



Handbook
2011-2012

Southeastern
COMMUNITY COLLEGE

Southeastern Community College

2011-2012 Handbook

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SCC Campus Information

■ West Burlington Campus 1500 West Agency Road P.O. Box 180 West Burlington, IA 52655-0180 319-752-2731 Toll-free 866-722-4692 Fax 319-752-4957	■ Keokuk Campus 335 Messenger Road P.O. Box 6007 Keokuk, IA 52632-6007 319-524-3221 Toll-free 866-722-4692 Fax 319-524-8621	■ Center for Business RiverPark Place 610 North 4th Street, Suite 220 Burlington, IA 52601 319-752-2731 Toll-free 866-722-4692 Fax 319-752-3407
■ SCC Fort Madison Center 1602 Avenue F Fort Madison, IA 52627 319-376-2286	■ SCC Mount Pleasant Center 200 North Main Street Mount Pleasant, IA 52641 319-385-8012	

Message from the President



Dear Friends,

Southeastern Community College is your college. It has a long history of quality service to the communities in southeast Iowa. Our faculty is committed to excellence in learning and our staff is always available to support the learning process. Our commitment to continuous improvement is evidenced by our selection into the Academic Quality Improvement Program (AQIP) by our regional accreditation organization, the Higher Learning Commission.

We at SCC do not take your faith in us lightly. We know that we have a charge to work with our communities to build a skilled and educated workforce. We also have a role to play in strengthening the economy of our area. Responsiveness to our communities and our students is not an empty promise; it is our commitment.

Thousands of successful alumni can attest to the positive impact this community college has had on their lives. SCC has a tradition of excellence in providing close-to-home, affordable, relevant education.

Please read and use this publication. In it you'll find information on policies, procedures, campus maps, a faculty/staff directory, student activities, and a host of other items. Let this handbook serve as your primary reference on any questions you may have. Should you need additional information, please feel free to contact any of the great staff in our Enrollment Services Offices. They will be happy to help you.

It is important to remember that going to college is one goal that pays you dividends no matter where life may take you. Never underestimate the power of a good education. Southeastern Community College is here to serve you. I hope you'll choose to be part of SCC's tradition of excellence.

Sincerely,

A handwritten signature in cursive script that reads "Beverly S. Simone". The ink is dark and the signature is fluid and legible.

Beverly S. Simone
President, Southeastern Community College

MISSION: The mission of Southeastern Community College, an institution of higher education, is to provide quality, affordable, and accessible lifelong learning opportunities which meet or exceed the expectations of the people we serve.

VISION: Southeastern Community College envisions itself as a dynamic leader in lifelong learning, an innovator of responsive programs and services, and a promoter of professional, personal, social, and economic development.

GOAL: The goal of Southeastern Community College is to be a model of excellence among community colleges.

VALUES: We at Southeastern Community College value quality education. We value our students and employees, respect their diversity, recognize and encourage the use of their unique talents and contributions to our entire college community, and support their personal and professional development. We encourage their co-curricular, social, civic, and cultural participation. We invite innovation, creative problem solving, and risk-taking. We value teamwork, cooperation and collaboration as part of our continuous improvement efforts. We believe in an industrious, enthusiastic, and congenial work and learning environment. We value integrity in our interactions, advocating open and respectful communication. We honor the trust placed in us to prepare learners for their many roles in a dynamic global society.

Southeastern Community College is an Affirmative Action/Equal Opportunity Employer. Southeastern Community College is a publicly supported community college serving the Iowa counties of Merged Area XVI.

The college makes every effort to ensure the accuracy of the content of this catalog, but reserves the right to make changes at any time without prior notice. This catalog is for informational purposes and does not constitute a contract. Published through the Office of Educational Services.

College Governance

Southeastern Community College is governed by a five-member Board of Trustees elected from and by the citizens of five separate director districts. It is the Board's responsibility to see that the college is well administered by the president and college staff, to establish institutional policy and to determine the effectiveness of the institution in fulfilling its mission to the area. The governing board operates in accord with a set of written policies.



■ **Janet Fife-LaFrenz**

Member—Director District 5

Representing all voters residing in Central Lee and Keokuk Community School Districts plus that portion of the Jefferson Township Precinct that is located within the Fort Madison Community School District.

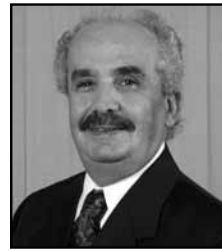


■ **Landen Hillyard**

Member—Director District 2

Representing all residents of Danville, Mediapolis, Morning Sun, Wapello Community and West Burlington Independent School Districts plus that portion of the Burlington Community School District comprised of the following:

Precincts #1 and Tama Township; Flint River Township/City of Middletown; and those voters who are city of West Burlington residents in Burlington Community School District.



■ **Moudy Nabulsi**

Chair—Director District 4

Representing all voters residing in Fort Madison Community School District except that portion in the Jefferson Township Precinct. Also includes that portion of the Burlington Community School District comprising the Union Concordia Township Voting Precinct and Burlington City Voting Precinct 6.



■ **Brian Roth**

Vice Chair—Director District 1

Representing all residents of Mount Pleasant, New London, WACO, and Winfield-Mount Union Community School Districts.



■ **David Walker**

Member—Director District 3

Representing all voters in the portion of the Burlington Community School District comprised of the following precincts 2, 3, 4, 5, 7, 8, 9, 10, 11, and 12.

Southeastern Community College is accredited by the Iowa State Department of Education.

Southeastern Community College is a member of:

- The American Association of Community Colleges
- Association of Community College Trustees
- Iowa Association of Community College Trustees
- Iowa Association of Community College Presidents
- League for Innovation in Community Colleges

The chief administrative officer of the college is the President. The President is responsible for the operation of the community college with respect to its educational program, its faculty and student personnel programs, and the use of its facility. The following are members of the president's cabinet: Vice President for Administrative Services, Vice President for Teaching & Learning, Vice President for Student Services, Director of Workforce Development, Director of Marketing and Communication, Executive Director of Institutional Advancement, Executive Director for Technology Services, Director of Human Resources, Director of Institutional Grants, Teaching and Learning Director/Dean, President of SCCHEA, President of SCCESA, Enrollment Coordinator, Keokuk Campus Faculty Representative, Keokuk Campus Support Staff Representative and Executive Assistant to the President/Board Secretary.

Southeastern Community College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools.
30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504.
Phone: 312.263.0456.

Web: www.ncahigherlearningcommission.org Southeastern



Telephone Extensions

Toll-free: 866.SCC.IOWA (866.722.4692)

Department	Extension
■ West Burlington: 319.752.2731	
Business Office	5041
Bookstore	5170
Center for Business	5375
Child Care	754.8457
Dean of Health & Natural Sciences.....	5100
Dean of Humanities & Social Sciences.....	5247
Dean of Professional & Technical Ed.....	5193
Disability Services	5157
Enrollment Coordinator.....	5017
Enrollment Specialists	5018 / 5019 / 5030 / 5021
Financial Aid Office	5014 / 5015
Foundation Office (Scholarship information).....	5062 / 5065
Human Resources	5063 / 5064
I.T. Help Desk	5087
Library (Yohe)	5090
Registrar.....	5012 / 5022
SuCCess Center	5155
Testing Services	5157
Trio Student Support Services	5161
Tutoring.....	5157
■ Keokuk: 319.524.3221	
Bookstore	1940
Enrollment Coordinator.....	1928
Enrollment Specialists	1929
Executive Dean of Keokuk Campus	1920
Financial Aid Office	1922 / 1931
Library (Fred Karre)	1960
Registrar.....	1923 / 1931
SuCCess Center	1943
Testing Services	1943
Tutoring.....	1943

2011-2012 Academic Calendar

■ Fall 2011

8/15-16.....Faculty Workshops
 8/17Fall Semester classes begin
 9/5Labor Day. No classes. Offices closed
 10/14Professional Development Day. No classes.
 Offices closed
 11/23-25 ..Thanksgiving vacation. No classes. Offices closed
 12/13Fall Semester ends
 12/15Final grades due
 12/23-1/2....College Offices closed

■ Spring 2012

1/3College offices reopen
 1/9-10.....Faculty workshops
 1/11Spring Semester classes begin
 3/12-16Spring break. No classes. Offices closed
 5/8GED Graduation
 5/9Keokuk Campus Commencement
 5/10West Burlington Campus Commencement
 Spring Semester ends
 5/11Faculty Workshop. Final grades due

