
Last day to add:	January 24	January 23	March 28	January 19	January 17	March 13
Last day to drop:	April 16	February 23	May 1	April 16	February 27	April 23
Last day to initiate a <b>Complete Withdrawal</b>	<b>May 4</b>			<b>May 4</b>		
Refund on course drops:				Refund on course drops:		
Last day full refund:	January 18	January 13	March 21	January 19	January 17	March 13
Last day 60% refund:	January 25	January 18	March 23	January 27	January 20	March 19
Last day 40% refund:	February 1	January 23	March 28	February 3	January 25	March 21

*Note: Partial refunds are on tuition only. Courses dropped after the full refund period will be assigned a "W" withdrawal grade on the official transcript.*

This calendar is subject to change. Telecourse, Ed to Go and other special course schedules differ; beginning dates and refund dates vary. Some exceptions are noted above under Calendar. 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.

## Final Test Week Schedule SPRING SEMESTER, 2012

<u>For classes regularly starting between</u>	<u>Hour and Date of Exam</u>	<u>For classes regularly starting between</u>	<u>Hour and Date of Exam</u>
6:45-7:45 MWF	7:00 Monday 5/7	6:45 - 7:45 TR	7:00 Thursday 5/10
8:00 – 8:45 MWF	8:00 Wednesday 5/9	8:00 - 8:45 TR	8:00 Tuesday 5/8
9:00 - 9:45 MWF	9:00 Monday 5/7	9:00 - 9:45 TR	9:00 Thursday 5/10
10:00 - 10:45 MWF	10:00 Wednesday 5/9	10:00 - 10:45 TR	10:00 Tuesday 5/8
11:00 - 11:45 MWF	11:00 Monday 5/7	11:00 - 11:45 TR	11:00 Thursday 5/10
12:00 - 12:45 MWF	12:00 Wednesday 5/9	12:00 - 12:45 TR	12:00 Tuesday 5/8
1:00 - 1:45 MWF	1:00 Monday 5/7	1:00 - 1:45 TR	1:00 Thursday 5/10
2:00 - 2:45 MWF	2:00 Wednesday 5/9	2:00 - 2:45 TR	2:00 Tuesday 5/8
3:00 - 3:45 MWF	3:00 Monday 5/7	3:00 - 3:45 TR	3:00 Thursday 5/10
4:00 - 4:45 MWF	4:00 Wednesday 5/9	4:00 - 4:45 TR	4:00 Tuesday 5/8

*Note: Courses meeting more than three days per week will follow the MWF schedule.*

### Evening and Saturday Classes

<u>For Classes regularly scheduled on</u>	<u>Hour and Date of Exam</u>
6:00 M	6:00 Monday 5/7
6:00 T	6:00 Tuesday 5/8
6:00 W	6:00 Wednesday 5/9
6:00 R	6:00 Thursday 5/10
Sat.	Saturday 5/5

### Other Examination Information

No classes will be scheduled once daytime final exams begin, except for developmental courses.

A comprehensive final examination, if required, must be administered at the time indicated on the final schedule. No final comprehensive examination shall be administered to a class during the two weeks prior to the officially scheduled final examination period (excluding summer sessions or half-semester courses). In the week prior to the beginning of the final examination period, unit tests, papers, projects, and other assignments are permissible if announced in the course outline/assignment sheet/syllabus or prior to midterm.

For those classes which do not, in the instructor's judgment, require a final comprehensive examination, the time of the officially-scheduled final examination will be used for other appropriate class activities, such as evaluation, reports, performance, or regular class work. Therefore, it is expected that the class will meet at the time of the officially scheduled final examination, whether or not a final examination is administered.

Any classes not listed should have exams scheduled during exam week by individual instructors in consultation with the dean. Take-home exams are not due earlier than the scheduled exam time. Anyone who gives an exam not listed on this schedule must obtain the permission of the dean. Exam times that are in a unique time period (such as one day per week) must have prior approval of the dean.

The examination schedule applies both to faculty and students. Unless previous arrangements have been made, it is expected that the official schedule will be followed. Up to two hours are allotted for each exam.

Student requests to take final examinations at times other than as scheduled will be granted for only the most urgent reasons. Excessive examination load (three on one day) is a justifiable reason for a change. These requests are to be made to the instructor.

Performance exams in certain programs which require more than a two hour test period will be given at a time that will not conflict with the approved final exam schedule.

