

# IOWA WESTERN COMMUNITY COLLEGE

## WINTERIM 2017 ENROLLMENT DATES & INFORMATION

### IMPORTANT DATES FOR 2017 WINTERIM TERM\*

October 11, 2017.....	Registration Begins
November 6, 2017.....	Textbooks Available For Purchase In The College Store
December 15, 2017.....	Last Day To Add A Class
December 17, 2017.....	Last Day To Place Online Order For Textbooks
December 18, 2017.....	Classes Begin
December 18, 2017.....	Last Day To Drop Classes For A 100% Refund
December 19, 2017.....	Last Day To Drop Classes For A 50% Refund
December 20, 2017.....	Last Day To Return Textbooks For A Full Refund
December 21, 2017.....	eCashier Deadline
December 21, 2017-January 1, 2018.....	College Offices Closed
January 2, 2018.....	Last Day To Drop Classes
January 2, 2018.....	College Offices Open
January 5, 2018.....	Classes End
January 22, 2018.....	Payment Deadline

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

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



### ROC LOGIN INFORMATION

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

You will gain access to ROC within 24 hours of your initial registration. Follow these steps to activate your account:

1. Go to [www.iwcc.edu](http://www.iwcc.edu) and click on the ROC link on the homepage.
3. On this page type the following:
  - Your Username is the first letter of your first name + your last name + the last 3 digits of your student ID number (e.g. jsmith123).
  - Your initial Password is set to lwcc + your 7 digit student ID number (e.g. lwcc0123456). Please note the capital "l" and lower case "wcc".
  - New Password—be sure to read the guidelines on the right side of the web page.

### REGISTRATION

#### CURRENTLY ENROLLED AT IOWA WESTERN:

If you are enrolled in Fall 2017 classes Iowa Western, you may register through ROC or you may simply complete a Change of Registration form, secure a signature from your assigned advisor, and then take the completed form to the Records and Registration Office on or before December 15, 2017. Students are limited to enrolling in two classes.

#### NEW STUDENT:

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

### TEXTBOOKS

Textbook information is available to view online at <http://iwcccollegestore.com/> beginning October 11. To order your textbook online, please visit <http://iwcccollegestore.com/>. Online orders must be placed no later than 11:00 pm on December 17, 2017. You may purchase and pick-up your textbook at the College Store from November 6, 2017 to December 20, 2017 at noon. Refunds on textbooks for dropped courses are only available through December 20, 2017 with a drop slip. The College Store will be closed from December 21, 2017 through January 1, 2018.

### TECHNICAL SUPPORT

Students who experience technical difficulties, including problems with a login or password, need to contact the Help Desk at the web page <http://helpdesk.iwcc.edu>. Students are strongly encouraged to log in to their class prior to December 18<sup>th</sup> when classes begin, so that any issues regarding their login or password can be resolved before College Offices close for winter break. Technical support will be available throughout the break via the web page <http://helpdesk.iwcc.edu>; you will receive a response within 48 hours.

### ENROLLMENT QUESTIONS

Enrollment questions should be directed to the Records and Registration Office at [winterim@iwcc.edu](mailto:winterim@iwcc.edu). Keep in mind that College Offices will be closed from December 21, 2017 through January 1, 2018. If you need enrollment assistance while College Offices are closed, please email us at [winterim@iwcc.edu](mailto:winterim@iwcc.edu); you will receive a response within three days.

### FINAL GRADES AND TRANSCRIPTS

Final grades are due from the faculty on January 8, 2018. Students will be able to view their final grades on ROC by January 10, 2018. Transcripts may be requested electronically through the National Student Clearinghouse, [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Click on the orange Order-Track-Verify button to begin the ordering process. No transcript of credit will be issued until all financial and other obligations to the College have been met.

## CHANGES IN REGISTRATION

Changes in registration include adding and dropping classes. **Students who want to drop a Winterim class must complete one of the following options: 1.) go to <http://winterimdrop.iwcc.edu/> for instructions to drop a course online through ROC on or before January 2, 2018, or 2.) complete a Change of Registration form, secure a signature from an advisor, and then take the form to the Records and Registration Office on or before January 2, 2018. Please keep in mind that College Offices will be closed from December 21, 2017 through January 1, 2018. Any drop forms that are submitted after 12:00 pm on December 20 will not be processed until January 2, when College Offices reopen. You will receive a confirmation email once your drop has been processed.**

### ADDING A CLASS

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

### DROPPING A CLASS

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

## REFUND OF TUITION AND FEES

Students who cancel their registration in writing or withdraw from or drop courses before the first day of Winterim will be refunded all tuition and fees paid, including first-time enrollment, college service, program, and course fees. Students who withdraw from or drop courses the first day of Winterim will be refunded all tuition and fees except the first-time enrollment fee. Students who withdraw from or drop courses the second day of Winterim will be refunded fifty percent of tuition as well as fifty percent of program and course fees; neither college service fees nor the first-time enrollment fee will be refunded. Students who withdraw from or drop courses after the second day of Winterim will not be refunded any tuition or fees.

## PAYMENT ARRANGEMENTS

Payment arrangements that cover the entire balance of a student's account must be made each semester by the payment deadline. **The Winterim payment deadline is January 22.** Payment arrangements can be made by setting up an automatic payment plan online through e-Cashier. In addition, payment in full can be made through one of the following options: over the phone with a credit card or debit card at **712-325-3225**, through the mail with a check, or by going to the Cashier's window and paying with cash, check, debit card, or credit card. The College reserves the right to administratively withdraw students who fail to make payment arrangements by the payment deadline.

### E-CASHIER AUTOMATIC PAYMENT PLAN

Iowa Western offers the e-Cashier Automatic Payment Plan to help students finance their education. The payment plan must be set up for the Winterim session by December 21, 2017. To enroll in the payment plan, go to [www.iwcc.edu](http://www.iwcc.edu) and click on the Current Student link and then the e-Cashier link under Finances. It is available under the following terms and conditions: the student must have a balance of \$200 or more; the payment plan must be used only for tuition, fees, books; the student must enroll in the plan online and pay a \$25 fee; and the student must make all payment installments as scheduled. Specific dates for payment are posted online and are available at the Cashier's Window. The College reserves the right to administratively withdraw students who fail to make payment arrangements by the payment deadline.

### SCHOLARSHIP RECIPIENTS

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

### FINANCIAL AID

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

Visiting students are not eligible for financial aid.