■ Summer 2012

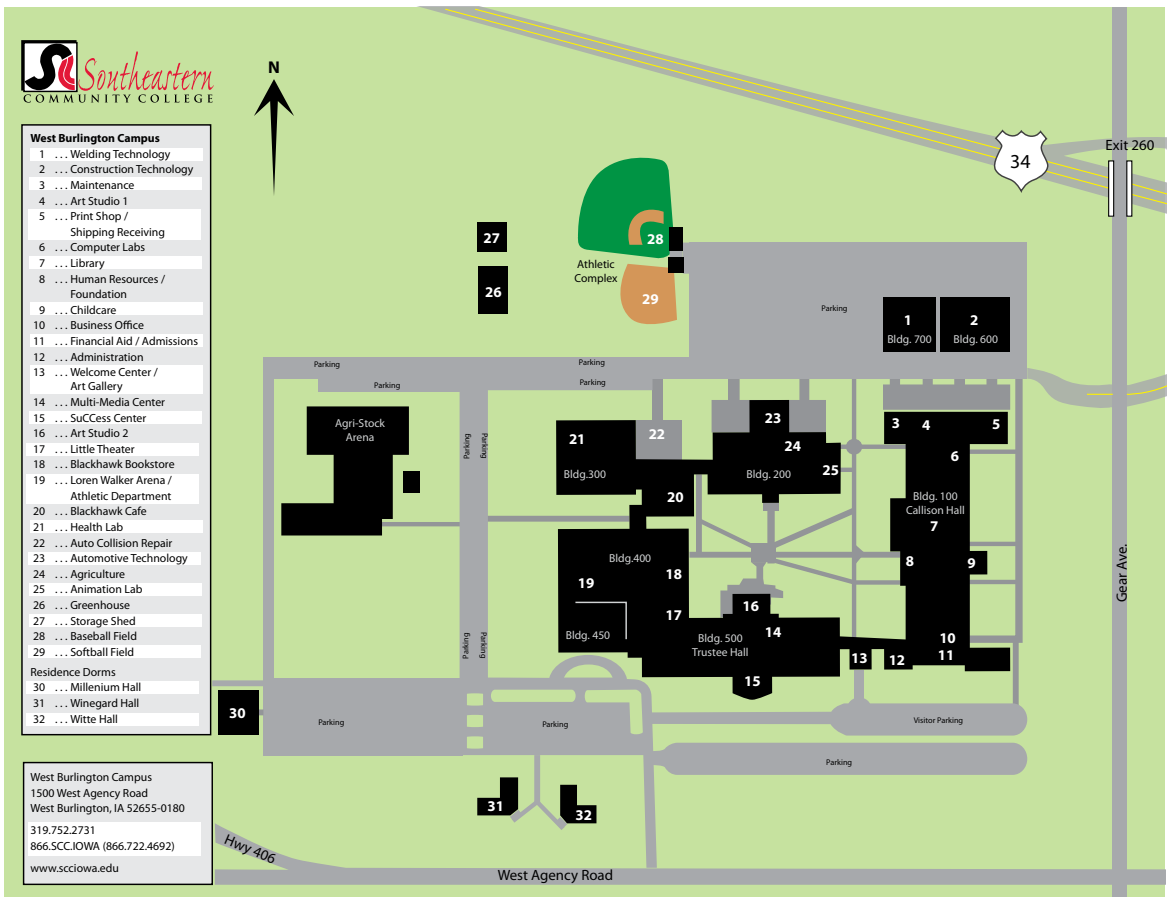
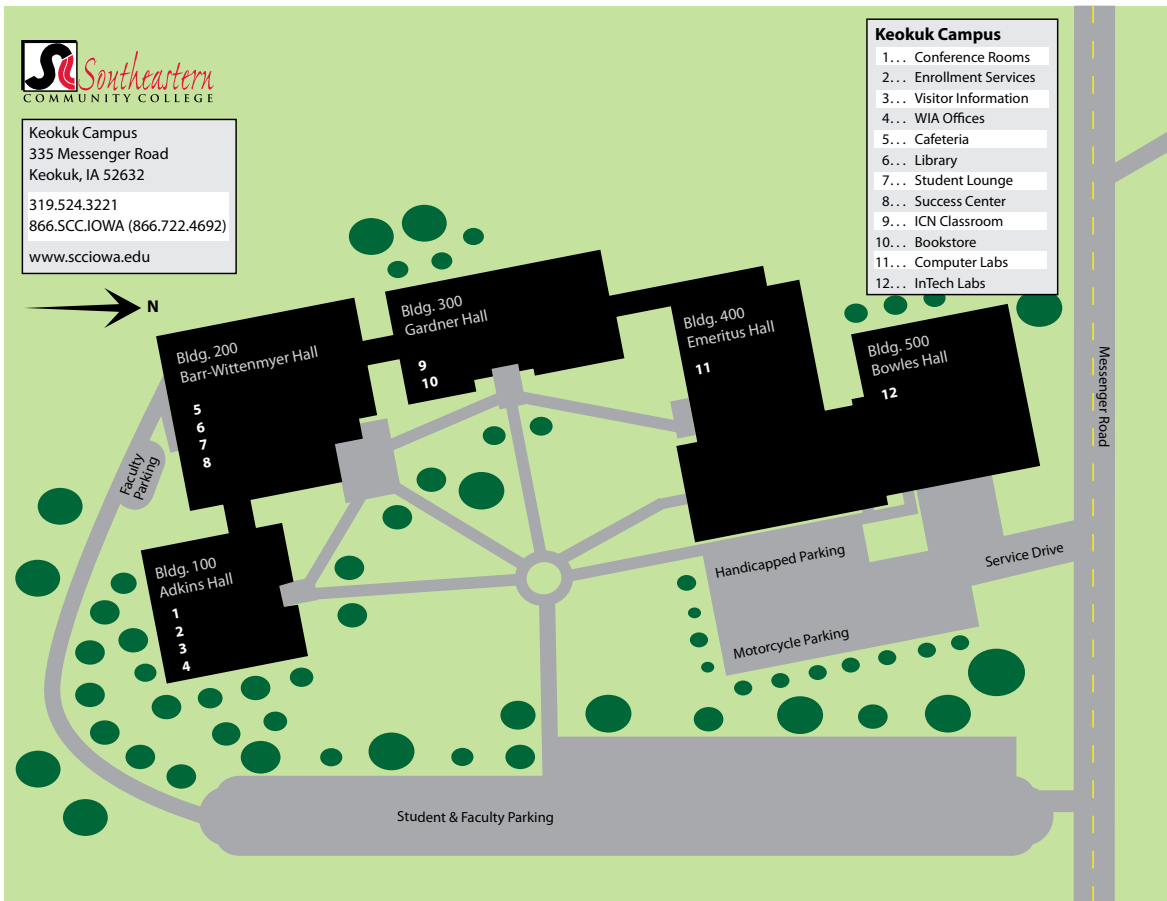
5/14Early 6 week summer classes begin
 5/28Memorial Day. No classes. Offices closed
 5/30Summer Session classes begin four- and eight-
 weeks in length)
 6/27Late Summer Session classes begin
 (four-week length only)
 7/4Independence Day. No classes. Offices closed
 7/25Early Summer Session (eight-week) and
 Late four-week Summer Session classes end

** A prorated refund schedule and last day to drop will apply to all registrations. The complete refund schedule and last day to drop is available on SCC website (Current Students/Student Services and Resources/Academic Calendar/Click here to see Refund drop schedule).*

■ Refunds/Withdrawals

The refund and last day to drop dates are available by going to http://www.scciowa.edu/currentstudents/student_services_and_resources/enrollment_services/refunddates.html.

Campus Maps



SCC Foundation

■ Purpose

Southeastern Community College Foundation is an Iowa nonprofit corporation created in 1982 to assist the college in carrying out its mission. It is independent, but supportive, of the college and governed by a 25-member Board of Directors selected from the area. The Foundation raises money for scholarships, instructional programs, projects, and facilities improvements. For information on how to apply for a Foundation Scholarship, see page 11.

■ Non-Profit Foundation - Ways to Contribute Tax Deductible Gifts

Scholarships and program grants are funded with donations and endowments established with the Foundation. The Foundation encourages contributions which create educational opportunities that serve as investments

in everyone's future. Donors are acknowledged in a variety of ways - including a listing in the college newsletter's annual Donor Roll. Annual cash gifts of \$1,000 or more qualify donors for membership in special giving circles. To recognize individuals who have established planned gifts or bequests to SCC or the SCC Foundation, the Foundation created the Legacy Society. For further information on ways to support SCC students and programs, go to the Foundation webpage on www.scciowa.edu or contact:

SCC Foundation
1500 W. Agency Rd, P.O. Box 180,
West Burlington, IA 52655-0180
Phone: 319-208-5065 or
1-866.SCC.IOWA, ext. 5065.
FAX: 319-208-5006
E-mail: brump@scciowa.edu

The following are examples in which the Foundation has acted as the nonprofit vehicle through which tax deductible gift dollars were raised to benefit SCC and its students: 1) construction of two 16-room dormitory buildings on the West Burlington campus in 1989; 2) the 1998-1999 co-purchase of land contiguous to the West Burlington campus; 3) planning and coordinating the college's first major capital campaign that began spring 2000; and 4) conducting a large-scale annual event to raise funds for scholarships and instructional program mini-grants.

Equal Access

■ Equal Opportunity Policy

It is the policy of Southeastern Community College to select, develop, and promote employees and students based on individual ability and performance. It has been, and shall continue to be, the policy of Southeastern Community College to provide equal employment opportunity to all people in all aspects of student and employee relations without discrimination because of age, disability, ethnicity, gender, marital status, national origin, race, religious creed, or sexual orientation. This policy affects decisions including, but not limited to, an employee's compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer, and other privileges of employment. This policy also affects all aspects of student conduct, interaction and student relations with Southeastern Community College faculty and staff, as well as other students. It has been, and shall continue to be, Southeastern Community College's policy to maintain a work and educational environment free of sexual harassment, intimidation, and discrimination. It is further the policy of Southeastern Community College to comply with all applicable local, state, and federal statutes concerning equal employment opportunity. Inquiries or grievances of this policy may be directed to the Human Resources Office, 1500 W. Agency Rd., West Burlington, Iowa, 52655, 319-752-2731 or 866-SCC-IOWA; to the Director of the Iowa Civil Rights Commission in Des Moines; the

Director of the Regional VII Office of the United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin; or the Director of the Regional VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

■ Statement of Inclusion

Southeastern Community College (SCC) is committed to providing equal access to all persons who seek post-secondary and related educational assistance, within our stated mission and statutory authority. We remain committed to helping all persons to the level of their ability to benefit, regardless of age, disability, ethnicity, gender, national origin, race, religious creed, marital status, or sexual orientation. We will accomplish this commitment through our offering of a broad spectrum of quality educational programs, activities, educational assistance, and related support services. We value diversity as a rich enhancement of student experiences here and we are thereby committed to policies that promote fairness and inclusion for all who attend SCC.

Therefore, as a reflection of this commitment, Southeastern Community College confirms and supports the statements of inclusion, promoted by the American Association of Community Colleges (AACC), as modified below.

1. Southeastern Community College endorses the continued use of admissions guidelines and employment practices that promote broad diversity in community colleges.

Southeastern Community College shall pursue those standards and guidelines, which provide for the fulfillment of our strategic plan that includes an emphasis on diversity, with respect to admissions and employment activities. We recognize that SCC educates students who will be tomorrow's leaders, and their college experience must demonstrate the richness and substance of our diverse, multicultural and global environment. In addition, the environment at SCC shall serve to promote understanding and appreciation of others, while encouraging students to grow as individuals.

2. Southeastern Community College affirms its commitment to diversity.

SCC will annually evaluate our hiring, admissions, and financial aid policies to ensure learner diversity and equal access. We will ensure that the results of these evaluations conform to the concept of open access—the cornerstone of the community college mission.

3. Southeastern Community College believes that diversity is crucial to a democratic society.

Community colleges are, in effect, microcosms of our greater society, and Southeastern Community College is no exception. As

such, we will encourage and enhance the fullest understanding of human rights and responsibilities and will teach the skills that allow our students to effectively participate in a democratic society. SCC understands its responsibilities for shaping an environment that mirrors the general culture and creates

opportunities for all within the college community to interact with understanding, tolerance and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also helps perpetuate social harmony for the future.

Note: Adapted by the AACCC Statement on inclusion, adopted 4/12/97 Admissions Information

Current Student Registration Information

■ General Considerations

Studying curriculum needs in relationship to the available courses and programs is important prior to registration. Mandatory placement must also be considered. Academic planning includes a conference with an enrollment specialist. Students are urged to arrange for a planning conference well in advance of any future term. Enrollment specialists are available year round.

The registration process includes:

1. Enroll in classes either online via the website at www.scciova.edu or at the Enrollment Services Office. (Part-time evening students may register by phone.)
2. Make arrangements for payment.