10/27/11 R.O.

# A. A. TRANSFER DEGREE REQUIREMENTS

(64 semester credits minimum for graduation; Consult with your advisor for recommended courses within each requirement based on your major)

## Communications (10 semester credits)

ENG-105 Composition I.....	3
ENG-106 Composition II.....	3
SDV-103 Successful Learning.....	1
SPC-101 Fund.of Oral Communications.....	3

## Science (8 or more semester credits)

BIO-105 Introductory Biology.....	4
BIO-112 General Biology I.....	4
BIO-113 General Biology II.....	4
BIO-141 Ecol & Env Concepts.....	4
BIO-163 Essent of Hm Anat & Phys.....	4
BIO-168/173 Hm Anat & Phys I/II.....	4
BIO-186 Microbiology.....	4
BIO-248 Introduction to Bioscience.....	4
BIO-300 Field Biology & Lab.....	4
CHM-151 College Chemistry I.....	4
CHM-152 College Chemistry II.....	4
CHM-166 General Chemistry I.....	5
CHM-176 General Chemistry II.....	5
CHM-190 Intro to Forensic Chemistry.....	4
EVS-114 Environmental Studies I.....	4
EVS-124 Environmental Studies II.....	4
PHS-113 Intro to Physical Science.....	4
PHS-166 Meteorology, Wther & Clmt.....	4
PHS-187 Intro to Earth Science.....	4
PHY-162/172 College Physics I/II.....	4
PHY-212/222 Classical Physics I/II.....	5

## Mathematics (5 or more semester credits)

MAT-110 Math for Liberal Arts.....	3
MAT-140 Finite Math.....	3
MAT-156/157 Statistics OR	
BUS-210/211 Business Statistics.....	3,4
MAT-120 College Algebra.....	3
MAT-127 College Algebra & Trig.....	5
MAT-210 Calculus I.....	4
MAT-211 Calculus I.....	5
MAT-217 Calculus II.....	5
MAT-218 Calculus III.....	3
MAT-225 Differential Equations.....	3
(some transfer colleges have higher minimum requirements, such as MAT-127)	

## Computers (3 semester credits)

CSC-110 Intro to Computers.....	3
BCA-212 Intro to Comp Apps in Business.....	3
BCA-218 Adv Microsoft Office Apps.....	3

## Social Science

(9 semester credits from two or more areas)

I HIS-110/111 Western Civiliz *.....	3
HIS-285 Classical Heritage *.....	3
II HIS-151/152 U.S. History.....	3

III PSY-111 Intro to Psychology.....	3
PSY-121 Developmental Psych.....	3
PSY-211 Psych. of Adjustment.....	3
PSY-241 Abnormal Psychology.....	3
PSY-251 Social Psychology.....	3
IV ECN-120 Prin of Macroeconom.....	3
ECN-130 Prin of Microeconom.....	3
V SOC-110 Intro to Sociology.....	3
SOC-115 Social Problems.....	3
VI POL-111 Amer. National Gov.....	3
POL-112 Amer. St. & Lcl.Gov.....	3
VII ANT-105 Cultural Anthropology.....	3
GEO-121 Wrld Rgnl Geography.....	3
HIS-201 Iowa History.....	3
MMS-101 Mass Media *.....	3
POL-110 Intro to Political Sci.....	3
SOC-120 Marriage and Family.....	3
SOC-186 Cont. Global Issues *.....	3
SOC-200 Minority Group Rltns.....	3

## Humanities

(9 semester credits from two or more areas)

I DRA-101 Intro to Theatre.....	3
EDU-235 Children's Literature.....	3
LIT-101 Intro to Literature.....	3
LIT-110/111 American Lit.....	3
LIT-124 American Poetry.....	3
LIT-150/151 World Lit. I/II.....	3
LIT-161 The Short Story.....	3
LIT-184 Young Adult Literature.....	3
II MUS-100 Music Appreciation.....	3
MUS-202 World Music.....	3
MUS-203 History of American Music.....	3
MUS-205 Jazz History & Appr.....	3
III ART-101 Art Appreciation.....	3
ART-206 Art History.....	3
IV HIS-285 Classical Heritage *.....	3
PHI-101 Intro to Philosophy.....	3
PHI-105 Introduction to Ethics.....	3
PHI-114 Critical Thinking.....	3
PHI-128 Philosophy of Religion.....	3
REL-101 Survey of Wrld Relgns.....	3
V FL_-XXX (any Foreign Language)	
VI HIS-110/111 Western Civiliz. *.....	3
MMS-101 Mass Media *.....	3
SOC-186 Cont. Global Issues *.....	3

\*Use credits for Social Science or Humanities requirements, not for both.

