Welcome to Eastern Iowa Community Colleges

Congratulations on choosing Eastern Iowa Community Colleges and starting on the path toward your college degree, an important and serious step in your future. To help you make the best possible start to your college experience at EICC, we’ve designed BRIDGE orientation – it’s a great introduction to our colleges and a good way to connect you to the information and resources you need to make a successful transition to college. This booklet will help you learn more about our campuses, student services and opportunities.

It is the policy of Eastern Iowa Community Colleges not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with the policy, please contact Debora J. Sullivan, Equity Coordinator, 306 W. River Drive, Davenport, Iowa 52801, 563/336-3487, dsullivan@eicc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 West Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.
**ACADEMIC CALENDAR**

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KEY CAMPUS CONTACTS

ACADEMIC ADVISING
Assists new and returning students in selection of courses and provides overview of college majors and programs.

- CCC ROOM 100 563-244-7004
- MCC Student Center 563-288-6001
- SCC ROOM 2204 563-441-4181

ADMISSIONS
Accepts applications for admission and assists new students, including international students, and provides information on programs in the district.

- CCC ROOM 100 563-244-7004
- MCC Student Center 102 563-288-6007
- SCC ROOM 2204 563-441-4181

BOOKSTORE
Barnes and Noble operates the bookstore on campus. Purchase books, school supplies, and clothing.

- CCC ROOM 112 563-244-7111
- MCC Student Center 563-288-6110
- SCC ROOM 0202 563-441-4111

BUSINESS OFFICE
Accepts payment for tuition and fees, and fields questions regarding refunds and account summaries.

- CCC ROOM 174 563-244-7164
- MCC Student Center 118 563-288-6123
- SCC ROOM 2204 563-441-4123

CAREER SERVICES OFFICE
Assists students in finding employment and in completing career assessments.

- CCC ROOM 100H 563-244-7012
- MCC Student Center 122 563-288-6052
- SCC ROOM 3103 563-441-4021

COMPUTER LAB
Computer labs are open to all students.

- CCC ROOM 155 563-244-7080
- MCC Loper 106 563-288-6001
- SCC ROOM 2015 563-441-4026

DEAN OF STUDENTS
Provides help with student concerns, financial aid appeals and other related academic information.

- CCC ROOM 100 563-244-7004
- MCC Student Center 121 563-288-6101
- SCC ROOM 2402 563-441-4017

DISABILITY RESOURCE COORDINATOR
Assists students with physical disabilities and learning disabilities.

- CCC ROOM 100D 563-244-7083
- MCC Loper 114 563-288-6013
- SCC ROOM 2015A 563-441-4027

FINANCIAL AID
Assists students applying for grants, loans, work-study program, and other sources to finance their education.

- CCC ROOM 174 563-244-7008
- MCC Student Center 105/106 563-288-6060
- SCC ROOM 2205 563-441-4040
Every year our foundations award numerous scholarships.

CCC ROOM 173 563-244-7041  MCC Strahan Main Office 563-288-6005  SCC ROOM 2200 563-441-4063

First place to stop if you have questions and are not sure who to ask.

CCC ROOM 100 563-244-7001  MCC Student Center 563-288-6001  SCC ROOM 2300 563-441-4056

The library is your research resource. It offers a full range of services and the staff members are always willing to help you find the information you need.

CCC Library 563-244-7046  MCC Loper Hall 1st Floor 563-288-6072  SCC ROOM 1300 563-441-4150

Handles registration for classes, adding and/or dropping classes, requests for transcripts, Intent to Graduate forms, and eCollege questions.

CCC ROOM 100 563-244-7005  MCC Student Center 563-288-6117  SCC ROOM 2204 563-441-4181

The Student Success Center is a study area designed for all students with free peer tutoring available in various subject areas. Computers and supplementary course materials and books are available.

CCC ROOM 104 563-244-7120  MCC Loper Hall 1st Floor 563-288-6013  SCC ROOM 2015 563-441-4026

Provides a wide variety of entertainment and cultural activities for students.

CCC ROOM 100G 563-244-7071  MCC Student Center 563-288-6101  SCC ROOM 2300B 563-441-4039

Administers the ALEKS test, makeup exams, online exams and other exams as needed.

CCC ROOM 110 563-244-7001  MCC Student Center 563-288-6056  SCC ROOM 2201 563-441-4088

Provides assistance to veterans eligible for educational benefits.

CCC ROOM 168 563-244-7006  MCC Loper Hall 1st Floor 563-288-6063  SCC ROOM 1019 563-441-4060
Advising: A Key Relationship
- Transfer Student Information: www.eicc.edu/transfer
- Student Success Services: www.eicc.edu/future-students/tutoring.aspx

Student Success Resources
- Student Success Services: www.eicc.edu/future-students/tutoring.aspx
- Electronic Resources: www.eicc.edu/future-students/studentservices/electronic-services.aspx
- Disability Resources: www.eicc.edu/future-students/students-with-disabilities.aspx

College Costs & Financial Aid
- Tuition: www.eicc.edu/tuition
- Scholarships: www.eicc.edu/scholarships
- Payment Plan: www.eicc.edu/NBS
- Financial Aid: www.eicc.edu/finaid
- Dare to Compare: www.eicc.edu/daretocompare

EICC Mobile App
Starting in May 2017, you will be able to download from Google Play or the Apple App Store the Eastern Iowa Mobile App. The App will provide you easy access to your schedule of classes, college announcements, your financial aid and much more.

E Resources
- Online Academic Planning: http://youtu.be/L-FecGizPro (must capitalize!)
- Do It Online with e-Bridge: http://youtu.be/8kOlveEc5mXM (must capitalize!)
- EICConnect Resources: http://youtu.be/M3b8XUmCdaA (must capitalize!)
- Let’s Face it
  - EICCAAlert Emergency System: www.eicc.edu/eiccaalert
  - Social Media: www.eicc.edu/socialmedia

Additional College Resources
- Student Activities
  - Student Activities: www.eicc.edu/activities
  - Student Athletics: www.eicc.edu/athletics

- Career Services
  - Career Services: www.eicc.edu/careerservices

Housing
- www.eicc.edu/housing
EICConnect is the official means of communication between your college and you! Check your EICConnect email for the latest information! If you need help logging in or to reset your password, see your Registrar’s Office or call the EICC Help Desk at 563-336-3456 or email them at helpdesk@eicc.edu.

- EICConnect Email: “your username”@live.eicc.edu
- Campus and District Announcements
- Calendars – personal, class, campus & district
- Class Cancellations and Campus Closures
- Email
- eBridge (registration, financial aid, bills)
- Links to other important sites like Libraries, Financial Aid, EICC Help Desk, Bookstores
- Faculty & Staff directories
- Student Clubs and Communities
- EICC Departmental Information & Forms
- Student Planning Module
- Access to Online classes, Flexclass Blended, and Flexclass Blended Streaming classes, and eCompanions

Wireless internet access is available on all campus sites.

EICCONNECT LOGIN AND LIVE EMAIL
All EICC students who register will receive a free @live.eicc.edu e-mail account. You will need to log into your @live.eicc.edu account within 24 hours of registering to view a confirmation e-mail and additional class(es) access information. This confirmation e-mail will also be sent to the personal/alternate e-mail address in your EICC file.