■ Orientation

All students are required to complete a new student orientation. The orientation, which is available online at the scc website, offers information on college and registration procedures, curriculum/program requirements, bookstore operations, and transfer procedures. Students are also required to take a placement test before enrolling (ACT, ASSET, or COMPASS). An enrollment specialist will use test results to assist students with course selection and career planning. Orientation and ASSET or COMPASS testing services are available free of charge.

■ Academic Advising

Academic advising services will be provided for students. Enrollment specialists will work closely with students to assist them with adjustments to college, class scheduling, educational planning and exploring educational options. Additionally, enrollment specialists will work closely with faculty, use them as resource people, and urge them to assist students in the students' fields of interest as voluntary advisors.

■ Credit for Courses Completed at Other Colleges and Universities

Credit will be granted for courses taken at other regionally accredited institutions in which the student has earned a grade of "C"

(2.00 on a 4.00 point scale) or better. Credit will also be awarded for courses in which a grade of "D" has been earned, providing the student's overall grade point average from the transferring institution is "C" (2.00 on a 4.00 scale) or better. See the Registrar's Office for any possible exceptions to this policy.

Career education credit from other regionally accredited schools may be applicable to the SCC associate of arts and associate of science degrees.

■ Acceptance of Credit between SCC Programs

Individuals changing their educational objectives from one program to another may be required to complete additional credit hours to meet the new degree or program completion requirements. Such occurrences, however, may be reduced by applying previous appropriate credit hours toward coursework required under the newly established educational goal.

The registrar has the responsibility of accepting or rejecting credits in lieu of required coursework, acting within the guidelines of established administrative policy.

Up to 16 credits in career education (vocational-technical) courses earned at SCC are acceptable as elective and/or specific credit applicable toward the associate of arts and associate of science degrees. A minimum grade of "C" (2.00 on a 4.00 point scale) must be earned in each career education course applicable to the associate of arts or associate of science degree.

■ Classifications of Students

A full-time student is one who carries 12 credit hours or more in a given term. A part-time student is one who carries less than 12 credit hours in a given term.

A first-year student is one who has earned less than 28 credit hours. A second-year student is one who has earned 28 or more credit hours.

Students enrolling at Southeastern Community College are classified as a

resident or nonresident of Iowa by the registrar according to established guidelines. The decision will be based on information furnished by the student and any other available relevant information. The registrar is authorized to require such necessary written documents, affidavits, verifications, or other evidence to establish the residency of a student. The responsibility of establishing residency, for resident tuition purposes, rests with the student.

Any change in the residency status of a student at Southeastern Community College will become effective at the start of the next term of attendance following the date of actual residence reclassification. Tuition adjustments will not be retroactive.

Student residency status applies only to matters under the direct jurisdiction of the College Board and administration. Residency regulations established by state and federal agencies will supersede this institutional policy in all instances directly related to the jurisdiction scope of said agency.

■ Schedule Changes

Students should plan their academic program carefully so that subsequent changes may be kept to a minimum. When necessary, schedule changes should be made before the start of classes. No course may be added to a student's schedule after the first week of class without instructor approval. After the second week of class, approval of the appropriate dean is also required.

Students adding courses after the second week of class should check with the financial aid office concerning what effect the addition of a class may (or may not) have on their financial aid awards. During the fall and spring terms, a student's enrollment level is "locked" after the second week of classes. Therefore, the addition of coursework after the second week of classes will not increase grant proration.

During the summer term, students adding courses after they have officially begun should check with the Financial aid office to determine their financial aid “lock” date.

■ **Course Drops**

If a student wishes to withdraw from one or more single courses or totally withdraw from the college, he/she must contact an enrollment specialist or drop the course via Web Advisor. If the proper withdrawal procedure is completed by the drop deadline, a “W” (withdraw) grade will be shown on the transcript for each course dropped.

The last day to withdraw is the date that falls two thirds into the class time. For example, the withdrawal deadline for a class that is 30 days in length would be on the 20th day.

Should a student stop attending a class or

classes at any time during a semester without following the official withdrawal procedures, he/she will receive a grade that is appropriate to the instructor’s grading policy and will forfeit tuition refund rights. Tuition refunds will only be made to students who withdraw in accordance with College policies outlined under the heading “Schedule of Refunds.”

To process a withdrawal, students must contact Enrollment Services at the West Burlington campus, extension 5010, or at the Keokuk campus, extension 1923.

Special Note to Veterans: Any veteran wishing to drop a course or withdraw from school should first contact the veterans’ advisor in West Burlington at extension 5018 or the VA certifying official in Keokuk at extension 1923 before completing the withdrawal procedure.

■ **Indebtedness Policy**

No student who has prior unsettled indebtedness to the college may register in any new term. During the period in which the indebtedness remains unsettled, no evidence of attendance or other official credentials can be obtained from the college. Diplomas or certificates will not be granted nor will credits be transferred to another college until all accounts are settled.

Indebtedness may include tuition, fees, library and housing fines, and other charges incurred by the student and owed to the college.

Financial Information

■ **Tuition**

Tuition for enrollment in any program is based on the number of credit hours for which the student enrolls and legal residence of the student.

Iowa resident tuition for 2011-2012 is \$135 per credit hour. Nonresident tuition is \$140 per credit hour. Additional fees may be charged for applied music, bowling, paramedic, and nurse aide classes.

■ **Average Costs**

A resident student carrying an average load of 15 semester hours might expect to pay a tuition cost of \$2025+ per semester. Book cost estimates may run \$450 to \$500 per semester. Some programs also require tools, uniforms and/or supplies. Contact an enrollment specialist for more information.

■ **Audit**

Tuition will be assessed at one-half (1/2) of the regular tuition rate for non-laboratory courses. Tuition will be assessed at full rate for laboratory, shop, and all other courses contracted or provided through a third party (Carl Sandburg, Iowa Wesleyan College, Online, etc.).

■ **On-Line Classes**

Southeastern Community College is a member of a consortium with other Iowa community colleges that will deliver a variety of on-line courses. Online tuition for 2011-2012 is \$150 per semester hour.

■ **Required Equipment**

Students enrolled in nursing, medical assistant, respiratory care, auto collision, auto technology, precision machining, and other career programs may be required to purchase equipment. The BlackHawk Bookstore offers a variety of tools/equipment for sale. Such tools/equipment are often the basics needed to enter the field of training. Tool lists, prices, and manufacturer warranty are held by the bookstore.

■ **Service Charges and Fines**

Each year the college adopts a schedule of service charges and fines that apply to unique situations. Locker rental, library fines, traffic violation charges, Office Skills Center costs, and testing fees are examples of these charges. A schedule of service charges, additional fees and fines as approved by the Board of Trustees will be maintained in the appropriate offices.

■ **Late Payment, Reinstatement & Returned Check Fees**

A late payment fee may be assessed the day following 100% refunds. If classes are cancelled due to non-payment, a reinstatement fee of \$50 will be assessed. A fee of \$25 per check will be instituted for all returned checks.

■ **Payment Plans**

Payment plans are available through Nelnet Business Solutions via the SCC website at www.scciowa.edu.

■ **Schedule of Refunds**

Tuition refunds shall be made during the first two weeks of a sixteen week class.

A prorated refund schedule will be applied to registrations occurring at times other than the regular registration dates.

Withdrawal dates will be established as the day when official withdrawal procedures are completed and are not influenced by the last day of attendance. Checks for tuition refunds may require 45 days for issuance after the day of drop.

■ **Appeal of Policy**

The Special Appeals Committee may approve an exception to the refund policy in situations that are beyond the student’s control. Students who feel they have extenuating circumstances that would warrant an exception to the refund policy should appeal in writing to the registrar who will present the appeal to this committee.

Student Financial Aid

■ Eligibility

To be eligible to receive Title IV federally funded financial aid [Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), Federal Work-Study (FWS), Federal Stafford Loans and Federal Parent Loans for Undergraduate Students (PLUS)], a student must:

1. Have a high school diploma, approved home school or a high school equivalent diploma (GED) or demonstrate an ability to benefit.
2. Be pursuing a diploma or degree at SCC.
3. Maintain satisfactory progress.

A student's account must be paid in full for the term in which he/she is currently enrolled before any excess funds will be disbursed directly to the student.

■ Types of Financial Aid Available

Federal Pell Grant

The Federal Pell Grant is a federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Pell Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full cost of education. The Pell Grant award is a grant and does not have to be repaid.

Federal Supplemental Educational Opportunity Grant

This grant is awarded to exceptionally needy students by order of file completion date. Like the Pell Grant, the Supplemental Education Opportunity Grant does not have to be repaid.

Federal Work-Study Program

Financial aid may be obtained through this program by providing the student a job opportunity with the College. The maximum amount of earnings is determined by the student's financial need. Students interested in part-time employment should contact the SCC Financial Aid Office.

Information concerning work study opportunities is also available on www.scciowa.edu. A student can view a complete list of work-study opportunities by accessing the financial aid portion of SCC's website. Click on "Work-study" in order to access a current job listing.

Federal Stafford Loan

Federal Stafford loan applications are available on-line on the financial aid portion of SCC's website www.scciowa.edu. A student must complete the FAFSA prior to applying for a federal student loan. Each step identified online should be completed electronically for timely processing. Repayment of this loan does not begin until the student graduates, leaves school or drops below halftime enrollment.

Federal PLUS Loan

This program provides loans to the parents of undergraduate students for educationally related expenses. The parent should contact the Financial Aid Office in the event he or she would like to apply for a Federal Plus loan.

Iowa Vocational-Technical Tuition Grant Program

This program is limited to students enrolled in a vocational, technical or career option program. Students must file the FAFSA (Free Application for Federal Student Aid) before July 1st preceding their anticipated term of enrollment.

SCC Trustees Scholarships

The Board of Trustees at Southeastern Community College offers honor scholarships to valedictorians and salutatorians. Scholarships pay for in-state tuition and required textbooks. Students must enroll at SCC as full-time students no later than the fall term following high school graduation. Application forms are available at the high school counselor's office or the SCC Financial Aid Office.

SCC Foundation Scholarships

The SCC Foundation is proud to assist deserving students enrolling at Southeastern Community College. Through the generosity of local businesses, professional associations, and individuals, the SCC Foundation assists deserving students with many scholarships each year, ranging from \$100 to full tuition and books awards. Current funding categories include: Arts & Sciences, Athletic, Career Program, General, and Health Occupations. Donors may provide recommended eligibility criteria for scholarships; thus, eligibility requirements vary greatly.

The SCC Foundation Scholarship Selection Committee strives to match each applicant's eligibility with possible scholarship opportunities. All awards are based on the availability of funds. Most awards are credited toward the recipient's tuition and required books. In some cases, required course supplies and other expenses are allowable. Current recipients may be eligible for continuation awards when funds are available, but must: (a) submit a new application each year; (b) meet specific cumulative grade point averages (2.0 for freshmen and 2.2 for sophomores, unless otherwise stated by a specific scholarship); and (c) continue to meet designated scholarship eligibility criteria.