## PLUS ELECTIVES TO TOTAL 64 SEMESTER

**CREDITS:** may include up to 16 vocational/technical credits; do not include developmental courses or special needs courses.

# A.S. TRANSFER DEGREE REQUIREMENTS

(64 semester credits minimum for graduation; Consult with your advisor for recommended courses within each requirement based on your major)

## Communications (10 semester credits)

ENG-105 Composition I.....	3
ENG-106 Composition II .....	3
SDV-103 Successful Learning .....	1
SPC-101 Fund. of Oral Communications.....	3

## Science/Mathematics

(Take a minimum of 20 total credits of Mathematics & Science. Must take one math and one science course.)

### Science

BIO-105 Introductory Biology .....	4
BIO-112 General Biology I.....	4
BIO-113 General Biology II.....	4
BIO-141 Ecol & Env Concepts .....	4
BIO-163 Essent of Hm Anat & Phys.....	4
BIO-168/173 Hm Anat & Phys I/II.....	4
BIO-186 Microbiology .....	4
BIO-248 Introduction to Bioscience.....	4
BIO-300 Field Biology & Lab .....	4
CHM-151 College Chemistry I .....	4
CHM-152 College Chemistry II.....	4
CHM-166 General Chemistry I.....	5
CHM-176 General Chemistry II.....	5
CHM-190 Intro to Forensic Chemistry .....	4
EVS-114 Environmental Studies I .....	4
EVS-124 Environmental Studies II.....	4
PHS-113 Intro to Physical Science.....	4
PHS-166 Meteorology, Wther& Clmt.....	4
PHS-187 Intro to Earth Science .....	4
PHY-162/172 College Physics I/II.....	4
PHY-212/222 Classical Physics I/II.....	5

### Mathematics

MAT-110 Math for Liberal Arts .....	3
MAT-140 Finite Math .....	3
MAT-156/157 Statistics OR	
BUS-210/211 Business Statistics .....	3,4
MAT-120 College Algebra.....	3
MAT-127 College Algebra & Trig.....	5
MAT-210 Calculus I.....	4
MAT-211 Calculus I.....	5
MAT-217 Calculus II .....	5
MAT-218 Calculus III.....	3
MAT-225 Differential Equations .....	3

(some transfer colleges have higher minimum requirements, such as MAT-127)

### Computers (3 semester credits)

CSC-110 Intro to Computers.....	3
BCA-212 Intro to Comp Apps in Business .....	3
BCA-218 Adv Microsoft Office Apps .....	3

### Social Science (6 semester credits from two or more areas)

I HIS-110/111 Western Civiliz * .....	3
HIS-285 Classical Heritage * .....	3

II HIS-151/152 U.S. History .....	3
III PSY-111 Intro to Psychology .....	3
PSY-121 Developmental Psych.....	3
PSY-211 Psych. of Adjustment .....	3
PSY-241 Abnormal Psychology.....	3
PSY-251 Social Psychology .....	3
IV ECN-120 Prin of Macroeconom. ....	3
ECN-130 Prin of Microeconom.....	3
V SOC-110 Intro to Sociology .....	3
SOC-115 Social Problems .....	3
VI POL-111 Amer. National Gov. ....	3
POL-112 Amer. St. & Lcl.Gov. ....	3
VII ANT-105 Cultural Anthropology .....	3
GEO-121 Wrld Rgnl Geography .....	3
HIS-201 Iowa History .....	3
MMS-101 Mass Media * .....	3
POL-110 Intro to Political Sci. ....	3
SOC-120 Marriage and Family .....	3
SOC-186 Cont. Global Issues *.....	3
SOC-200 Minority Group Rltns .....	3