1. To access EICConnect and your @live.eicc.edu e-mail account enter http://www.eicc.edu/eicconnect into the address bar of your internet browser and press enter. If you already know your username and password skip to step 3. If you know your username but do not know your password click on the Change or Reset Password link on the logon page of EICConnect and complete the requested information. A password reset link will be sent to your personal/alternate e-mail address on file with EICC and please note the reset link is only valid for one hour after it is requested. If you receive an error code 101 when trying to request a reset, or do not know your username, contact the EICC Help Desk at 563-336-3456.

2. When logging into the EICConnect site outside of the EICC network place EICCD\ before your username. While the EICCD is not case sensitive, both your username and passwords are, and the slash between the EICCD and your username is a backslash (\) located above the Enter key on a computer keyboard. A forward slash (/) will not allow you to login.

3. The first time you log into your @live.eicc.edu e-mail account you will need to make sure the language is English (United States) and set the time zone to (UTC-06:00) Central Time (US & Canada).

4. Your @live.eicc.edu e-mail account is considered your primary e-mail address for EICC communication and contact.
EICC MAIN WEB PAGE
www.eicc.edu

- Course Catalog
- Tabloid for Credit Course Registration
- Degree Requirements
- Non-Credit Classes and Certifications
- District Activities, Events and Reference
- District & Campus Maps and Information
- Nelnet – Tuition Online Payment Plan

EICC Help Desk
https://eicconnect.eicc.edu/techsupport/helpdesk/Pages/default.aspx
563-336-3456
helpdesk@eicc.edu

- EICConnect Logins & Assistance
- eBridge Navigation Assistance
- EICC Technology Questions
- Reset Your Password
- IT Website https://eicconnect.eicc.edu/techsupport/helpdesk/Pages/default.aspx
  - Wireless Hot Spot Maps
  - Student Use Policy for Technology at EICC
  - EICConnect Tips
  - Microsoft Office
- The EICC Help Desk is available to answer your questions Monday–Thursday 7am–6pm and Friday 7am–4:30pm.

eBridge
Click on the eBridge “Students” tab after logging into EICConnect.

eBridge provides students with direct access to search course listings, review their grades and financial aid, request an unofficial transcript, or review their bill before payment. You can link to Nelnet to establish a payment plan for your tuition.

Student Online Training Modules
All students enrolled at one of the colleges of Eastern Iowa Community College (CCC, MCC, SCC) are asked to complete three online training modules that assist students in understanding their rights, responsibilities, and expectations of being a college student. The training modules are offered in conjunction with Workplace Answers and are done so at no cost to the student. The training modules are sent to your EICC email address. The training modules include: Preventing Discrimination and Sexual Violence: Title IX, VAWA and Cleary Act for Undergrads and Grads, The Bystander Effect, Alcohol Abuse Prevention for Higher Education Students.
eLearning

Important Definitions

Learning Management System (LMS) - This is the online software utilized to teach online courses, provide online content for hybrid courses and eCompanions. You might think of this as an online classroom. Currently, EICC utilizes a LMS called Pearson eCollege. Beginning in Fall 2017, we will be transitioned to a new system called, Canvas.

Iowa Community Colleges Online Consortium (ICCOC) – The ICCOC is a partnership of seven community colleges in the state of Iowa. EICC is a member of this consortium and offers students the opportunity to enroll in online courses that are taught by instructors at the partner colleges. Members of the ICCOC also share the use of the LMS.

Online Courses - Online courses require no traditional classroom time; they meet entirely in a virtual environment (online classroom). Online courses deliver all content, such as assignments, discussions, quizzes, and feedback online via an LMS. Some courses may require proctored exams.

Online Shared Courses - Courses that are open for enrollment to any student from an ICCOC partner College. Courses are taught by instructors from all partnering colleges (including EICC).

Online Restricted Courses - Courses that are open for enrollment only to EICC students. All courses are taught by EICC instructors.

Flexclass Programs – There are three types of flexclass programs:

Flexclass Streaming - Includes classrooms at different sites. The instructor is at one site with students, while also video and audio streaming simultaneously to students in other classrooms at one or more distant sites.

Flexclass Blended - are classes delivered both in a traditional classroom and online. Students attend classes in the classroom part of the time and have additional online classwork to be completed.

Flexclass Blended Streaming – is a combination of Flexclass Streaming and Blended. Classes are taught simultaneously part of the time in two or more traditional classrooms, with video and audio streaming between the rooms, and the remainder of the work is completed online.

eCompanion – Electronic educational resource (found in the LMS) that instructors may use with their traditional face-to-face courses. Instructors may choose to post lecture notes, exam reviews, syllabi, grades and/or class announcements for students to access within the eCompanion. Instruction occurs in the classroom.

Proctored Exam - An exam that is supervised by a proctor, just as it would be for a course taken on campus. It is up to each student to find a qualified proctor and gain approval from their instructor. Typically, a student schedules the exam with a campus testing center proctor, and the instructor sends the exam to the proctor for administration.

Accelerated Course - Courses offered during a 12-Week, 8-Week or 4-Week term. These courses will cover the same amount of course material as a 16-week course at a faster pace.

For the latest information about Online Courses, Technical Information for accessing the LMS, and Technical Support, please visit our eLearning Webpage at: www.eicc.edu

For more information: EICC Office of E-learning 1-800-850-5443. For ICCOC Technical Support (24/7): eCollege Help Desk 1-800-970-8228 or helpdesk@iowaoonline.com
Congratulations on your desire to expand your horizons by pursuing higher education! EICC is a wonderful place to study for all types of students because our colleges allow for quality education at an affordable cost, and each campus has a very diverse student body. There are also many things to do above and beyond what goes on in the classroom that provide students with a well-rounded educational experience.

Not only is EICC less expensive than four-year institutions, we provide the first two years of coursework necessary to transfer to a four-year institution where students can continue to pursue a bachelor’s degree. EICC offers numerous academic programs to meet the needs of our students. Health care, business, information technology, liberal arts, manufacturing, agriculture—these are just some of the programs students can pursue at EICC. EICC also offers certifications, diplomas and degrees in the classroom or online.

Students in community colleges enjoy not only a solid education that prepares them either for the workforce or for transferring credits towards a bachelor’s degree, but they enjoy extra-curricular activities as well. Sports, clubs, volunteer work, and political activities are all available for students interested in supplementing their educational experience.

The successful completion of one of EICC’s programs will make a difference in your ability to obtain employment and the earning power you have throughout your lifetime. Take time to look at the statistics on the next page, and you will have confidence and motivation to complete your programming here at EICC.

Congratulations again on this momentous decision, and best of luck to you as you embark on a journey you will remember for the rest of your life!
THE CASE FOR COLLEGE

MORE EDUCATION MEANS A BIGGER PAYCHECK

Workers with a four-year degree earn $21,100 a year more than those with only a high school diploma, and as much as a million more over the course of their career.

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EASTERN IOWA COMMUNITY COLLEGES OFFER THE FOLLOWING OPTIONS FOR COLLEGE CREDENTIALS:

**Associate Degree** — A two-year degree: EICC offers three different associate degrees: the Associate in Applied Science (AAS), the Associate in Arts (AA), and the Associate in Science (AS).

- **Associate in Applied Science (AAS) — Career and Technical Education (CTE)**
  The primary purpose of a curriculum leading to an AAS is immediate employment. The requirements for this degree are designed so that students will receive appropriate coursework preparing them to enter the job market upon completion of their program. Each program has specific requirements and these are listed in the catalog. These degrees are not designed to transfer, but most EICC CTE programs have transfer options.