To be considered, complete online applications must be submitted online by the stated deadline at www.scciowa.edu. Two reference letters must accompany the initial application within one week after the deadline. The annual deadline for full-year awards is 4:30 p.m. April 1. Applications for spring term only awards are due by 4:30 p.m. on October 1. For more information, go to www.scciowa.edu, or contact the SCC Foundation at 319-208-5065 or by e-mail at brump@scciowa.edu.

Veterans Administration Benefits

SCC is an approved institution for veterans. For further information, contact a VA Certifying Official at extension 5018 for the West Burlington campus or extension 1923 for the Keokuk campus.

■ How to Apply for Financial Assistance

To be considered for financial aid at Southeastern Community College, a student must:

1. Apply and be accepted by the College.
2. Complete the FAFSA at www.fafsa.gov.
3. Provide an SCC Financial Aid Information Form and any other requested documents for completion of file with the Financial Aid Office.

■ When to Apply for Financial Aid

Students should plan to apply for financial aid in the early spring of the year for fall term entry. Financial aid applications can be submitted at any time during the school year. For further information concerning student financial aid, contact:

West Burlington Campus

Financial Aid Office Telephone:
319-752-731, ext. 5014 or 866-SCC-IOWA

■ **Return of Title IV Funds for Financial Aid Recipients**

Unearned Title IV funds (Pell, Stafford loans, SEOG) must be returned to the federal government for a student who totally withdraws (official/unofficial) on or before the 60% point of the enrollment period. The amount of return is determined by the following:

1. Determine percentage of enrollment period student completed.
2. Earned aid = total awarded Title IV aid multiplied by same percentage.
3. Unearned aid = earned aid subtracted from total disburseable aid.
4. Southeastern returns: the total institutional charges incurred by the student multiplied by the unearned percentage of Title IV aid.
5. Student returns: The difference between the total amount of Title IV aid to be returned and the amount of Title IV funds to be returned by SCC. If the student received grants, this amount is then reduced by the amount of loans to be repaid by the student. Finally, a Title IV grant protection allowance equal to 50% of the total grant aid disbursed is subtracted yielding the amount of Title IV grant funds the student is responsible to return.

SCC or the student is required to return unearned financial aid assistance in a particular order when a student officially or unofficially withdraws:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Direct PLUS Loan
4. Federal Pell Grant
5. Academic Competitiveness Grant
6. Federal SEOG

Students who are required to return unearned funds to the federal government are given 45 days to make the payment to SCC.

■ **Satisfactory Academic Progress Guideline**

The following guidelines are subject to change due to a recent modification of the federal regulatory language concerning satisfactory academic progress. When SCC publishes the updated Satisfactory Academic Progress

policy for the institution, each enrolled student will be notified by the Financial Aid Office via student email.

Southeastern Community College is required to establish and monitor academic progress standards for students who are federal and state financial aid applicants. This policy ensures that any student who receives or applies for financial aid is making progress toward a degree. The student's total academic history is monitored regardless of whether he/she has previously received financial aid.

In order to maintain eligibility for financial aid, a student must meet the standards requirements. Check with the Enrollment Services Office for more information. Failure to meet these requirements may result in the loss of aid. Programs affected by standards requirements are:

- Federal Pell Grant
- Federal Stafford Loan
- Federal SEOG
- Federal PLUS Loan
- Federal Work-Study
- Iowa Vocational-Technical Tuition Grant
- Iowa Work-Study
- Iowa National Guard Tuition Program
- Iowa Grant
- Designated SCC Foundation Scholarships.

■ **Additional Information**

1. Credit/no credit, course repeats, withdrawals, incompletes, and developmental courses will be included as part of the student's cumulative credit hours enrolled for maximum time frame purposes.
2. Transfer credits accepted toward the student's program are included when measuring the student's cumulative completion percentage. The accepted transfer hours are also included when measuring cumulative credit hours enrolled for maximum time frame purposes.
3. Courses taken for audit, hours via institutional proficiency exams, advanced placement, and hours via the college level examination program will not be included as part of the student's cumulative credit hours enrolled for maximum time frame purposes.

■ **Monitoring Progress**

1. Academic progress will be reviewed following each term to determine if

the standards requirements have been met.

2. Financial Aid Probation—The first term the student fails to meet the standards requirements the student will be placed on financial aid probation. This probationary period should be utilized by the student to meet the satisfactory academic progress standards requirements.
3. Financial Aid Dismissal—Students failing to show satisfactory progress during their probationary period will be placed on financial aid dismissal. A student may also be placed on dismissal if no credits are earned during their most recent/current term of enrollment.

■ **Reinstatement of Eligibility**

1. Complete the number of credit hours necessary to achieve the 67% requirement and a minimum cumulative 2.0 grade point average. This will be at the student's own expense. When these hours have been completed, the Financial Aid Office must be notified so eligibility for aid can be reinstated.
2. If special circumstances exist, the student may submit a letter of appeal to the Financial Aid Office stating the reasons the standards requirements were not met. If the appeal is approved, eligibility for financial aid will be reinstated on a probationary level. This will continue unless the student does not attain a GPA of 2.0 and does not complete 100% of all classes attempted during the term being reviewed.

Students wishing to continue to receive VA educational benefits under Title 38 USC must maintain a minimum cumulative GPA of 2.00. If the minimum is not maintained, the student is placed on academic probation for one term. If the minimum cumulative GPA is not achieved upon completion of the probation term, the veteran's advisor will notify the Veterans' Administration that minimum standards are not being maintained so that VA educational benefits may be terminated by the Veterans' Administration.

The veteran may again be recertified for educational benefits upon completion of a subsequent term in which satisfactory progress is achieved. The term in which satisfactory progress is achieved will be at the student's expense.

Academic Information

■ Semester System

Southeastern Community College operates on a semester system with the academic year being divided into two semester terms of 16 weeks each. A summer session may vary from four weeks to eight weeks in length rather than the 16 weeks for the regular fall and spring semesters.

■ Student Academic Load

Credit is measured in semester hours. The total credit hour load for each arts and sciences student in a semester may not exceed 18 hours unless special permission of the Enrollment Coordinator. Full-time career education students may not exceed the prescribed total credit hour load established by the program in which they are enrolled without the permission of the Enrollment Coordinator or Executive Dean of Keokuk campus.

To decide how many hours to sign up for consider that for every hour of class, plan to spend two to three hours on homework. Check with an enrollment specialist when determining your class load. To determine how many hours you'll spend in class per week, the formula is one hour in class per week for every lecture hour credit and two hours in class for each lab hour credit. Average load for the full-time Arts & Science student is 15 credit hours.

Students should be aware that lecture and laboratory hours for all courses that are scheduled during a summer session will require considerably more actual hours of attendance per week.

■ Grading System

Faculty report grades in accordance with Board Policy, Administrative Guidelines and the individual instructor's course grading scale/procedures. The use of plus and minus is optional. The grading system used by an instructor must be applied to all students in a given class and to all of his/her sections of a multi-section course. Instructors are required to inform students of their grading scale/procedures at the start of each semester's classes.

<i>Grade</i>	<i>Meaning</i>	<i>Grade Point</i>
A	Excellent.....	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average.....	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
D-		0.67
F	Failure or Failing ..	0.00

Symbols not used in Calculating G.P.A.

I	Incomplete
W	Withdrew
X	Course Repeated
N	Audit
P	Credit Earned/Pass
Q	No Credit/No Pass
R	Required/No Credit
T	Credit Granted by Examination (Test Out)
L	Credit Granted for Experiential Learning
E	Excused Without Credit

■ Grade Point Average

Grade point average is computed as follows:

1. For each course, multiply the credits earned by the numerical value of the grade received in that course.
2. Compute the sum of all grade points received for all courses.
3. Divide the total grade points by the number of credits attempted. Disregard the credits attempted for any course in which a symbol listed above was received.
Incomplete

A temporary grade of "I" (incomplete) may be given only in cases when the instructor or appropriate dean has determined that circumstances beyond the control of the student have made it impossible for him/her to complete the required class work on time. "I" is permissible only when the student has maintained a passing grade prior to the occurrence of the circumstance which prompted the request for an "I". Due date for the work will be determined by the instructor but no later than midterm of the following term. Any incomplete grades that have not been turned in by that time will be changed to "F" by the Registrar's Office.

■ Repeating Courses

When a student chooses to repeat a class, only the latest grade and credit will be used in determining hours earned and cumulative grade point average.

■ Auditing Courses

Students may enroll in a course on an audit basis. The student will not receive credit or a grade, but the audit status will be recorded.

Students desiring to audit a particular course must make a formal request to the Registrar's Office no later than the end of the third week of classes.

Tuition will be assessed at one-half (1/2) of the regular tuition rate for non-laboratory courses. Tuition will be assessed at full rate for laboratory, shop, and all other courses contracted or provided through a third party (Carl Sandburg, Iowa Wesleyan College, Online, etc.).

There will be no auditing of clinical courses in any health programs.

■ Credit/No Credit Option

Southeastern Community College allows students to enroll in courses under a "credit/no credit" option. The purpose of the "credit/no credit" option is to encourage course exploration beyond the student's major area of study. No more than seven semester hours of "credit/no credit" may be elected within any one term of enrollment. A total of no more than 16 semester hours of "credit/no credit" may be accumulated.

Students who wish to exercise the "credit/no credit" option should study carefully the specific requirements of this option in consultation with an enrollment specialist. Selection of this option must be declared by the end of the third week of classes. Requirements may be secured from the Registrar's Office.

■ "New Start" Program

The "New Start" Program is intended for students who change to a new program of study after receiving unsatisfactory grades in a previous program at Southeastern. It allows the student to begin a new cumulative grade point average from the beginning of the new program. A change to a new program of study is identified as a change in declared program; that is, changing from arts and sciences to a vocational program, changing from any vocational program to arts and sciences or chang-

ing from one vocational program to another vocational program.

“New Start” is a one time only option and means that all academic work completed prior to the designated “New Start” date will appear on the academic record but will not be considered for use in the cumulative grade point average. A student may file a petition to implement the “New Start” through the Registrar’s Office after completing 12 semester hours in the new program with a cumulative GPA of 2.00.

■ **Credit/Waiver by Examination**

Southeastern Community College has established three methods of earning or waiving credit through testing. They include the College Level Examination Program (CLEP), the Institutional Proficiency Exam (IPE), and the waiver option of the IPE. The Registrar’s Office or an enrollment specialist can provide additional information.

■ **Credit by Arrangement**

Under certain circumstances, students may not be able to complete educational goals. The circumstances may include: (1) course needed to complete graduation requirements may not be offered; (2) course may be cancelled; (3) other unusual circumstances deemed essential by the appropriate dean to serve students.