### Humanities (3 semester credits)

I DRA-101 Intro to Theatre .....	3
EDU-235 Children's Literature .....	3
LIT-101 Intro to Literature .....	3
LIT-110/111 American Lit .....	3
LIT-124 American Poetry .....	3
LIT-150/151 World Lit. I/II.....	3
LIT-161 The Short Story .....	3
LIT-184 Young Adult Literature .....	3
II MUS-100 Music Appreciation .....	3
MUS-202 World Music .....	3
MUS-203 History of American Music .....	3
MUS-205 Jazz History & Appr. ....	3
III ART-101 Art Appreciation.....	3
ART-206 Art History.....	3
IV HIS-285 Classical Heritage * .....	3
PHI-101 Intro to Philosophy.....	3
PHI-105 Introduction to Ethics.....	3
PHI-114 Critical Thinking.....	3
PHI-128 Philosophy of Religion .....	3
REL-101 Survey of Wrld Relgns .....	3
V FL_-XXX (any Foreign Language)	
VI HIS-110/111 Western Civiliz. * .....	3
MMS-101 Mass Media * .....	3
SOC-186 Cont. Global Issues * .....	3

\*Use credits for Social Science or Humanities requirements, not for both.

### **PLUS ELECTIVES TO TOTAL 64 SEMESTER CREDITS:**

may include up to 16 vocational/technical credits; do not include developmental courses or special needs courses.

# A.S. General Education Requirements for Career Programs

(68 semester credits minimum for graduation; See your program advisor for remaining course requirements in your Career Program)

## **Communications** (6 semester credits)

ENG-105 Composition I.....	3
SPC-101 Fund. of Oral Communication .....	3

## **Science** (4 or more semester credits)

BIO-105 Introductory Biology .....	4
BIO-112 General Biology I.....	4
BIO-113 General Biology II.....	4
BIO-141 Ecol & Env Concepts .....	4
BIO-163 Essent of Hm Anat & Phys.....	4
BIO-168/173 Hm Anat & Phys I/II.....	4
BIO-186 Microbiology .....	4
BIO-248 Introduction to Bioscience.....	4
BIO-300 Field Biology & Lab .....	4
CHM-151 College Chemistry I .....	4
CHM-152 College Chemistry II.....	4
CHM-166 General Chemistry I.....	5
CHM-176 General Chemistry II.....	5
CHM-190 Intro to Forensic Chemistry .....	4
EVS-114 Environmental Studies I .....	4
EVS-124 Environmental Studies II.....	4
PHS-113 Intro to Physical Science.....	4
PHS-166 Meteorology, Wther& Clmt.....	4
PHS-187 Intro to Earth Science .....	4
PHY-162/172 College Physics I/II.....	4
PHY-212/222 Classical Physics I/II.....	5

## **Mathematics** (3 or more semester credits)

MAT-110 Math for Liberal Arts .....	3
MAT-140 Finite Math .....	3
MAT-156/157 Statistics OR	
BUS-210/211 Business Statistics .....	3,4
MAT-120 College Algebra.....	3
MAT-127 College Algebra & Trig.....	5
MAT-210 Calculus I.....	4
MAT-211 Calculus I.....	5
MAT-217 Calculus II .....	5
MAT-218 Calculus III.....	3
MAT-225 Differential Equations .....	3

(some transfer colleges have higher minimum requirements, such as MAT-127)

**Business** (3 semester credits from business Department [not economics] or computer course-see back)

## **Social Science**

(6 semester credits from two or more areas)

I HIS-110/111 Western Civiliz * .....	3
HIS-285 Classical Heritage * .....	3
II HIS-151/152 U.S. History .....	3
III PSY-111 Intro to Psychology .....	3
PSY-121 Developmental Psych.....	3

PSY-211 Psych. of Adjustment .....	3
PSY-241 Abnormal Psychology.....	3
PSY-251 Social Psychology .....	3
IV ECN-120 Prin of Macroeconom.....	3
ECN-130 Prin of Microeconom.....	3
V SOC-110 Intro to Sociology .....	3
SOC-115 Social Problems .....	3
VI POL-111 Amer. National Gov. ....	3
POL-112 Amer. St. & Lcl.Gov. ....	3
VII ANT-105 Cultural Anthropology .....	3
GEO-121 Wrld Rgnl Geography .....	3
HIS-201 Iowa History .....	3
MMS-101 Mass Media * .....	3
POL-110 Intro to Political Sci. ....	3
SOC-120 Marriage and Family .....	3
SOC-186 Cont. Global Issues * .....	3
SOC-200 Minority Group Rltns .....	3