- **Associate in Arts (AA) — Transfer Program**
  The purpose of the Associate in Arts Degree is to provide the first two years of study for those students who plan to pursue a baccalaureate degree at a four-year institution. Students take general education required courses and several elective hours.

- **Associate in Science (AS) — Transfer Program**
  The purpose of the Associate in Science Degree is to provide the first two years of study for those students who are pursuing a baccalaureate degree in the areas of science, math or engineering.

**Diplomas and Certificates** — One- or two-year programs lead directly to employment. Students completing one-year programs receive certificates of completion or diplomas. Many of Eastern Iowa’s certificate and diploma programs are part of a laddered Associate’s (AAS) degree program. Students can complete certificates and diplomas along the way to earning their Associate’s degree.
Associate's Degrees, Diplomas and Certificate options available

Agriculture
- Agronomy – M
- Agriculture – M
- Agribusiness Management – M
- Agribusiness Equipment Technician – M
- Farm Management – M
- Veterinary Technician – M

Education & Public Service
- American Sign Language Interpreter – S
- Child Care – CE
- Coaching – CE
- Criminal Justice – CE
- Early Childhood Education – M, S
- Education – C, M, S
- Emergency Medical Services – C, M, S
- Fire Science – CE
- Physical Education and Recreation – C, M, S
- Pre-Law – C, M, S

Transportation
- Auto Collision Repair – S
- Automotive Technology – S
- Diesel Technology – S
- Logistics Technician – C, M, S
- Supply Chain Management and Logistics – C, M, S
- Truck Driving – S

Environmental & Science
- College Transfer Science – C, M, S
  - Biology
  - Chemistry
  - Conservation
  - Physics
  - Psychology
- Environmental Health and Safety – C, M, S
- Pre-Engineering – C, M, S
- Renewable Energy Technician – S
- Conservation Technology – S

Health
- Health Care – C, M, S
- Certified Nursing Assistant – CE
- Cancer Information Management – M
- Dental Assisting – S
- Emergency Medical Services – C, M, S
- Health Information Technology – S
- Home Care Aide – CE
- Medication Aide – CE
- Medical Coding and Billing – CE
- Medical Transcriptionist – CE
- Nursing – C, M, S
  - Associate’s Degree
  - Pre-Bachelor’s of Science in Nursing
  - Practical Nurse
- Personal Trainer – CE
- Pharmacy Technician – CE
- Phlebotomy Technician – CE
- Pre-Chiropractic – C, M, S
- Pre-Health Professional – C, M, S
- Pre-Medical – C, M, S
- Radiology Technology – S
- Sonography – S
- Surgical Technology – S
- Veterinary Technician – M

Hospitality
- Culinary Arts – S, M
- Event Management – S, M
- Hospitality Management – S, M
- Culinary Arts Baking – S, M

Computers
- CNC Machining – S
- Graphic Arts – C
- Information Technology – C, M, S
  - Game Development and Simulation
  - Networking
  - Software Development
  - Database
  - Hardware/Helpdesk
  - Security and Forensics
  - Server Administration
  - Web Development
- Mechanical Design (CAD) – C, M, S
- Virtual Reality – CE
Science
- Biology – C, M, S
- Chemistry – C, M, S
- Conservation – S
- Health, Safety and Environmental Technology – C, M, S
- Physics – C, M, S
- Pre-Engineering – C, M, S
- Renewable Energy – S

Behavior and Social Sciences
- History – C, M, S
- Political Science – C, M, S
- Psychology – C, M, S
- Social Work – C, M, S
- Sociology – C, M, S
- Pre-Law – C, M, S

Manufacturing and Residential
- CNC Machining – S
- Engineering Technology – C, M, S
- Heating, Ventilation and Air Conditioning – S
- Mechanical Design (CAD) – C, M, S
- Pre-Engineering – C, M, S
- Renewable Energy – S
- Supply Chain Management and Logistics – C, M, S
- Welding – C, M, S

Business
- Accounting Management – C, M, S
- Administrative and Office Support – C, M, S
- Banking – CE
- Business – C, M, S
- Business Management – C, M, S
- Business Entrepreneurship – C, M, S
- Graphic Arts – C
- Logistics – C, M, S
- Management and Supervision – C, M, S
- Marketing, Sales, Retailing – C, M, S

Transfer Options
Many Options Available
- Accounting – C, M, S
- Biology – C, M, S
- Business – C, M, S
- Chemistry – C, M, S
- Education – C, M, S
- English – C, M, S
- Fine Arts – C, M, S
- History – C, M, S
- Journalism and Communications – C, M, S
- Liberal Arts – C, M, S
- Marketing – C, M, S
- Mathematics – C, M, S
- Physical Therapy/Education – C, M, S
- Physics – C, M, S
- Political Science – C, M, S
- Pre-Health Professional – C, M, S
- Pre-Engineering – C, M, S
- Psychology – C, M, S
- Sociology – C, M, S
- Speech – C, M, S

List is subject to change as new programs become available.

Location key
C  Clinton Community College
M  Muscatine Community College
S  Scott Community College
CE  Division of Continuing Education (locations vary)
Each student is assigned an advisor when they start classes at EICC. You can find out who your advisor is by logging onto your EICConnect account. Below, you’ll find a few ways your advisor can help you be a successful student.

An advisor can:
- Help you select the right major
- Confirm what courses you need to graduate
- Connect you to resources— if you lose your transportation, if you are having financial difficulties, if you need someone to talk to
- Share campus resources you should be benefiting from
- Help with time management, study skill, and test-taking strategies
- Help you figure out if online courses are for you
- Share ways to get involved on campus
- Assist with goal setting
- Assist with personal growth and career development
- Assist with academic issues
- Assist with personal concerns
- Navigate within the campus environment

You should see your advisor anytime you are having trouble in class or have any questions about the process. Ideally, students should see their advisors at least three times per semester: at the beginning, near the mid-term, and at the conclusion of the semester.
Below are the instructions for doing a Student Degree Audit for your academic program. It will help you view your progress towards graduation or give you information if you are considering changing your program of study.

Need to know what courses you still need to graduate? View your progress screen in your Student Planning Module to view your progress toward graduation. With this tool, you can track your academic progress and do a ‘What-if analysis’ if you are considering changing your program.

First, go to EICConnect and log-in.

Once logged-in, via E-Bridge on the left hand side, select “Students” and choose “Academic Planning.”

Select “Student Planning.”
You are now in the Student Planning Module! You will now click on the “Go to My Progress” link on the left side of the screen.

You may see the first program is “Continuing Education Certificate.” Click on the arrow pointing to the right of your screen to locate your active college credit program (Liberal Arts-AA, Welding AAS, Pre-Bachelor of Nursing-AS, for example).

Once you locate your active program, you can access your current GPA, credits completed and progress toward your major. If you would like to run a ‘What-if’ analysis for a different major, you can click on “View a New Program” and type in the name of the program you are considering. If your active program is not listed, file a change of major with your registration office or meet with your academic advisor. If you need assistance reading your progress screen, please contact your academic advisor.
Below are the instructions for registering for classes through your Student Planning Module. This tool will help you register for the appropriate classes based on your intended major. First, go to EICCConnect and log-in.

Once logged-in, via E-Bridge on the left hand side, select “Students” and choose “Academic Planning.”

Select “Student Planning.”

Select the “Go to My Progress” link on the left side of your screen.
You may see the first program is listed as “Continuing Education Certificate.” Click on the arrow pointing to the right of your screen to locate your active college credit program (Liberal Arts–AA, Welding AAS, Pre-Engineering–AS, for example).