Consequently, the college offers the option of arranging the class. Such classes would appear in the college catalog but not on the given term schedule. Information regarding enrollment via credit by arrangement can be obtained from an enrollment specialist or the Registrar’s Office.

■ **Final Examinations**

Final exams are given at the end of each semester. Schedules of testing times are posted around each campus several weeks in advance of the exams. The testing periods are approximately an hour and a half in length.

■ **Grade Reports**

Neither midterm nor final grade reports will be mailed, nor will the grades be given over the phone. Students can access all midterm and final grades via the web at www.scciowa.edu as soon as grades are posted. Questions regarding specific grades should be directed to the instructor.

■ **Dean’s List**

Students who have attempted 12 or more credit hours and achieved a grade point average of 3.5 or better in any term are honored by being named to the dean’s list. The dean’s list is mailed to all regional newspapers and is posted on both campuses and the website after the fall and spring semesters.

■ **Honor Society—Phi Theta Kappa**

Students who have successfully completed a minimum of 12 credit hours toward a diploma/degree and who have a cumulative grade point average of 3.5 or above will be invited to join Phi Theta Kappa. This international honor society inducts students both fall and spring semesters. Phi Theta Kappa graduates are eligible to wear the gold stole and tassel at graduation.

■ **Transcript Requests**

A student’s academic record is considered a confidential document and, therefore, will only be released upon written request of the student with the following exception. Phone-in requests will be accepted for transcripts issued to educational institutions or to the student’s home address. Transcripts are not released for students who have an outstanding financial obligation with the college.

Requests will be honored as quickly as possible, in order of receipt. However, during peak periods (i.e., registration, end of a term) there will be some delay. Therefore, transcripts should be requested well in advance of these periods.

Transcripts from high school, other colleges, or universities, which have been sent to SCC for student files cannot be copied. Additional copies must be obtained directly from the sending schools.

■ **Student Record Retention Policy**

The official academic transcript, (record of enrollment credit earned by a student at Southeastern Community College), shall be retained by Southeastern Community College in perpetuity.

All documents which are used to create, update, and support the accuracy of the official academic transcript shall be retained for two (2) years after a student’s last enrollment at the institution. These documents will then be destroyed. All appropriate pending requests to review students’ documents shall be honored prior to their destruction.

■ **Academic Progress Standards**

Nursing, Medical Assistant, Medical Billing and Coding, Respiratory Care, Chemical Dependency Programs, and Emergency Medical Services

Students enrolled in the nursing, medical assistant, medical billing and coding, and respiratory care programs must maintain a grade of “C” (2.0) or above in all required program courses to progress in the program.

Students enrolled in the chemical dependency program must maintain a grade of “C” (2.0) or above in all required chemical dependency courses to progress in the program.

■ **Suspension and Dismissal**

Any student of Southeastern Community College may be suspended or dismissed for behavior considered detrimental to the welfare of the institution or fellow students. Students enrolled in health career programs will also be subject to the health career programs statement of ethical and professional conduct and disciplinary policy, which includes additional student expectations for safe patient care.

■ **Attendance Policy**

The college staff and faculty feel that classroom attendance is a very important factor toward successful completion of college work. Although the responsibility for attending classes rests with the student, it should be understood that a student is expected to attend class in order to maximize the benefit of enrollment in the college.

Instructors are responsible for developing and implementing their own system and forms for recording class attendance which may be checked and verified by sources from both on and off campus. These include, but are not limited to, SCC enrollment services personnel, the Veterans Administration, federal, state, county, and private human services agencies, and scholarship granting organizations. Financial aid awards are based on enrollment status. Awards may be reduced for classes that are never attended.

Each instructor shall establish criteria and standards of achievement necessary to earn a specific academic grade. This criteria shall include a statement of the instructor’s attendance policy and be given to each class member at the beginning of the session.

This policy is subject to the limitations of The Family Educational Rights and Privacy Act.

■ Transfer of Credit

Transferring Credits to Four-Year Institutions

The transferability of credit earned in any course at the college is determined by the college to which the student is transferring.

Since SCC is a regionally accredited school, transfer-level coursework is readily accepted by other institutions. However, students need to be aware that vocational and developmental classes will generally not transfer. For clarification, contact the Enrollment Services office.

Many colleges and universities accept the AA degree as meeting all or most of their general education requirements. Students should check with their transfer institution regarding acceptance of the AA degree.

SCC has specific articulation agreements with the following schools:

- Culver Stockton College
- Hannibal-LaGrange College
- Indiana University
- Purdue University
- Iowa State University
- Iowa Wesleyan College
- Monmouth College
- Mt. St. Clare College
- Northwest Missouri State University
- Palmer College of Chiropractic
- Simpson College
- Southern Illinois University
- University of Iowa
- University of Northern Iowa
- University of Phoenix
- Upper Iowa University
- Western Illinois University
- Waldorf College
- William Penn

Information regarding transfer of SCC courses is available on SCC's website under "Current students". Click on "after SCC" and then the "transferring to a 4 year college".

College information from additional institutions is available in the Enrollment Services Office.

■ Cooperative Agreements and Exchanges

Southeastern Community College has a variety of cooperative agreements and exchanges with both two- and four-year colleges and universities.

Carl Sandburg College—Student Exchange Program

A reciprocal agreement exists between SCC and Carl Sandburg College, Galesburg, Illinois. This agreement permits Illinois students to attend classes at SCC at the Illinois in-district tuition rate. This agreement likewise permits SCC students to enroll at CSC in selected courses at the Iowa resident rate.

Hannibal-LaGrange College

Southeastern Community College and Hannibal-LaGrange College have developed agreements that allow students who have completed AA, AS or AAS degrees from SCC to complete bachelor degrees through HLG on the Keokuk campus. Both Bachelor of Science and Bachelor of Applied Science degrees are offered in Organizational Management and Criminal Justice. The program is designed for working adults. Please contact ADVANCE Program at Hannibal-LaGrange College 573-629-3189.

Iowa Community College Online Consortium

Southeastern Community College has entered into an agreement with six other Iowa community colleges to offer an associate of arts, Agriculture, Business or Criminal Justice degree online. These degrees have been accredited by SCC's accrediting agency, the Higher Learning Commission. There are also a number of career education courses available through this consortium. Eastern Iowa Community College, Iowa Lakes Community College, Iowa Western Community College, Northwest Iowa Community College, Southwestern Community College, and Western Iowa Technical Community College are involved in this partnership.

Iowa Wesleyan College—Cooperative Enrollment and Dual Admission Opportunities

Various enrollment agreements exist for both IWC and SCC students including a single admissions process, use of both SCC and IWC facilities for eligible students, and cross-registration for some coursework. Please contact either SCC Enrollment Services at 319-752-2731, ext. 5010, or IWC Admissions at 319-385-6231.

Iowa Wesleyan also offers several completion degrees on the SCC West Burlington campus at night. Students are able to complete a Bachelor's degree without leaving the SCC campus.

St. Ambrose University—MBA Management Specialist

St. Ambrose University offers master's degree level classes at the West Burlington campus. Students may enroll in fifteen (15) courses; approximately two courses per semester for three and one-half years. For more information, contact the dean of extended services at SCC or St. Ambrose University, 888-622-1728.

Western Illinois University—Dual Admission

SCC and WIU have developed an agreement for the express purpose of coordinating simultaneous student acceptance at both institutions. The dual admission program applies to all students seeking a degree-leading program at WIU, with the exception of the Board of Trustees bachelor of arts degree as well as those students seeking a second baccalaureate degree. The program is designed to maximize student progress and minimize transfer delays for those students enrolling at SCC and later transferring to WIU with their AA degree.

Admissions Offices and/or advisors at all participating schools may be contacted for more information.

Graduation Requirements

■ General Information

A student who intends to graduate from Southeastern Community College must file a Request to Graduate petition. This petition should be completed when registering for the last anticipated semester of classes. Petition forms are available in the Registrar's Office.

Degree, diploma, and certificate requirements stated in the Southeastern Community College catalog at the time of a student's initial enrollment will remain in effect for that student until graduation. If changes occur in graduation requirements subsequent to initial enrollment the student may elect to graduate under the most recent degree or diploma requirements. The ability to graduate under the requirements of an older catalog is subject to a five-year limitation. The final determination of graduation requirements rests with the registrar.

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although an enrollment specialist will attempt to help the student make wise decisions, the final responsibility for meeting the requirements for graduation rests with the student.

Graduation from Southeastern Community College shall be certified by the issuance of a degree, diploma, or certificate. No student shall be issued an award who has not earned a cumulative grade point average of at least 2.00 at SCC.

Students attending Southeastern Community College through Carl Sandburg College and who expect to graduate with an associate of arts or an associate of science degree must meet the appropriate Carl Sandburg College graduation requirements. Any career education graduates through Carl Sandburg College must meet Southeastern Community College graduation requirements.

In those instances where a student receives information from an enrollment specialist which may have an impact upon the graduation requirements or application of credits toward graduation, the student is advised to secure such commitment in writing. It is further advised that such commitment be retained by the student until the sequence of events is such that it would be no longer necessary to demonstrate the establishment of such a commitment.

■ Commencement

An integral part of the student's experience in college is commencement. The commencement is held at the conclusion of the spring semester. Any student of the college who has completed all the necessary requirements for a degree, diploma, or a certificate requiring 15 or more semester hours is eligible to participate. Additionally, any student of Southeastern Community College is eligible to participate in commencement if there is a clear indication made to the registrar by the student at the beginning of the spring semester that necessary requirements will be completed prior to the beginning of the next fall semester.

■ Graduation with Honors

Qualifying students are recognized as meeting the requirements of Graduation with Honors at commencement ceremonies. To qualify for this recognition, the student's cumulative grade point average must be 3.75 or above as of the end of the fall semester. A minimum of 15 semester hours must have been completed at Southeastern Community College. A student with a GPA below 3.75, but above a 3.50, may qualify at the end of the spring semester if he/she receives spring grades which are high enough to raise his/her GPA to 3.75 or above at the end of the spring semester. It is the responsibility of the student to notify the registrar of this possible last-minute designation.

■ Assessment Philosophy

Assessing student academic achievement at Southeastern Community College is a process of documenting student learning within the domain of general education requirements and within career education programs that go beyond traditional course grades. The purpose of assessment is to promote and document continuous educational improvement throughout the institution.

The data gathered will be used to make adjustments within courses and/or programs when deemed necessary. Assessment data will also provide valuable information for use in the college's strategic planning and program review processes. The assessment of students' knowledge of course content and general education and career education objectives will also allow the college to become more articulate in its communication efforts with internal and external constituents regarding how well the college is accomplishing its mission and goals/objectives. In order to

gather data concerning student progress in achieving general education objectives, students eligible for associate degree awards at graduation will be required to participate in an exit examination that measures progress in achieving general education foundational skills typically attained by the end of the first two years of college.