## **Humanities** (3 semester credits)

I DRA-101 Intro to Theatre .....	3
EDU-235 Children's Literature .....	3
LIT-101 Intro to Literature .....	3
LIT-110/111 American Lit .....	3
LIT-124 American Poetry .....	3
LIT-150/151 World Lit. I/II.....	3
LIT-161 The Short Story .....	3
LIT-184 Young Adult Literature .....	3
II MUS-100 Music Appreciation .....	3
MUS-202 World Music .....	3
MUS-203 History of American Music .....	3
MUS-205 Jazz History & Appr. ....	3
III ART-101 Art Appreciation.....	3
ART-206 Art History.....	3
IV HIS-285 Classical Heritage * .....	3
PHI-101 Intro to Philosophy.....	3
PHI-105 Introduction to Ethics.....	3
PHI-114 Critical Thinking.....	3
PHI-128 Philosophy of Religion .....	3
REL-101 Survey of Wrld Relgns .....	3
V FL_-XXX (any Foreign Language)	
VI HIS-110/111 Western Civiliz. * .....	3
MMS-101 Mass Media * .....	3
SOC-186 Cont. Global Issues * .....	3

*\*Use credits for Social Science or Humanities requirements, not for both.*

## **PLUS PROGRAM REQUIREMENTS AND ELECTIVES TO TOTAL 68 SEMESTER CREDITS:**

may include up to 16 vocational/technical credits; do not include developmental courses or special needs courses.

Courses which will meet the computer or business requirement for the A.S. (Career Program) degree.

Any three credit business course (except economics) is an alternate to a computer course.

ACC-310 Computer Accounting

ACC-311 Computer Accounting

ADM-142 Desktop Publishing

AGC-106 Intro to Computers

BCA-129 Basic Word Processing

BCA-134 Word Processing

BCA-185 Beginning Web Page Development

BCA-212 Intro to Comp Apps in Bus

CAD-102 Techn Drafting and CAD I

CSC-110 Intro to Computers

CSC-xxx Any three credit computer science course.

GRA-118 Electronic Publishing

JOU-140, 141, 240, or 241 Newspaper Lab I-IV

LGL-151 Legal Research

# Course Numbers

The Iowa community colleges have a common course numbering system for all credit courses offered by Iowa community colleges. The numbering system facilitates transfer and articulation processes for Iowa community college students.

**A B C**  
**Discipline prefix of  
 program or subject**

**1 2 3**  
**000-099** developmental courses  
**100-899** courses intended to meet specific requirements for certificates, diplomas, and degrees in career and technical and transfer programs  
**900-999** generic focus courses such as special topics, OJT, internships

## Key to Course Prefixes

ACC	Accounting	FLS	Foreign Language-Spanish	SCS	Sign Communication Skills
ADM	Administrative Assistant	GEO	Geography	SDV	Student Development
ADN	Associate Degree Nursing	GRA	Graphic Communications	SER	Sustainable Energy Resources
AGA	Agriculture-Agronomy	HCA	Health Care Administration	SOC	Sociology
AGB	Agriculture-Farm Management	HCM	Hospitality Culinary & Mgmt	SPC	Speech
AGC	Agriculture-Comprehensive	HIS	History	SUR	Surgical Technology
AGH	Agriculture-Horticulture	HIT	Health Information Technology	WEL	Welding
AGM	Agriculture-Mechanics	HSC	Health Sciences	WTT	Wind Energy & Turbine Tech
AGP	Agriculture-Precision Ag	HSV	Human Services		
AGS	Agriculture-Animal Science	JOU	Journalism		
AGV	Agriculture-Vet Tech	LGL	Legal Assistant		
ANT	Anthropology	LIT	Literature		
ART	Art	MAP	Medical Assistant		
ASL	American Sign Language	MAT	Mathematics		
AUT	Automotive Technology	MGT	Management		
AVI	Aviation	MKT	Marketing		
BCA	Business Computer Applications	MMS	Mass Media Studies		
BIO	Biology	MOT	Motorcycle Technology		
BPT	Bioprocess Technology	MSE	Marine Service Technology		
BUS	Business	MST	Massage Therapy		
CHM	Chemistry	MUA	Music-Applied		
CIS	Computer Programming	MUS	General Music		
CLS	Cultural Studies	NET	Computer Networking		
COM	Communication	PAR	Parts Dist. & Inv. Control		
CON	Construction	PEA	Physical Education Activities		
CRJ	Criminal Justice	PEC	Coaching/Officiating		
CRR	Collision Repair & Refinish	PEH	General Phys Ed and Health		
CSC	Computer Science	PET	Physical Education Training		
DRA	Film and Theatre	PEV	Intercollegiate Phys Education		
DSV	Disability Services	PHI	Philosophy		
ECE	Early Childhood Education	PHR	Pharmacy Tech		
ECN	Economics	PHS	Physical Science		
EDU	Education	PHY	Physics		
EGT	Engineering Technology	PNN	Practical Nursing		
EMS	Emergency Medical Services	POL	Political Science		
ENG	English Composition	PSY	Psychology		
ENV	Environmental Science	RDG	Reading		
ESL	English As Second Language	REC	Recreation		
EVS	Environmental Studies	REL	Religion		
FIN	Finance	SCI	Science		