Once you locate your active program, you can access your EICC grade point average, credits completed and progress toward your major. You can also view the courses you have remaining to complete your certificate, diploma or degree.

To register for a course in your required major, you will want to review your progress screen thoroughly and locate any requirements that have not yet been started. Then, select the course for which you would like to register (for example, English Composition I). To select the course, click on the course number (ENG–105, in this case).
After selecting your desired course, you can filter your course section results to fit your availability and intent. You can filter courses by subject, location, term, day of the week, time of day and by instructor.

After you’ve filtered your sections to reflect your desired location, days, times, etc. Click “Add Section to Schedule.”

A dialogue box will then pop up for you to review the section before planning it into your semester’s schedule. To confirm you would like to plan the course for the semester, click “Add Section.” Keep in mind, you are not yet registered for the section.
After planning the course into your desired semester, hover over the “Student Planning” tab with your cursor. Select “Plan & Schedule.”

For your planned semester, you will see your added section on a weekly calendar. To register for your desired section, click on the register button on the left hand side of your screen.

After you’ve clicked on the “Register” button, your course will have a check mark next to it and show as “Registered, but not started.” Congratulations! You’re registered!
CAREER SERVICES CHECKLIST

STUDENT’S CALENDAR FOR CAREER EXPLORATION SUCCESS

Step 1: Prior to the beginning of your first semester or before the end of the 1st week:

- Complete at least 1 of 5 career assessment tools.
- Connect with a Career Service representative to review assessment results.
- If major cannot be determined, work with career services/advisor to take one class in interest strength area from the assessment (i.e. intro to business, educational foundations, etc.)
- Register with College Central Network to become familiar with the job search opportunities, resume builder, and portfolio builder.
- Discuss work-study process or opportunities with a Career Service representative.

Step 2:

- Make sure your academic plan reflects “major” of choice.
- Review with Career Services representative your level of interest in one class that is being taken from suggestions of assessment results. Discuss tutoring needs for challenging courses, if needed.
- Attend a soft skills training session offered at your campus.
- Meet with Career Service representative to discuss possible career exploration options including:
  - volunteering
  - part-time employment or work-study (if student qualifies)
  - job shadowing
  - internships
- Schedule a mock interview session with Career Service representative, if needed, to prepare for volunteer or other work experience.
- Become engaged and connected to your college, look into available campus activities. (i.e. student clubs/organizations/athletics)
Step 3:
- Follow up with Career Services representative to discuss academic progress and to make sure classes are in line with academic plan and career goals.
- Create a resume and cover letter with your Career Service representative.
- Complete a mock job search through College Central Network to find more information about your field of interest.

Step 4:
- Research career interest using one of the assessments.
- Update resume and cover letter to fit career interest.
- Look at interview techniques and mock interview options.
- Register with Iowa Workforce and temporary employment agencies.
- Plan to attend a Career Fair on campus or within the community.
CAREER SERVICES RESOURCES

CAREER SERVICES RESOURCE GUIDE

Eastern Iowa Community Colleges Career Services is here to assist students, alumni, and the community in achieving their career goals. EICC is committed to helping in a successful transition from school to a career by providing:

- **Career Assessment**
  - [www.mynextmove.org](http://www.mynextmove.org)
  - [www.careeroutlook.us](http://www.careeroutlook.us)
  - [www.skillcow.com](http://www.skillcow.com)
  - [www.bls.gov](http://www.bls.gov)

- **Job Search Skills & Techniques**
  - The Job Hunting Handbook
  - [www.collegecentral.com/eicc/](http://www.collegecentral.com/eicc/)

- **Career/Job Fair Information**
  - See your Career Service advisor for details

- **Online Job Search**
  - [www.iowajobs.org](http://www.iowajobs.org)
  - [www.collegecentral.com/eicc/](http://www.collegecentral.com/eicc/)

- **Career Exploration**
  - [www.eicc.edu/careercoach](http://www.eicc.edu/careercoach)

CAREER SERVICES CONTACTS:

**CLINTON COMMUNITY COLLEGE**
563-244-7012

**MUSCATINE COMMUNITY COLLEGE**
563-288-6052

**SCOTT COMMUNITY COLLEGE**
563-441-4021
MILITARY AND VETERAN STUDENT SERVICES

Eastern Iowa Community Colleges are dedicated to providing our veteran and military students information and assistance with your education benefits program through the Department of Veterans Affairs. Clinton, Muscatine and Scott Community Colleges have certifying officials on campus who will register and certify you for your education benefits. Our academic staff is committed to ensuring each student is directed and registered meeting your specific academic and career program needs. Our VA facilitator is committed to helping veteran and military students make a successful transition to the college environment.

VA Certifying Officials from each campus:
CLINTON COMMUNITY COLLEGE – ROOM 168
563-244-7006

SCOTT COMMUNITY COLLEGE – SCC 1019
563-441-4060

MUSCATINE COMMUNITY COLLEGE – MCC STUDENT CENTER
563-288-6103

DISABILITIES SERVICES

Eastern Iowa Community Colleges ensures that its programs, activities, and services are in compliance with access provisions of state and federal civil rights legislation for persons with disabilities. The Americans with Disability Act (ADA) defines a person with a disability as any person who has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activity. An “otherwise qualified individual with a disability” is a person who, with or without reasonable accommodations, can meet the essential program or course requirements.

District policy calls for reasonable accommodation to be made for otherwise qualified individuals with disabilities on an individualized basis. It is, however, the responsibility of the student to seek available assistance at each college, to make his/her needs known, to complete the Disabilities Services Intake form, and to provide current documentation of disability. Students with disabilities may use a variety of services or reasonable accommodations intended to reduce the effects that a disability may have on their performance in an academic setting. Services do not lower course standards or alter degree requirements but instead give students a better chance to demonstrate their academic abilities.

HOW TO REQUEST SERVICES

Clinton, Muscatine, and Scott Community Colleges employ a Disability Resources person on each campus to work with individuals with disabilities to develop and coordinate services based on individual need. If you are a student with a disability who requires academic accommodation to participate fully in the educational experience, follow the steps listed below.

- Contact the Disability Resources staff on your campus
  CLINTON COMMUNITY COLLEGE
  563-244-7083
  MUSCATINE COMMUNITY COLLEGE
  563-288-6013
  SCOTT COMMUNITY COLLEGE
  563-441-4027

- Submit the completed Disability Services Student Intake form AND supporting documentation to the Disability Resources person on your campus.
- Schedule a time to meet with the Disability Resources person to discuss accommodations and coordination of these services.
- Deliver the signed accommodation form/s to your instructors.
- Keep in touch with the Disability Resources person as needed.

NOTE: The college and/or instructor are not responsible for providing accommodations until notification of disability is provided, appropriate documentation is submitted, and a signed accommodation form is presented.
WHAT WILL YOU DO AT EICC?

Opportunities abound for students that get involved at EICC. There’s more to the college experience than the classroom. EICC campuses offer endless opportunities to get involved. There are many reasons to get involved; here are a few of them:

- It helps you get connected. EICC campuses are full of resources to help you in and out of the classroom. Being involved helps you get connected to the resources that are there to serve you!
- Meeting new people & trying new things. Getting involved helps you meet new people with similar interests, or maybe you will try something new.
- Discover your passion. Explore your major or career path. Attend a conference or get hands-on experience that will help you discover your passions and how EICC can help you achieve them.
- Build your resume! Get experiences you cannot find anywhere else. Build your resume with leadership, teamwork, and management skills that will give you the edge after you graduate.