■ General Education Statement

The goal of Southeastern Community College is to instill within its degree graduates a body of knowledge, skills, and attitudes upon which they can build to be contributing members of society. To accomplish this, associate degree requirements are established which meet a diversity of interests associated with comprehensive community college students. Southeastern Community College requires that the associate of arts (AA) degree contain a minimum of 41 semester hours and the associate of science (AS) degree contain a minimum of 27 semester hours of general education which includes courses in the following areas:

1. Communication
2. Social Science
3. Humanities
4. Mathematics
5. Science

Students graduating with an associate of applied science (AAS) degree shall complete a minimum of 15 semester hours of credit from courses outside of their area of specialization. Out of this 15 semester hours, 12 semester hours of general education requirements must be taken with at least one course from each of three areas:

1. Communication
2. Social Sciences and/or Humanities
3. Mathematics and/or Science

Students graduating with an associate degree from Southeastern Community College will have the opportunity to:

- A. Develop and use effective communication and interpersonal skills.
- B. Locate, analyze and use information.
- C. Develop an understanding of self, especially as a lifelong learner.
- D. Exercise critical thinking, explore moral issues and make ethical decisions.
- E. Recognize the dignity and worth of each individual and understand various cultures and their interrelationships.

- F. Understand and apply fundamental principles of mathematics.
- G. Understand and apply fundamental principles of science.
- H. Use modern technology.
- I. Explore the richness that literature, history and the arts have contributed to human life.

■ General Education Group Requirements

Communication

ENG English; SPC Speech

Humanities

ART Art; LIT Literature; Foreign Language — FLF French, FLG German, FLS Spanish; HIS History; HUM Humanities; MUS, Music; PHI Philosophy; DRA Drama

Social Sciences

ECN Economics; GEO Geography; HIS History; POL Political Science; PSY Psychology; SOC Sociology

Math and Science

MAT Mathematics; BIO Biology; CHM Chemistry; ENV Environmental Science; PHY Physics

Credit earned toward satisfaction of one group requirement may not be applied toward satisfaction of a second group requirement.

■ Academic Awards

Requirements for each of the college's curriculums must be satisfactorily completed prior to an individual being eligible to receive an award from Southeastern Community College. One of the following will be awarded to a student who completes the specified requirements:

- Associate of Arts degree
- Associate of Science degree
- Associate of Applied Science degree
- Diploma
- Certificate

■ Associate of Arts Degree

The associate of arts degree is primarily intended for those students who plan to transfer to a four-year college or university. All credits earned within this classification are considered transferable by this institution. However, the student should always consult with the four-year institution to ascertain application of particular courses for his/her degree objectives.

All candidates for the Associate of Arts Degree must meet the following requirements:

1. Earn a minimum of 15 of the last 20 semester hours of credit in resident classes at Southeastern Community College.

2. Earn a minimum cumulative grade point average (GPA) of 2.00 at SCC.
- 3a. All general education group requirements necessary for the associate of arts degree must be selected from transfer course offerings.
- 3b. Each of the following minimum general education group requirements must be met:

Communication (ENG-105, ENG-106, SPC-112)	9 sem. hrs.
Humanities	*8 sem. hrs.
Social Sciences	*8 sem. hrs.
Science and Mathematics	*8 sem. hrs.
Distributed Requirements	**8 sem. hrs.
	41 sem. hrs.
Electives	***21 sem. hrs.
Minimum Total	62 sem. hrs.

** Select courses from at least two different disciplines in this area. In the science and mathematics group, at least one lab science and one mathematics course must be taken.*

*** Select courses from among the above three areas (humanities, social sciences, science and mathematics).*

**** These hours will be taken from arts and sciences electives designed and acceptable for transfer. However, up to 16 semester hours of career education courses with a grade of "C" (2.00 on a 4.00 scale) or better may be applied as part of the 21 semester hours of electives. (See Item 3a)*

4. Complete exit examination that measures progress in achieving general education foundational skills.

■ Associate of Science Degree

The associate of science degree is intended for those students who plan to graduate from Southeastern Community College in a prescribed area of specialization. All credits earned within this classification are considered transferable by the college. However, a transfer student should consult with the four-year institution to determine application of particular courses for his/her degree objectives.

All candidates for the Associate of Science Degree must meet the following requirements:

1. Earn a minimum of 15 of the last 20 semester hours of credit in resident classes at Southeastern Community College.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 at SCC.
- 3a. All general education group requirements and specialty area requirements necessary for the associate of science

degree must be selected from courses numbered above 100.

- 3b. Each of the following minimum general education group requirements must be met:

Communication (ENG-105, ENG-106, SPC-112)	9 sem. hrs.
Humanities	*6 sem. hrs.
Social Sciences	*6 sem. hrs.
Science and Mathematics	*6 sem. hrs.
	27 sem. hrs.
Area of Specialization	**35 sem. hrs.
Minimum Total	62 sem. hrs.

* Select courses from at least two different disciplines in this area. In the science and mathematics group, at least one science and one mathematics course must be taken.

** Areas of specialization are listed in the career education section of this catalog. However, up to 16 semester hours of career education courses with a grade of "C" (2.00 on a 4.00 scale) or better may be applied as part of this requirement.

4. Complete exit examination that measures progress in achieving general education foundational skills.

■ Associate of Applied Science Degree

The associate of applied science degree is intended for those students who are enrolled in a two-year career education program.

All candidates for the Associate of Applied Science Degree must meet the following requirements:

1. Earn a minimum of 15 of the last 20 semester hours of credit in resident classes at Southeastern Community College.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 in the AAS degree curriculum at SCC.
3. General education courses required for the associate of applied science degree must be selected from courses listed in the approved program curriculum. A minimum of fifteen (15) semester hours of credit needs to be taken from courses outside of the program area of specialization. Out of this 15 semester hours, 12 semester hours of general education requirements must be taken with at least one course from each of the three areas: Communication; Social Sciences and/or Humanities; Mathematics and/or Science.

4. Complete exit examination that measures progress in achieving general education foundational skills.
5. Satisfactory completion of all core and general education requirements as specified for the curriculum selected. Said requirements are stated in the career education section of this catalog. Core and general education requirements of the individual career education curriculums vary in terms of the credit hour requirements. Therefore, requirements should be evaluated carefully by the student. Normally, the length of all career education curricula leading to an associate of applied science degree is a minimum of four semesters.

■ Diploma

The diploma shall be issued to a person who has graduated from an approved vocational program which does not culminate in a degree or certificate.

All candidates for a Diploma must meet the following requirements:

1. Earn a minimum of ten of the last 13 semester hours of credit in resident classes at Southeastern Community College.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 at SCC in the diploma curriculum.
3. General education courses and elective credit required for a diploma are listed in the approved curriculum for that diploma.
4. Satisfactory completion of all general education and core requirements as specified for the diploma program. Said requirements are stated in the career education section of this catalog. Requirements of diploma programs vary in terms of length and credit hours.

■ Certificate

A certificate of completion may be issued to a student who has satisfactorily completed a course of study prescribed by the institution other than one that is intended to result in the awarding of a diploma or degree.

All candidates for a Certificate must meet the following requirements:

1. All requirements must be met through earned SCC credits or through approved action by the registrar.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 in the certificate curriculum at SCC.
3. General education courses, if required, are listed in the approved curriculum for that certificate.
4. Satisfactory completion of all core, general education and/or elective requirements as specified for the certificate program. Said requirements are stated in the program section of the college catalog. Requirements of certificate programs vary in terms of length and credit hours.

Services and Activities

■ SuCCess Centers

SuCCess Centers are located at both the West Burlington (Room 513) and Keokuk (Room 206) campuses. Services available at both sites include:

Fundamental and college level classes

- Assessments: COMPASS and COMPASS ESL
- Consultation/ Guidance on Academic Concern
- Study Skills Development
- Services for Students with Disabilities for both campuses
- Peer Tutoring (as tutors are available)
- Exams: CLEP, Illinois Constitution Test, virtual course, and SCC course makeup tests

The West Burlington Center also offers:

- Exams: GED, Dental Exam, CNA Written Exam, Pesticide Applicator, and selected online and correspondence class exam,
- Federal TRIO programs (SSS and UB)

■ Office Skills Center

The Office Skills Center is located in Room 174 at the West Burlington campus. It provides the opportunity for an individual to learn, relearn, or explore office skills and can serve as a transition to the traditional classroom. The Office Skills Center can prepare a person to gain entry level employment or to enter a more comprehensive office training program. It offers supplemental assistance for students enrolled in office professional programs who may need additional instruction. The center features individualized instruction and emphasizes the achievement of competencies in areas selected by the student. Students not currently enrolled for college credit may use the center by buying blocks of time. This open entry/open exit option allows a person to begin at any time and leave the program when individually chosen goals have been met.

The Office Skills Center offers instruction in the following areas: keyboarding, office machines, bookkeeping skills, developing computer literacy and word processing.

■ Libraries

The Yohe Memorial Library at the West Burlington campus and the Fred Karre Memorial Library at the Keokuk campus contain a combined collection of over 30,000 volumes, plus non-book media. This collection may be accessed at either library through the automated catalog or by visiting Southeastern Community College's web site, www.scciova.edu.

In addition, the libraries subscribe to approximately 70 periodical titles and provide access to many subscription online databases which are available from any internet accessible computer. Librarians are available for reference assistance and individual or group orientation is available. The libraries of Southeastern Community College serve all residents of Merged Area XVI. Library hours and telephone numbers are as follows:

Yohe Memorial Library

West Burlington campus,
Room 171; 319-752-2731, ext. 5090
Regular School Year Hours:
Mon. – Thurs., 8 a.m. – 9 p.m.;
Fri., 8 a.m. – 4:30 p.m.

Fred Karre Memorial Library

Keokuk campus,
Room 201; 319-524-3221, ext. 1960
Regular School Year Hours:
Mon. – Thurs., 8 a.m. – 9 p.m.;
Fri., 8 a.m. – 4 p.m.

The libraries are members of the SILO (State of Iowa Libraries Online) and OCLC (Online Computer Library Center), which facilitate interlibrary loan capabilities. The Yohe Memorial Library houses the college archives which contain information of historical value to Southeastern Community College. These items do not circulate but may be viewed during library hours.

■ Multimedia Center

The Multimedia Center is located in Room 514 at the West Burlington campus. The Center provides equipment, services, consulting, and training for the West Burlington and Keokuk campuses as well as the Fort Madison and Mount Pleasant attendance centers. The Center provides media equipment such as TV/VCRs/DVD, Multimedia projectors, laptops, and slide projectors for classroom presentations plus portable sound equipment. The Center also provides production services for faculty, students, and staff. Audio and video tape/DVD production, tape/DVD duplication, transparencies, scanning, photography, equipment and training to compose multimedia presentations are available in the Multimedia Center. A studio is available for recording sessions. Also housed in the Multimedia Center, is the Distance Learning Department and Telephony services.

