

ORIENTATION FACT SHEET



WHAT TO EXPECT FROM MY COLLEGE CLASS

- Expectations are the same as any other college student.
- Instructors may not remind you what is due and when; it will be your responsibility to know this and look at your syllabus.
- Your parents will NOT be called regarding your progress in classes or for non-attendance.
- Syllabus provided for each course.



HOW TO PREPARE FOR A COLLEGE CLASS

- Fill out a registration form with your Guidance Counselor – make sure it is signed by both you and your counselor.
- Take the Accuplacer Test – you can go to an Iowa Lakes Success Center to complete your placement testing. [Accuplacer Test](#)
- Meet with an Iowa Lakes Career Connect Advisor at your school.
- Know your pre-requisite courses. [Course Catalog](#)



STUDENT RESOURCES

Computer Labs: Computers are available on campus throughout the day for students to use.

[Library](#) · [Mental Health Services](#) · [Programs of Study](#) · [Student Handbook](#) · [Student Services](#) · [Success Center](#)
[Transferability Guide](#) · [Tutoring](#)



FERPA

- FERPA – Family Educational Rights and Privacy Act: This allows students the right to inspect and review their own education records. This right is limited solely to the student.
- FERPA prevents non-directory/confidential information from being released to anyone other than the student (including parents). The Student must give written permissions to allow parents access to post-secondary records.
- Anyone who is enrolled in a post-secondary institution will be covered by FERPA, and coverage begins upon enrollment. This law also protects former students.
- Compliance with FERPA regulations allows Iowa Lakes to offer Title IV Funding (Federal Financial Aid) to students.



THINGS TO REMEMBER

- The grades you receive in your dual-credit courses will be on your permanent college transcript – the grades you receive now will follow you through your college career.
- **Dropping a class after the designated drop date will be cited on your transcript as a "W" (withdraw). This may affect your Financial Aid in the future if you have too many "W"s on your college transcript. Be mindful of the courses you are signing up for.**
- **Students are required to complete 67% of their credits (not classes) and maintain a GPA of 2.0. Failing to comply will effect their future Financial Aid eligibility.**
- You must contact your school guidance counselor to drop a class. That is your responsibility. You, as a high school student, cannot drop the college course on your own.
- If you are enrolled in a dual-credit/concurrent enrollment class, remember that your high school is paying for those courses (unless otherwise notified). If you drop a class after the withdraw date for a full refund, your school is paying for a class you ultimately did not finish.
- Credit Loads – college students may register for up to 19 credits if their GPA is 2.50 or better and up to 21 credits if their last term GPA was 3.50 or better. If the student has a GPA between 1.50 and 1.99, they are limited to 12 to 14 credits per semester. Post-secondary students **do not have a credit limit.**
- Please refer to the Senior Year Plus legislature [here](#). Senior Year Plus is the standard that Iowa Lakes adheres to regarding dual credit courses and students.



COURSE CANCELLATION

- If a course you are registered for gets canceled, the Registrar's office will contact you either by phone or email to let you know that class will no longer be in session.



WHAT INSTRUCTORS WILL EXPECT OF YOU

- Read the syllabus carefully.
- Attend class and be on time.
- Submit assignments on time.
- If you are having trouble with your assignments, see your instructor during office hours or contact them via email with questions.



GRADING SYSTEM/ ASSESSMENT

- Iowa Lakes ensures that high school and college courses are comparable with the grading standards and assessment methods.
- Grades are based on your level of achievement in each course. Your grades will be available through Canvas after the end of each regular term.
- [Iowa Lakes Grading System](#)



ADA (AMERICANS WITH DISABILITIES ACT)

- Americans with Disabilities Act. Any student requesting accommodation services from Iowa Lakes Community College is required to submit an application for services and documentation of the disability.
- If you need accommodations for any of your college courses, please contact Jody Condon at jcondon@iowalakes.edu or visit [Disability Services](#).



ACADEMIC DISHONESTY

- Iowa Lakes monitors assignments. At the college level, academic dishonesty is not taken lightly. Instructors will be using www.turnitin.com or similar websites, to monitor plagiarism.
- For the Student Academic Honesty Policy, please see page 65 of the Iowa Lakes Community College Student Handbook.
- [Student Responsibilities](#)



TIPS ON BEING SUCCESSFUL

- Consistently check your Iowa Lakes email.
- Let your instructor know in advance if you cannot attend class – communicate with them.
- Don't be afraid to ask for help – ask your instructors, Guidance Counselors, or Career Connect Advisor questions if you are unsure about something.



ONLINE COURSES WHAT YOU NEED TO KNOW

- What you should do first: log into the course the first day of class and read the syllabus and course schedule, grading scale, and deadlines for assignments.
- The Distance Learning Department can see all activity done in an online class by each student. Your time spent working on your class is monitored.
- Check your Iowa Lakes email frequently. Your class information and anything regarding your Iowa Lakes courses will be sent to that email once your class starts.
- Instructors may not be an Iowa Lakes instructor.
- Requires self-discipline.
- Weekly deadlines. Not self-study courses.
- [Iowa Lakes Online Learning](#)



COLLEGE CLOSINGS

- The college will close due to inclement weather from time to time
 - Listen to local announcements
 - [Sign up](#) for the Iowa Lakes Alert
 - Check announcements on the Iowa Lakes webpage
- It is important to remember that we do not always close our campus on the same days as your high school.
 - If your high school is closed and Iowa Lakes is not, you will be expected to attend your college class.
 - It is the student's responsibility to determine if travel is safe.
 - If you elect not to attend classes, it is the student's responsibility to contact their instructors.

CONTACT INFORMATION

Thank you for being a part of the Iowa Lakes family and allowing us to help further your college career! With any questions, please contact:

KARI HAMPE (712) 852-5228 · khampe@iowalakes.edu

KENDRA HOUGH (712) 852-5246 · khough@iowalakes.edu

RACHEL HALMA (712) 852-5240 · rhalma@iowalakes.edu



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