Clubs & Organizations

Clubs and organizations are created and run by students. From Track and Field Club, Veterans Association, Volunteer Club and much more, there’s always an opportunity for you to get involved in campus activities and student life. Whatever your interests are, we strive to make your college experience unforgettable. We believe that your college education doesn’t end at the classroom door. If you have an idea for a new club or want to find out more information, contact your Student Engagement Coordinator to find out how to get involved. Your talents, ideas and passions make Eastern Iowa Community Colleges an exciting place to be a part of!

Student Government

is an active student leadership group. The Senate plans, coordinates and directs a variety of events and activities throughout the year. This active, viable organization provides students with a positive, educational and fun atmosphere on and off campus. Senators attend workshops and conferences throughout the state, promoting our campuses and gaining valuable leadership and networking opportunities.

Student Ambassadors

have fun while making a difference! Ambassadors help new students get settled on campus by giving tours and representing their campus at events on and off campus! This is a great way to develop marketable skills while enhancing your resume!

Want more information?

Contact the Student Engagement Coordinator on your campus:

**Clinton Community College**
563-244-7071

**Muscatine Community College**
563-288-6101

**Scott Community College**
563-441-4039
Academic Advisor – A professional who is trained to assist a student in planning the student’s academic career, certificate or degree program.

Academic Probation – A warning to a student that his or her academic progress is unsatisfactory. In some colleges, there are several degrees of academic probation for students.

Associate’s Degree – The Associate’s Degree is granted upon completion of a program of at least two, but less than four years of college work. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a senior college. The Associate Degree requires completion of 62–64 credit hours with a cumulative GPA of 2.0 (a “C” average).

Associate of Applied Science Degree – This degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career. The Applied Science degree has the same completion requirements as those stated above for the Associate Degree.

Audit – To take a class without receiving credit toward a degree.

Bachelor’s Degree – This is the undergraduate degree offered by four-year colleges and universities. The Bachelor of Arts degree requires that a significant portion of the student’s studies be dedicated to the arts – literature, language, music, etc. The Bachelor of Science degree requires that a significant portion of the studies be in the sciences – chemistry, biology, math, etc. So, if you are looking to go to medical school, for example, getting a Bachelor of Science in Nursing is one path that you may want to take. The minimum credit hour requirement for a Bachelor’s Degree is 120 hours.

Bookstore – All colleges have bookstores. It will generally stock all the books and other materials required in all the courses offered at our colleges.

Business Office – The Business Office is responsible for all financial transactions of the institution.

Business Hold – When a student is prohibited from registering for classes due to an outstanding bill.

Catalog – An official document of the college, stating admission and academic requirements, courses of study, course descriptions and pre-requisites, student life activities, etc.

Credit Hours – Courses taken in college are measured in terms of credit hours. To earn one credit hour, a student must attend a class for one classroom hour (usually 50 minutes) per week for the whole semester (usually 16 weeks). Classes are offered in 1 – 5 credit hour increments, and sometimes larger amounts.

Curriculum – A complete program of study which leads to a degree.

Degree Requirements – Those requirements prescribed by other institutions for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major, and/or minor areas of study.

Degrees – Degrees are the credentials received for the successful completion of a prescribed program of study.

Developmental Course – Determined by placement pathways (ACT or ALEKS), these courses provide a student with the fundamentals in a certain academic area in order to prepare them for a college-level course (100 level). These courses have a number below 100 and do not transfer to other colleges.

De-Registration – When a student is removed from class rosters due to non-payment. This generally occurs prior to the start of the semester.

Disbursement – A financial aid disbursement occurs when financial aid funds are used to pay charges such as tuition, books or housing on your college bill.

Drop and Add – Students are permitted to drop courses from their class schedules and/or add other courses. Impact upon financial aid, degree completion or athletic eligibility should be discussed with college personnel.
Enrollment - This is the procedure by which students choose classes each semester. It also includes the assessment and collection of fees.

Extra-Curricular Activities - These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as athletics, clubs, student government, recreational and social organizations and events.

Faculty - The faculty is composed of all persons who teach classes for the colleges.

FAFSA - Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs.

Financial Aid - Aid is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Awards from these programs may be combined in an "award package" to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Financial Aid Refund - A financial aid refund check is mailed to students when financial aid payments are greater than the charges on the student bill.

Financial Aid Warning - All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Any student not maintaining satisfactory progress toward his/her educational objectives can jeopardize current and future ability to receive financial aid.

Financial Aid Suspension - A student on Financial Aid Suspension must appeal to the Dean of Students explaining extenuating circumstances for unsatisfactory academic performance. Students must submit an academic plan reviewed by student services advisor.

Fees - Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, and publications.

Final Exams (Finals) - These exams are usually given during the last week of classes each semester. The type of final administered in a course is left to the discretion of the instructor. Final exams are given on specified dates that may be different than the regular class time, and are usually listed in each semester’s class schedule.

Full-Time Enrollment/Part-Time Enrollment - A full-time student is enrolled in 12 or more credit hours in a semester. A part-time student is enrolled in less than 12 credit hours in a semester.

Lecture/Laboratory/Discussion Classes - In lecture classes, students attend class on a regular basis and the instructor lectures on class material. Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture. Discussion classes offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates.

Letter Grades/Grade Point Averages (GPA) - Letter grades are used in determining a student’s GPA. Grades are figured using the following method: A’s are worth 4 points, B’s are worth 3 points, C’s are worth 2 points, D’s are worth 1 point and F’s are worth 0 points. To figure a GPA, simply multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average.

Mid-Term Exams (Midterms) - During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

Modular Classes - Any class shorter than the length of the full semester

Non-Credit Courses - These are classes or courses that do not meet the requirements for a certificate of a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences through cultural and/or recreational studies.
**Prerequisite Courses** – A prerequisite course is a course taken in preparation for another course. For example, Composition I is a prerequisite for Composition II.

**Registrar** – The registrar of an institution is responsible for the maintenance of all academic records.

**Schedule of Classes** – The colleges make available class schedules on EICC’s website. Students can access it by the following link: www.eicc.edu/schedule

**Syllabus** – An outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations, and policies specific to that course. They can be short or lengthy. It is imperative they are fully understood by students.

**Textbooks** – Books required of students enrolled in college classes. Textbook information is found on the bookstore website: www.eicc.edu/bookstore

**Transcript** – The permanent academic record of a student, listing each course taken, and final grade received, and credential if applicable.

**Transfer of Credits** – Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements.

**Tuition** – Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary by such factors as resident or out-of-state status and face-to-face vs. online course delivery.

**Tutor** – A tutor is a person (another student, who has completed and/or demonstrated proficiency in a course or subject or faculty) who is able to provide instruction to another student.

**Withdrawal** – The act of dropping a single course or all courses. Students must complete the process within the stated deadlines on the academic calendar to withdraw officially. Students should also contact college personnel to prevent inadvertent academic and financial aid consequences.
SUCCESS STRATEGIES - WHAT HAPPENS IF.....

I start falling behind in class or I am having trouble understanding the material?
You should speak to your instructor immediately. Keeping an open line of communication with the instructor is the best way to improve in your classes. Most instructors are willing to help you succeed, but if you need more help, you can always sign up for free tutoring or make an appointment with an advisor.