All SCC campuses and centers have an Internet Protocol (IP) based videoconferencing system. These mobile systems provide SCC with real-time video and audio resources to facilitate classes, meetings, and presentations. To schedule the videoconferencing systems, please call 319-208-5081.

■ Iowa Communications Network (ICN)

Fiber optic lines, connecting every county in Iowa, provide live audio and visual communication potential to all of the citizens in Iowa at over 750 sites. Within the four-county Area XVI region there are over 30 sites. Three of these sites are located on Southeastern Community College's West Burlington and Keokuk campuses. Southeastern students at one campus may take advantage of courses offered at the other campus via the ICN. In addition, many opportunities are available for credit courses from other colleges in Iowa, noncredit courses, and statewide meetings.

■ Student Support

SuCCess Center Classes

SCC instructors offer fundamental and college level classes for credit to brush up or build foundational skills in areas of math, science, English and study skills. Students enroll through the usual registration process.

Peer Tutor Program

Students may request peer tutor services for a variety of classes. To be eligible for this FREE program, students must first seek help from their instructor and must be attending class consistently. Tutoring takes place in the SuCCess Centers. Staff attempt to honor all requests for services but tutor availability is not guaranteed. Call 319-752-2731 ext. 5157 (West Burlington) or ext. 1943 (Keokuk), for information.

Trio Student Support Services

Trio Student Support Services (SSS) is a federally funded program that is available to students attending classes at the West Burlington campus and who intend to transfer to a four year institution. To be considered for participation, a student must be a first generation college student (neither parent has a bachelor's degree) and/or economically disadvantaged, demonstrate potential for postsecondary education and have academic need. The purpose of SSS is to assist students in successfully transferring to a four-year institution. Services include individual academic support and advising, financial planning, graduation/transfer assistance as well as cultural and social opportunities. For more information, call 319-752-2731, ext. 5161.

Trio Upward Bound

Upward Bound is a federally funded program available to high school students attending Keokuk, Burlington, and Fort Madison public high schools. To be eligible for the program, a student must be a prospective first-generation college student and/or be economically disadvantaged, demonstrate potential for postsecondary education and have academic need. The following services are offered free of charge to Upward Bound students: career exploration and development activities; academic support preparation; ACT/SAT test preparation; personalized assistance in applying for college admissions, student financial aid, and scholarships; academic tutoring and supplemental instruction; and additional educational, cultural, and social opportunities including a summer residential academic program. For more information call 319-752-2731 ext. 5304 or 5158.

Services for Students with Disabilities

Southeastern offers reasonable accommodations to encourage and ensure that persons with disabilities have equal access to education. Through disability services, accommodations are made available to qualified students with a documented disability. To be eligible for these accommodations, the student must forward an accommodation application and documentation of his/her disability to the disabilities services coordinator.

Before the semester begins, the student must schedule an appointment with the disabilities coordinator to review information and develop an accommodation plan. For further information or to arrange for accommodations, call 319-752-2731, ext. 5157.

Services for Students Experiencing Difficulty

Staff members in the SuCCess Centers are available for consultation and advisement concerning students' academic difficulties or in developing an academic plan from which to build study skills and increase likelihood of college success.

Vocational Rehabilitation Services

The Iowa Vocational Rehabilitation Services offers the following to Iowans who are disabled because of a physical, emotional or learning disability:

- Assistance with training programs
- Job placement assistance
- Medical evaluation if needed
- Occupational tools and equipment upon graduation and job placement
- On-the-job training
- Prosthetic appliances and other medically related services determined necessary for job placement
- Small business services
- Special adaptive equipment and devices
- Testing and evaluation when necessary
- Vocational counseling.

For more information call 319-208-5028 or 5029.

Workforce Development Programs

Southeastern Community College is the operator of the Workforce Investment Act programs and the Promise Jobs program, as well as a partner in Workforce Development Centers in the region. Persons needing assistance in obtaining employment and/or support to attend a training program should contact the local Workforce Development Center or Iowa Workforce Development Office. For more information, call 319-753-1671.

■ Student Activities

Student Government

The West Burlington Student Board and Keokuk Student Board of Southeastern Community College are designed to promote the welfare of the college in a democratic fashion and to facilitate communication among the student body, the faculty and administration. Members of the student government represent the student body in planning, coordinating and directing a variety of student events throughout the year. The government sets up a calendar of events, controls the activity fund, appoints committees and works with leaders of various clubs and organizations on campus.

Student government allows individuals the opportunity for experience and training in a variety of areas including leadership, decision-making, planning, organizing and human relations. All students have the opportunity to become involved in student government. Representatives are elected during the school year by the student body. The government consists of a president, vice president, secretary, treasurer, and members at-large. A constitution and by-laws, which were approved by the student body, provide the organizational structure for governing groups.

Clubs and Organizations

Over 30 clubs and organizations actively meet mutual interests of various student groups on campus. Such groups participate in the areas of art, music, politics, international affairs, departmental or professional subjects and activities. Activities are designed for students by students.

Social and Special Events

Special events are coordinated by the student government and student clubs. A variety of social and special events are provided, including music, art, drama, concerts, plays, films, speeches and dances.

Intramurals

Intramural activities are founded upon the principles that participation in organized competitive activities contribute to the general physical development and social welfare of the students. Intramural athletics at SCC are offered in those activities in which an interest is demonstrated and a facility is available. These might include bowling, basketball, volleyball, softball, soccer, flag football, disc golf and others.

Intercollegiate Athletics

SCC participates in intercollegiate athletic programs including men's basketball, women's basketball, men's baseball, women's softball, women's volleyball. Memberships are maintained in the Iowa Community College Athletic Conference and the National Junior College Athletic Association.

■ Student Facilities

Residence Halls

SCC offers housing options on both the West Burlington and Keokuk campuses. Each residence hall is fully furnished and includes laundry facilities, cable TV, telephone, and wireless internet capabilities. West Burlington students can choose between two person suite, four person suite, or single room in Millennium Hall's three-story facility or traditional style dorm living in the single story Witte and Winegard Halls. The Keokuk Apartments offer 10, one-unit apartments.

Handicap-accessible rooms are available on the first level of Millennium Hall.

Food Service

West Burlington campus offers cafeteria service at the Blackhawk Bistro in the 400 building. Breakfast, lunch and dinner are served Monday through Friday. Brunch and Dinner is served on the weekends. During the traditional semester, hours of operation are 7:00 a.m. until 7:00 p.m. On-campus catering is available by arrangement. The required board plan for students in our residence halls offer a choice of 14, 17 or 19 meals per week, paid by semester. During the summer, breakfast and lunch are served with hours of 8:00 a.m. until 1:00 p.m.

Keokuk campus offers a cafeteria in Barr-Wittenmeyer Hall with lunch served Monday through Friday during the fall and spring semester. Hours of operation are 10:00 a.m. until 1:30 p.m. On-campus catering is available by arrangement.

Vending machines are available year-round on both campuses.

Child Care Services

Child care services are available for the children of college students and staff. The West Burlington campus center cares for children age two weeks to 10 years. An independent day care provider runs the center. For enrollment or fee information, contact the West Burlington campus Kiddie Campus at 319-754-8457.

■ BlackHawk Bookstores

Purchases

For the convenience of students, faculty and staff, SCC operates a non-profit, self-serve style bookstore at both the West Burlington and Keokuk campus locations. All textbooks, tools, required classroom merchandise and related educational supplies are made available through the bookstores.

Total expenses will vary with each student depending upon quantity and types of courses enrolled and whether students are able or willing to purchase used textbooks. The average full time, associate degree seeking student will spend \$450-\$500 in the fall semester and slightly less during the spring semester. Payment methods include cash, check, MasterCard and Visa. Students receiving financial aid may use the aid for payment as approved. Students are encouraged to purchase their items one week prior to the start of each semester. Students enrolled in attendance centers and online will be shopping at the West Burlington store. E-commerce may also be used at our web site www.blackhawkbookstore.com to confirm book/supply needs, prices and availability.

Returns

Beginning the first day of a semester and for the following ten days, a 100% refund policy will be in effect. Deadlines will be posted in advance and you will be provided a bookmark at the time of purchase that will explain the deadlines and guidelines for all returns. All merchandise must be returned in the same condition as when it was sold to you. New books must be returned without marks on them and if they were shrink-wrapped when sold, they must be wrapped for a 100% refund. Unwrapped books during this time may still be returned, but a fee for the re-wrapping will be applied against the return. Books found to be defective must be returned during this time period, as damaged material will not be purchased during buyback. A current term sales receipt is necessary for all returns.

**The return period will be shortened accordingly for all non-traditional semester courses.*

Textbook Buy-Backs

During the fall and spring semesters, Black-Hawk Bookstore offers cash for certain unwanted textbooks. No receipts are necessary during that time. To be eligible for purchase, the books must be used in the upcoming semester by full-time faculty and can not be consumable (i.e. study guide, solution manual) in which pages may be removed and/or answers written in. All books must be in good condition for resale, as determined by Black-Hawk Bookstore.

While no book is guaranteed a buyback rate, those meeting our criteria will be offered a rate of 50% of the new textbook price, regardless if the book was purchased new or used. As a courtesy to our students, we are authorized to access a wholesale list which may offer a value for books we are unable to buy for our store. That amount is set by the wholesale company and is typically less than our rate.

Other Campus Information

■ Parking

The college provides free parking for students at both campuses and attendance centers. Students are asked to park only in designated areas. No vehicle shall be left on any college property more than 72 hours without permission of the Director of Buildings and Grounds (x5141). "Handicapped parking spaces are available for students with disabilities. (Refer to administrative guideline #836 for more information.)"

■ Information Centers

The Welcome Center on the West Burlington Campus is located in Bldg. 500. This center is designed to assist students, prospective students and visitors to the various campus offices. At the Keokuk Campus, information may be obtained in the Administrative Office in Bldg. 100.

■ Bulletin Boards

Bulletin boards are for information or announcements relevant to the institution, students and staff. All postings (except faculty notices) must be approved by the Vice President of Student Services (or designee). The college maintains two types of bulletin boards: "Official" and "General Interest."

- Items for posting on "Official" bulletin boards must be approved.
- Items for posting on "General Interest" boards must be approved and bear the date of posting.
- Items will not be posted more than two weeks prior to the scheduled event and are to be removed within one school day following the scheduled event.

■ College Closing

It is the policy of the college to hold regular classes on all days scheduled on the college calendar. If an emergency develops requiring school closing, it will be posted on the SCC website and all area radio stations will be asked to announce the closing, starting at 6 A.M. (if possible) for day classes and 4 P.M. for evening classes. In addition, we send text messages leave automated voicemails and email students, in our current contact database, regarding closings.