# Defining a Course Offering

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits
2008 Fall Term	Open	<a href="#">PSY-111-202 (0016902)</a> <a href="#">Intro to Psychology</a>	Estherville	08/25/2008-12/19/2008 Hybrid Monday, Wednesday 11:00AM - 11:55AM, Main Facility, Room 52	K. Skelly	2 / 24	3.00

**Term** – the term the course is offered (ex. 2008 Fall Term)

**Status** – status of the course (ex. Open or Closed)

**Section Name and Title** – Course Number (Synonym Number) Course Title (ex. PSY-111-202 (0016902) Intro to Psychology)  
The Synonym (0016902) is a 7-digit unique identifier for the course and should be used in registration.

**Location** – The Campus where the course is offered (ex. Algona, Emmetsburg, Estherville, Spirit Lake, Spencer and Web E-College)

**Meeting Information** – Start – End Date of the course **Course Type (more information below)** Meeting Days Meeting Times, Room Number

**Faculty** – Instructor(s) for the course (ex. K. Skelly)

**Available/Capacity** – Seats Available/Total Capacity for the course (ex. 2/24 – 2 available spots out of the 24 total)

**Credits** – number of credits for the course (ex. 3.00)

## Meeting Information

### Type (Course Type)

08/25/2008-12/19/2008 College by Cassette or IPTV Days to be Announced, Times to be Announced, Room to be Announced

ALEKS - Web-based course:	Course delivered <b>online</b> through ALEKS learning system
College by Cassette or IPTV:	College by Cassette or Iowa Public Television Course
Clinical:	Clinical
eCollege:	Course delivered <b>online</b> through the eCollege system
eCollege (proctored exams):	Course delivered <b>online</b> through the eCollege system with proctored exams
Education to Go:	Course delivered <b>online</b> through the ED2GO system
Fast Track:	Fast Track course
Hybrid:	Course includes required web-based instruction in addition to the meeting times listed for the course
Hybrid Fast Track:	Fast Track course which includes required web-based instruction in addition to the meeting times listed for the course
Hybrid Fast Track:	Course delivered through the Iowa Lakes Community College Television System which includes required web-based instruction in addition to the meeting times listed for the course
Iowa Communications Network:	Course delivered via the Iowa Communications Network
Iowa Lakes TV System:	Course delivered through the Iowa Lakes Community College Television System
Lab:	Laboratory
Lecture:	Lecture
Practicum/Internship/OJT:	Practicum
Independent Study Course:	Independent Study Course delivered through the Success Center on an Iowa Lakes Campus

## Locations

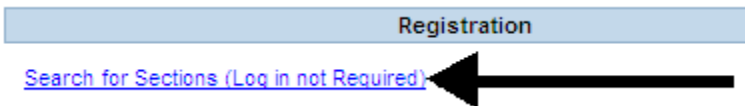
Algona  
Emmetsburg  
Estherville  
Spirit Lake  
Spencer  
Web E-College  
Ed to Go Online

# Search for Courses Online

Go to <http://www.iowalakes.edu/> . Click on the **WebAdvisor** icon  on the bottom of the page.

On the WebAdvisor main menu select **Students**

From the students menu select **Search for Sections**



## Search Strategies

To Start your **Search** select the **Term**



Example 2008/FA: Term

Once you have selected the Term you have different options depending on what you would like to search for.