I want to drop a class?
Dropping a class can negatively affect your financial aid if not done so prior to the semester starting. Therefore, if you know you want to drop a class, make an appointment with your advisor. He or she can help assess your situation and may be able to suggest resources or strategies to keep you successful. If you do decide to drop a class, make sure it is done before the deadline to receive a “W” rather than a grade. See the registrar’s calendar for those dates each semester. This still may affect your financial aid, but a “W” will not affect your grade point average (GPA).

Life at home gets busy and I cannot focus on school?
School-life balance is important for academic success, but sometimes life happens and distracts students from achieving success in the classroom. It is important to find ways to balance work, life and school.

Students juggling work in addition to competing obligations from school and home may experience greater challenges in striking a balance. In these cases, it is even more crucial that you find resources to help you create a balance between your different roles and to set priorities.

Learn how to say “no” when you need to and how to say “yes” when you need to. In other words, schedule time for work AND for play—for school AND for family. Make sure you and your family are a “team” in achieving your life and career goals.

If, at any time, you cannot attend a class, you get behind on homework, or feel like you are overwhelmed, talk to someone—your instructor, your advisor, or a counselor—so it doesn’t spiral out of control.

I am having trouble attending class?
Class attendance is key to your college success, in both your in-person and online course work. If you are having issues with this, speak to your instructor sooner rather than later to discuss your options and how you can turn things around. Your grades and ability to understand course material depend on your participation. Poor attendance can also affect your financial aid. Page 37 of this booklet will explain those implications.

I have a concern regarding an instructor?
You should speak with your instructor and share your concerns. If that does not seem to help, you can speak to your advisor about what is happening in class and he or she will direct you to the appropriate resources for assistance.
SUCCESS STRATEGIES

STUDY STRATEGIES

• Write down and prioritize study goals, and see each of these as positive steps to achieving your life and career goals. Have a good attitude about studying.
• Plan study time into your schedule every day of the week. Even if it is to review information for 30 minutes, it will help you stay on track. You should plan two hours of study for every hour spent in class.
• Gain control of your study environment. Turn all media off and resist the urge to check your phone or social networking site. Use that as a “10-minute break” once you have completed an hour of study.
• If you have a family, discuss your study schedule with them and that you cannot be disturbed during this time.
• Seek help from your instructor and/or a tutor at the very first sign you are having trouble.

BUDGETING

Below are simple tips for managing money while you’re in school:

Plan For A Semester At A Time
Most people set up monthly budgets, but while you’re in college, it might make more sense to set up a semester budget and then track your progress on a weekly or monthly basis. Start your budget by calculating your income. Ideally, there will be a surplus that you can put into savings each month. If not, recalculate the budget (by adding income or cutting expenses) until you at least break even.

Watch For Little Expenses That Can Add Up To A Big Monthly Drain
Within your budget, you’ll want to allot a certain amount of money for eating out, going to movies, participating in activities, and other “small” expenses. But it’s important to guard that these “little” expenses don’t add up to a huge expense at the end of the month. Ten coffee drinks, two trips to the movies, and five nights out with friends could easily add up to $200 over the course of a month.

Stay On Track
Once you have your budget in place, stay on track. If you make a mistake, get right back on budget. If you notice that your income has fallen or your expenses have risen, recalculate your budget immediately. By making adjustments quickly, you’ll prevent a little deficit from growing into a big problem.

Don’t Try To Keep Up With Your Friends
Throughout your life, but particularly during college, there can be a tendency to try to keep up with friends. Avoid the temptation to do this. Some people will have more access to money than you; others will be more comfortable racking up credit card debt. Everyone will place a different value on how and when to spend money. Design your budget based on your goals (such as breaking even every month, saving for a car, or graduating from college with little or no debt), then have the confidence to live your life within your means, not someone else’s.

Use Credit Cards Wisely
Many college students who are forced to decide between missing out on something or putting the expense on a credit card will opt to pull out the plastic. Try to behave differently. If you don’t have the money to pay for it, don’t buy it. Without self-discipline, over the course of four or more years in college, hundreds of purchases you can’t afford will translate into thousands of dollars in debt. Credit cards should be viewed as a convenient way to pay for purchases, not as a convenient way to borrow money. If you’re using a credit card while you’re in college, pay it off every month. If you need to carry a balance into the following month, each time you pull out your credit card, ask yourself, “Do I want to borrow money to pay for this purchase?” That simple act of mindfulness will help you use your credit cards more wisely.

For more budgeting tips, or a college student budgeting template, go to: eicc.gradready.com
With planning and some mindful decisions, college really can be affordable. At Clinton, Muscatine and Scott Community Colleges, an investment in a college education can positively change your life AND create more opportunities for your future career success. Our tuition is the lowest in the state of Iowa, plus we offer scholarships, grants and loans. Even with our low tuition rate, it is important to plan for your college costs. Your college costs include tuition and fees, books and other indirect costs such as transportation and childcare. The cost worksheet below is designed to help you plan for your college and personal expenses.

**BUDGET WORKSHEET**

<table>
<thead>
<tr>
<th>Income</th>
<th>Monthly</th>
<th>Semester</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>work</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>from parents</td>
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<td></td>
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<tr>
<td>scholarships</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>grants</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>student loans</td>
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<td></td>
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<tr>
<td>from savings</td>
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<td></td>
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<tr>
<td>other</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Income:</strong></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Monthly</th>
<th>Semester</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>tuition</td>
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<td></td>
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<tr>
<td>housing/rent</td>
<td></td>
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<tr>
<td>books</td>
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<td></td>
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<tr>
<td>supplies</td>
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<tr>
<td>utilities</td>
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<tr>
<td>cable/internet</td>
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<tr>
<td>computer/printing</td>
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<tr>
<td>cell phone</td>
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<tr>
<td>transportation</td>
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<tr>
<td>medical/dental</td>
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<tr>
<td>insurance</td>
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<tr>
<td>child care</td>
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<td></td>
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<tr>
<td>groceries</td>
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<tr>
<td>eating out</td>
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<tr>
<td>entertainment</td>
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<tr>
<td>clothing</td>
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<tr>
<td>savings</td>
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<td></td>
<td></td>
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<tr>
<td>other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Income - Total Expenses = Net Income**
The colleges partner with NBS (Nelnet Business Solutions) Tuition Management, providing you the opportunity to pay your tuition and fee online in total or through a payment plan. Make college more affordable by paying for tuition and fees over time. Tuition payment plans break down your tuition balance into affordable monthly payments.

**Payment Plan Benefits:**
- Easy online enrollment
- Flexible payment options
- No interest

**Pay in Full**
- Mail Payment: send payment in full to the Business Office at least seven (7) days before tuition due date to ensure timely arrival
- Pay online: Log in to EICConnect > E-Bridge > Students > Financial Information > Make a Payment
- Pay in person: Cash, Check, Credit Card, Money Order, Cashier’s Check
- Pay over the phone: Visa, MasterCard, Discover, and American Express accepted. Debit cards with a credit card logo are also accepted.

All tuition and fees must be paid by the semester payment due date. If not paid by due date, there may be a reenrollment fee.

**Using Financial Aid**
- Tuition and fees are due about 2 weeks before classes begin each semester. If you plan to use financial aid to pay your tuition, your FAFSA and all requested documents must be submitted to the financial aid office by:

**Priority Processing Deadlines**
- Fall semester: July 15
- Spring semester: December 1
- Summer semester: May 1
**FINANCIAL AID STEPS TO APPLY**

**Check when completed**

- Complete the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.gov](http://www.FAFSA.gov)

  **Federal School Codes for FAFSA filing:**
  
  - Clinton 001853
  - Muscatine 001882
  - Scott 004074

- Review your Student Aid Report (SAR) and if necessary, make changes and/or corrections at [www.FAFSA.gov](http://www.FAFSA.gov)

- Submit any additional documents that are requested. Your financial aid office will notify you of additional items that are required. All documents must be processed with your financial aid office before your financial aid will be complete.

- Read and review your financial aid award letter carefully. Your award letter is based on full-time enrollment. If you are enrolled less than full-time, your award will be prorated.

- If you decide to borrow a student loan, you can apply for a William D. Ford Direct Stafford loan, by following the instructions on your award letter. You can visit [www.eicc.edu/directloanapp](http://www.eicc.edu/directloanapp) for more information.

- If you are awarded College Work Study and would like to apply, check with your campus Financial Aid Office.
FINANCIAL AID TYPES

GRANTS
Grants are offered to you to help fund your education. Generally these funds do not need to be repaid. However, if you withdraw, never attend, or stop attending your classes, funds might need to be repaid. You must file a FAFSA to determine eligibility. Grants are prorated for part-time enrollment. Most grants are awarded based on financial need and many have limited funding.

- Pell Grant
- Supplemental Education Opportunity Grant
- Iowa Vocational Technical Tuition Grant
- Gear Up Scholarship
- Kibbie Grant
- EICC Institutional Grant

COLLEGE WORK STUDY
Federal College Work Study allows you to earn money to assist you in funding your education. You must work a part-time job to receive these funds. Jobs are both on and off-campus and pay $8 per hour. Off-campus jobs include community service and America Reads/Counts tutoring opportunities. Off-campus jobs may require background screening. You must demonstrate financial need to be eligible.

LOANS
Student loans are borrowed funds that must be paid back, including interest and fees. If you wish to borrow under the Direct loan programs, you must complete a Master Promissory Note (MPN), a Loan Authorization Form (LAF), and an entrance interview in addition to completing the FAFSA application. You must also be enrolled in a minimum of 6 credit hours.

All student loans are disbursed in two installments. If your loan period is for both the Fall and Spring semesters, your second disbursement will not be disbursed until Spring term. If your loan period is only for one semester, your second disbursement will be approximately mid-term of that semester.

For more information about student loans please go to: www.eicc.edu/directloan

SCHOLARSHIPS
Through their foundations, Clinton, Muscatine and Scott Community Colleges provide a wide range of scholarship opportunities for deserving students. All students are encouraged to apply for scholarships at their college.

Many scholarships are based on a student’s high school grade point average, but just as many are based on other criteria. That means that whether you were the class valedictorian or somewhere in the middle, whether you just graduated from high school or it’s been many years since you’ve been in the classroom, or whether you take Arts and Sciences courses for college transfer or are enrolled in a career technology program, there could be something for you.

- Priority Processing Deadline: March 1st

To apply for EICC Foundation scholarships and for more information go to www.eicc.edu/scholarships
FINANCIAL AID EXPECTATIONS

FINANCIAL AID WARNING / SUSPENSION POLICY

Federal Regulations require students to maintain satisfactory academic progress while pursuing their course of study in order to receive financial aid. In accordance with the eligibility requirements of the Federal Government, these procedures must be applied to the entire Eastern Iowa Community College District (EICC) academic history of each financial aid applicant, regardless of whether that student received any financial assistance for the prior term(s).

COURSE COMPLETION AND GRADE POINT AVERAGE (GPA) REQUIREMENTS

- Course Completion: A student must successfully earn 67% of all attempted credit hours. This will be measured on a cumulative basis. For example, if a student has attempted 24 credit hours, the student must have earned 16 credits (24 credit hours X 0.67 = 16 credit hours).
- Grade Point Average: A student is expected to earn a minimum cumulative grade point average (GPA) of 2.00.

MAXIMUM TIMEFRAME REQUIREMENT

A student is ineligible for financial aid once he/she has attempted 150% or more of the minimum credit hours required to receive the degree/diploma/certificate.

- A student who exceeds 150% of the minimum number of hours required to complete his/her degree/diploma/certificate will be placed on Financial Aid Suspension and ineligible for financial aid. The student is required to complete the remainder of the degree/diploma/certificate at his/her own expense unless an appeal and an academic plan are approved by the Dean of Student Development.

For more information please visit: www.eicc.edu/warningpolicy

RETURN OF TITLE IV FUNDS POLICY

The federal government has established a Return of Title IV Funds policy. Financial aid is awarded to you contingent upon attending your classes for the term and your successful completion of the semester. If you fail to do this, you may be responsible for repaying part or all of your financial aid.

A student receiving federal financial aid (Title IV Funds) may have his/her financial aid adjusted based on his/her date of official or unofficial withdraw. Title IV Funds consists of William D. Ford Direct Stafford loans, PELL Grants, and SEOG Grants. EICC will return Title IV funds to the department of Education for students who withdraw before the 60% point in any given semester.

For more information please visit: http://www.eicc.edu/title-iv
Frequently Asked Questions

What happens after I file my FAFSA?

The financial aid office will receive your FAFSA information electronically from the federal government. If no further documentation is needed, you will be sent a financial aid award letter detailing the grants, loans, and/or work–study funding you are eligible to receive. You may also view your award letter on your EICC Connect Account. About 1/3 of all financial aid applicants are randomly selected for verification by the federal government. If you are selected for verification, or if further information is needed, the financial aid office will send you a letter explaining what information is needed to complete your file and determine your eligibility. You may also view this information on your EICC Connect account. Once your file is complete and your eligibility has been determined, you will be sent a financial aid award letter.

Can I use financial aid to get my books?

Bookstore vouchers are available for those students who have enough financial aid to cover tuition/fees and books/supplies. These vouchers are available two weeks before classes start. You must have a signed Bookstore Authorization Form on-file to be able to purchase books using financial aid.

Do I have to apply for admission before I complete my FAFSA?

No. The FAFSA is filed once every academic year. FAFSA becomes available on October 1. Beginning with the 2017–18 FAFSA, students will report income information from two years prior, which in this case is 2015 income information. We suggest students file their FAFSA as early as possible once it is available.

Do I have to be a full-time student to receive financial aid?

No. To receive student loans, you must be at least a half-time student enrolled in at least 6 credit hours per semester. If you are eligible for a Pell Grant, you may be able to receive funding at less than half-time enrollment, depending on your level of eligibility.

Do I have to apply for financial aid every semester?

No. The FAFSA is filed once every academic year. FAFSA becomes available on October 1 and uses tax information from the prior tax year. We suggest students file their FAFSA as early as possible.

I was selected for verification. What does that mean?

This means that the financial aid office will be required under financial aid program rules (CFR “Title 34, Part 668”) to ensure the information you reported on your FAFSA is accurate. To do so, we are required to compare your FAFSA information with copies of your Federal Tax Transcript and other necessary financial documents. For dependent students, we are also required to verify the parental information found on your FAFSA. For independent students, we will request this information for your spouse (if married) as well. If there are differences between your FAFSA and your financial documents, we will make any necessary corrections electronically to have your information reprocessed.

If I’m eligible for a financial aid refund, when will I receive the check?