**SUBJECT / COURSE NUMBER** - To Search for a specific course enter the **Subject** and **Course Number**. (Ex: MAT-110)

Subjects	Course Levels	Course Number	Section
<input type="text" value="MAT - Mathematics"/>	<input type="text"/>	<input type="text" value="110"/>	<input type="text"/>

**COURSE LEVELS** - To Search for courses that will meet the AA/AS Mathematics, Science, Social Science and Humanities requirements search by **Course Levels**. See Below

Subjects	Course Levels	Course Number	Section
<input type="text"/>	<input type="text" value="MA - AA/AS Mathematics"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="SC - AA/AS Science"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="SS - AA/AS Social Science"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="HU - AA/AS Humanities"/>	<input type="text"/>	<input type="text"/>

**SECTIONS MEETING AFTER / SECTIONS ENDING BEFORE** - You also have the option to search for courses meeting after and/or before a specified time.

Sections Meeting After  Sections Ending Before

(Ex: Courses meeting after 10:00am and before 3:00pm)

Sections Meeting After  Sections Ending Before

**LOCATION** - You can also Search for courses by the **Location** they are offered.

Location
<input type="text" value="AL - Algona"/>
<input type="text" value="EB - Emmetsburg"/>
<input type="text" value="EV - Estherville"/>
<input type="text" value="SL - Spirit Lake"/>
<input type="text" value="SP - Spencer"/>
<input type="text" value="WEB - Web E-College"/>

(Ex: Estherville)

Location
<input type="text" value="EV - Estherville"/>

# Search Strategies...continued

**INSTRUCTOR'S LAST NAME** – You can Search for courses by an **Instructor's Last Name**.

Instructor's Last Name

A **COMBINATION** of these search techniques should provide a list of courses that meet your criteria.

**Example:** Find a course on the Estherville campus that meets between 10:00am and 1:00pm and will count towards the AA/AS Mathematics requirement. **See Below**

Term	2008/FA - 2008 Fall Term												
Starting On/After Date		Ending By Date											
Subjects	Course Levels	Course Number	Section										
	MA - AA/AS Mathematics												
Sections Meeting After	10:00 - 10am	Sections Ending Before	13:00 - 1pm										
Mon	<input type="checkbox"/>	Tue	<input type="checkbox"/>	Wed	<input type="checkbox"/>	Thu	<input type="checkbox"/>	Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>
Course Title Keyword(s)													
Location	EV - Estherville	Academic Level											
Instructor's Last Name													
<input type="button" value="SUBMIT"/>													

**FAST TRACK** – To search for Fast Track courses enter FTRK in the Section field. See Below

Term 2011/SU - 2011 Summer Term

Starting On/After Date

Ending By Date

Subjects

Course Levels

Course Number

Section

FTRK

Course listings are available online at <http://www.iowalakes.edu/registrar/courses/schedules.htm>  
Printed course listings are available at the Records Office/Business Office.



# Daily Work Schedule

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>7:30/8:00</b>					
<b>9:00</b>					
<b>10:00</b>					
<b>11:00</b>					
<b>12:00</b>					
<b>1:00</b>					
<b>2:00</b>					
<b>3:00</b>					
<b>4:30</b>					
<b>6:00</b>					

# IOWA LAKES COMMUNITY COLLEGE

## Registration Worksheet – Computer Online Registering

Synonym Number	Course Number	Course Title	Credits

### How to Register through



- Meet with your advisor.** Your advisor will assist you in developing an academic plan to meet your goals at Iowa Lakes Community College.
- Go to the Iowa Lakes Community College web page -- [www.iowalakes.edu](http://www.iowalakes.edu)
- On the bottom of the web page, click on **My Iowa Lakes**
- To log on please read the user name and password instructions and then select the **“My Iowa Lakes Campus Portal”** link.

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

- On the right hand side of the **My Iowa Lakes Campus** page under the WebAdvisor tab select **Student-Registration**  
 Next select **Register for Sections**
- Registration steps:
  - 1) Add potential sections to your **“Preferred List”**.  
 Select **Express registration** – enter the synonym numbers for your courses
  - 2) Register for selected sections from your **“Preferred List”**
  - 3) Check **“My Class Schedule”** to be sure you have completed the process.  
 (Please print your class schedule as it is needed to purchase books at the bookstore)

**For Your Protection:** If you are using a computer others use, be sure to **“Log Out”** of **My Iowa Lakes Campus** and the **Computer Network** before leaving to ensure others won’t have access to your records.

**For Log on or Registration assistance, call 712-852-5265 or 712-362-7922**