Financial aid refund checks start being mailed to students 4–6 weeks after the semester begins. Checks are mailed on Fridays and are mailed directly to the current address we have on file for you. Please be sure your address information is current with student services. The Financial Aid office is not allowed to give amounts over the phone. If you want to know your refund amount, log-in to your EICCConnect account.
General Information

Student Handbook
The college student handbook provides information on college services and important student policies. Find the student handbook at eicc.edu/studenthandbook.

Equal Educational Opportunities
EICC endorses the principle of equal educational opportunities for all people regardless of race, color, creed, marital status, national origin, sex, sexual orientation, religion, ancestry, age, or non-job related handicap or disability in the educational programs or activities it operates.

Persons having inquiries concerning the district’s accommodation for or compliance with Title VI, Title IX, Section 504, the Americans with Disabilities Act and the Age Discrimination Act may contact:
Affirmative Action Officer/Title IX Coordinator
306 West River Drive, Davenport, IA 52801-1221
Or call 563-336-3300 Or email dsullivan@eicc.edu

FERPA -Family Educational Rights and Privacy Act
FERPA is a federal law that protects students. The law was passed by Congress in 1974 and grants students the following rights:
- the right to inspect and review education records
- the right to seek the amendment of education records
- the right to consent to the disclosure of education records
- the right to obtain a copy of the school’s FERPA policy
- the right to file a complaint with the FERPA Office in Washington D.C.

Education records are official and confidential documents protected by FERPA. Education records, as defined by FERPA, include all records that are related to a student and maintained by Eastern Iowa Community Colleges (EICC).

Generally, EICC must have written permission from students before releasing information from their record. One exception is categorized as “directory information.” At EICC, the following information is categorized as directory information: Name, Address, Telephone Number, Dates of Attendance, Class Rank, Concentration Area, Email Address, Currently Enrolled, Awards and Honors, Activities and Sports, Height and Weight (Athletes), Full Time/Part Time Status.

Students have the option to request that no information (including directory information) be released. Students must submit this request to the Registrar’s Office within the first 30 calendar days of a beginning of a term or 10 calendar days for the summer term. If a student elects to have directory information remain confidential, no information can be released. Under certain circumstances, confidential (non-directory) education records can be released without a student’s prior consent. For example, information could be released to comply with a lawfully issued subpoena or to school officials who have a legitimate educational interest.

At the post-secondary level, a student’s parents or legal guardian have no inherent rights to inspect their education records; this right is limited specifically to the student. This includes the release of a transcript or an instructor speaking to parents or a legal guardian about class work or attendance. For more information or to sign the form limiting the release of information contact the Registrar on the campus.

Voter Registration
All students are encouraged to take an active role in the election process. Voter registration information is available at www.sos.state.ia.us/elections.

Sexual Harassment
EICC is committed to providing workplaces and learning places that are free from sexual harassment of any kind. In general, sexual harassment encompasses any sexually related conduct which causes discomfort, embarrassment or humiliation, and any harassing conduct, sexually related or otherwise directed toward an individual because of that individual’s gender. Sexual violence is a form of sexual harassment.

Sexual Assault/Violence
Eastern Iowa Community Colleges (Clinton, Muscatine, and Scott Community Colleges) is committed to providing workplaces and learning environments that are free from all forms of discrimination, harassment, and sexual violence.

Reporting Incidents: If you are a victim of discrimination, harassment, or sexual violence, or know of a victim who is a student, you are encouraged to report the incident as soon as possible. Reports should be made to the Dean of Student Development (CCC - Lisa Miller at 563-244-7002; MCC - Shelly Gram Rahlf at 563-288-6164; SCC - LaDrina Wilson at 563-441-4016) or to the EICC Title IX Coordinator (Deborah Sullivan at 563-336-3487). All complaints will be investigated promptly, impartially, and confidentially. When the investigation is completed, those involved with the complaint will be notified of the finding in writing. Students always have the option to contact the proper law enforcement authorities, and college personnel will assist if requested. No student will suffer retaliation from reporting alleged instances of sexual harassment or sexual violence.

How can you help yourself? Be aware of behaviors around you. If you feel uncomfortable or believe you are at risk, ask for help. Say no if the conduct or behaviors are unwanted, tell the person to stop. The presence of alcohol and drugs increases the incidences of assault exponentially. Place yourself in situations where you are in control of your decision making. Report the incident.

The Student Handbook provides details for the reporting and grievance procedures for incidents of sexual harassment and sexual assault.
My Next Steps:
Work with your advisor to determine which of these steps are appropriate for you

**Complete Assessment, Advising and Registration:**

**My Next Advisor Appointment**
- Academic Planning
- Transfer Consideration
- Career Exploration
- Appointment Date __________________

**Plan for My College Costs** [www.eicc.edu/paying](http://www.eicc.edu/paying)
- My Tuition and Fees are: __________
- Complete FAFSA and all Financial Aid Paperwork
- Ensure external scholarships are received by the college Business Office
- Set up FACTS Tuition Payment Plan
- Tuition and Fees are due: __________

**Additional Support Services:**
- Disabilities Services
- Veterans and Military Services
- Trio Support Services

**Preparing for Class:**
- Purchase textbooks and supplies:
  - Estimated Cost: __________
- Purchase tools, uniforms and needed items for your degree program:
  - Estimated Cost: __________
- Discuss class schedule with employer
- Plan for transportation (if needed)
- Plan for childcare (if needed)

**Next Registration Time**
- Semester(s): __________
- Appointment Date: __________

**EICCONNECT LOG IN**

Username: ________________________________
Password: ________________________________
EICC Phone Numbers and Addresses

1-888-336-3907 | www.eicc.edu

Administrative Offices
Eastern Iowa Community Colleges
306 West River Drive
Davenport, IA 52801
Phone – 563-336-3300
Gen. Fax – 563-336-3350
CE Reg. Fax – 563-336-3353

Clinton Community College
1000 Lincoln Boulevard
Clinton, IA 52732
Phone – 563-244-7001
President’s Fax 563-244-7026

Clinton Technology Center
1951 Manufacturing Drive
Clinton, IA 52732
Phone – 563-244-7010
Fax – 563-244-7075

CCC Maquoketa Center
501 W. Washington
Maquoketa, IA 52060
Phone – 563-652-5000
Fax – 563-244-7198

Muscatine Community College
152 Colorado Street
Muscatine, IA 52761
Phone – 563-288-6001
Fax – 563-288-6104

MCC Columbus Junction Center
1208 Colton Street
Columbus Junction, IA 52737

MCC Wilton Center
1215 Cypress
Wilton, IA 52778
563-732-5002

Scott Community College
500 Belmont Road
Bettendorf, IA 52722
Phone – 563-441-4001
Fax – 563-441-4154

Kahl Educational Center
326 West Third Street
Davenport, IA 52801
Phone – 563-336-5200
Fax – 563-336-5209

Blong Technology Center
8500 Hillandale Road
Davenport, IA 52806
Phone – 563-441-4360
Fax – 563-441-4374

Advanced Technology
Environmental and Energy Center
201 Harrison Street, Suite 101
Davenport, IA 52801
Phone – 563-441-4091
Fax – 563-441-4080

West Davenport Center
2950 Fairmount Street
Davenport, IA 52804
Phone – 563-326-5319
Fax – 563-326-6039

Online Voter Registration
www.sos.state.ia.us/elections

Our Web Links:
www.eicc.edu/apply  ·  www.eicc.edu/visit
www.eicc.edu/programs  ·  www.eicc.edu/daretocompare
www.eicc.edu/financialaid  ·  www.eicc.edu/catalog