■ Instructor Absence Notices

At the West Burlington campus, notices of faculty absences are posted on classroom doors where the faculty member is to hold a class. West Burlington students may also call ext. 5222 for a list of day-time faculty absences.

At the Keokuk campus, notices of faculty absences are posted daily. Please check the lounge bulletin boards for this information or the classroom door where the faculty member is to hold class.

The SCC webpage also has a link that is updated daily with the absent instructors listed from both Keokuk and West Burlington Campuses.

■ Lost And Found

If you lose or find an item on campus, please contact the Welcome Center in Building 500 at the West Burlington Campus or the receptionist in Building 100 at the Keokuk Campus.

■ Publications

At the West Burlington Campus, the weekly in-house newsletter is called The MiSCC (Miscellaneous) and is published through the Student Services Office. It is available each Monday morning during fall and spring se-

esters, and gives a variety of campus information.

At the Keokuk Campus, the weekly in-house bulletin is THE VOICE, a publication written by students. It is available Monday morning during fall and spring semesters, and gives a variety of campus information.

Both publications are also available online at the SCC website.

■ I.T. Help Desk

The I.T. Help Desk is here to assist the faculty, staff and students at Southeastern Community College with a single point of contact for all technical problems and requests concerning college computers, email accounts, network resources and information systems (Datatel). Help Desk hours are Monday through Thursday 7:00 a.m. to 6:00 p.m. and Friday 7:00 a.m. to 4:30 p.m. during regular school year hours. To contact the Help Desk while on campus call ext. 5087, off campus 319.208.5087 or email helpdesk@scciowa.edu.

■ HawkNet

HawkNet is a web based interface that allows students to access their academic information. Examples of information available are student SCC Announcements, SCC email (email, calendar), WebAdvisor (grades, class schedule, transcripts, registration information, personal information, ICCOC (eCollege) (online courses), Network Storage (file storage) account from anywhere as long as they have an internet connection.

Other Policies and Regulations

All Administrative and Board Policies are listed in their entirety in the Enrollment Services offices, the SCC Libraries, or on the SCC website.

■ Institutional Academic Integrity Policy – Administrative Guideline #101

It is the policy of Southeastern Community College to create an atmosphere of academic rigor, free from acts of dishonesty. The process governing discipline, grievances and complaints, appeals and remedies related to academic integrity is as follows:

Discipline Procedure: The primary responsibility for managing the classroom environment rests with the faculty. Faculty are urged to state in their syllabi their policies on plagiarism, fraud, cheating, forgery and other acts of dishonesty. If an issue arises and the student and faculty member are unable to find resolution, the steps below will be followed:

1. The faculty member in whose class the offense occurs informs his/her division dean.
2. The dean and faculty member agree on the severity of the infraction and prepare a written report signed by both. A master file of student academic misconduct will be kept in the office of the dean.
3. The faculty member may then recommend one of the following discipline choices: a) The student will be given a failing grade for the assignment or b) the student will be given a failing grade for the course.
4. If the faculty member feels the offense warrants further discipline, the Vice President of Teaching and Learning will be consulted. The results of this action could be either possible dismissal from a program of study or dismissal from SCC. A record of the action taken will be added to the student's disciplinary file in the Vice President of Student Services office.

Disciplinary Committee: A Disciplinary Committee will be formed to deal with serious academic dishonesty issues that have failed to be resolved through a meeting of the faculty, the student and the Vice President of Teaching and Learning. The committee, chaired by the Vice President, will consist of one representative from each of the following divisions: 1) Humanities/Social Sciences, 2) Vocational-Technical Education; 3) Health and Natural Sciences, 4) Student Services and 5) a student representative.

■ Financial Aid Review Committee – Administrative Guideline #1011

The purpose of the Financial Aid Review Committee is to act as a hearing board for students who do not achieve Good Academic Standing and Satisfactory Academic Progress. Satisfactory progress appeals are made in writing to the Financial Aid Office.

■ Sexual Harassment of College Students – Administrative Guideline #901

General Information

Sexual harassment is a form of harassment which is based upon an individual's gender. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Responsibility

Anyone who is sexually harassed has the responsibility to notify a designated SCC Affirmative Action Officer (listed below) and/or the Iowa Civil Rights Commission or the Equal Employment Opportunity Commission as soon as possible after the harassment occurs. Contact the Human Resources Office, 319-752-2731, ext. 5063.

West Burlington Campus contacts are Sandy Krell-Andre or Michelle Foster. Keokuk Campus contacts are Kari Bevans, LeeAnne Humiston, or Michelle Foster.

Administrative Procedure

Any allegation of sexual harassment will be investigated thoroughly in accordance with the procedure set forth in the Judicial Code as well as Administrative and Board policies.

■ Tuition Refund Appeals – Administrative Guideline #460

The Special Appeals Committee will have the final decision on all financial, non-disciplinary appeals.

■ Tobacco Policy

“Use of tobacco products is prohibited on college property and in college vehicles. Violation of this policy is subject to disciplinary action.”

■ Student Assistance General Provisions

A report on 2010-2011 athletic participation rates and financial support data will be available on November 1, 2011, in the Activity/Athletic Coordinator's office.

■ Family Educational Right and Privacy Act – Administrative Guideline #306

The Southeastern Community College Merged Area XVI collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and their education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, objective counselor or teacher ratings and observations, and external agency reports.

Any student objecting to the public release of such information must file a written objection with the Registrar within fifteen school days following the first day of classes attended. This written objection is valid for one calendar year from the date of objection and must be renewed if desired. A complete policy is maintained in the Administrative Guidelines in the Registrar's office.

■ Student Public Information Technology Usage – Administrative Guideline #1103

1. Statement of Purpose

This guideline outlines the conditions under which Southeastern Community College's (SCC) computer and network resources may be used. SCC's computing and network resources are the sole property of SCC. Access to computers and network resources is granted for academic purposes only and is a privilege, not a right.

2. Users Governed

This guideline applies to credit and non-credit students enrolled at SCC. Separate guidelines exist for SCC employees and the general public.

3. Resources Covered

This guideline governs the use of all computer and network resources, at all SCC facilities, and includes but is not limited to:

- a. Networks
 - b. Internet access (www, file sharing, bulletin boards, etc.)
 - c. Online computer storage space
 - d. Email
 - e. Stand-alone computers
 - f. Networked computers
 - g. Connecting resources
- ### 4. Access as a Privilege

The use of SCC computers and network resources is a privilege, not a right. Any inappropriate use of said resources can result in the cancellation of those privileges. Examples of prohibited uses are listed below in section eight of this guideline and are strictly enforced unless otherwise authorized.

5. Responsibility of Users

The user bears the primary responsibility for the material that he or she chooses to access, send, or display. Respect the rights of others by complying with all college policies, guidelines, and procedures. It shall be each user's personal responsibility to recognize (attribute) and honor the intellectual property of others. SCC recognizes and adheres to U.S. and International copyright laws, software licenses, and intellectual property rights associated with both print and non-print materials.

Use only computer ID's or accounts and communications facilities that you are authorized to use and use them for the purposes for which they were intended. Do not let others use your user name or password.

Each account owner and workstation user is solely responsible for the usage incurred through his or her account or workstation. Individuals, who intentionally misuse account privileges, degrade system performance, misappropriate, or interfere with the operation of computers and network resources, including but not limited to those available at SCC, may be subject to disciplinary actions outlined in the SCC Judicial Codes and Appeals and any applicable federal, state, and local laws.

6. Priority of Uses

Please limit your time at the computers to one hour when there are other students waiting. If you are not doing work specifically for class, you may be asked to yield your spot to those who have class assignments to complete.

- a. First Priority use is for scheduled classes and workshops.
- b. Second Priority use is for students doing assignments required for classes.
- c. Third Priority use is for educational uses such as exploration of the Internet and e-mail.

7. Security and Privacy of Users

Confidentiality of email and other network transmissions is not guaranteed. Therefore all users should exercise caution when sending personal, confidential, or sensitive information by email or over the network. Southeastern Community College will not impose any restraints on, nor make any effort to monitor the content of, communications other than those imposed by applicable Federal, State, or local laws, including laws regarding the right to privacy and laws which prohibit defamatory material. Users of Southeastern Community College's computers and network resources are advised that their communications are subject to such laws and that the consequences of violations can be severe.

- a. Routine Logging and Monitoring
Certain central service and network activities from workstations connected to the SCC network are routinely logged and monitored. These activities include:
 1. Use of passwords and accounts accessed
 2. Time and duration of network activity
 3. Access to Web pages
 4. Access to network resources
 5. Volume of data storage and transfers
 6. Server space used for e-mail and other files
- b. Detailed Session Logging

In cases of suspected violations of SCC policies and guidelines, especially unauthorized access to computing systems, the system administrator may authorize detailed session logging. This may involve a complete keystroke log and screen recordings of an entire session. In addition, the system administrator of the facility concerned may authorize limited searching of user files to gather evidence on a suspected violation.

8. Examples of Prohibited Use

- Reproducing, distributing or displaying copyrighted materials without prior permission of the owner, including text, images, photographs, music files, sound effects, etc.
- Using or sharing a computer account, password, IP address, computer name or port you are not assigned or authorized to use.
- Deliberately wasting computing resources.
- Using electronic mail to harass others, send chain and junk mail (spam), disseminate mass mail without permission, or harmful or destructive email(s).
- Using the campus network to gain unauthorized access to any computer systems.
- Running a port scan on a computer system without prior permission of the owner.
- Performing an act that interferes with the normal operation of any IT resources. For example, tampering with switch settings, move, reconfigure or do anything that could damage workstations or server components.
- Knowingly running or installing, or giving to another user, a program intended to damage or to place files on another users' account/system without his/her knowledge.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Masking the identity of an account or machine.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit permission of the owner.
- Using campus IT resources for personal gain, including running a busi-

ness for profit or non-profit purposes, promoting and selling products and services, etc.

- Providing services or accounts from your computer to anyone but yourself, e.g., web servers, FTP servers. Providing a pass-through site to other campus hosts.
- Providing remote log in (e.g. telnet access) on your computer for anyone other than yourself.
- Registering a SCC IP address with any other domain name.
- Capturing passwords or data on the network not meant for you.
- Posting materials that violate existing Federal, State, or local laws or South-eastern Community College's Judicial Codes and Appeals.
- Modifying or extending SCC network services beyond the area of intended use. This applies to all network wiring, wireless, hardware and in-room jacks.
- Minimizing destructive hacking by not providing information about the networks to Newsfeeds, Anonymous FTP site, BBS, UUCP site, etc.
- Using a computer to play games, gambling, and chatting, e.g. AOL Instant Messenger, MSN Messenger, Yahoo Messenger, ICQ, etc.
- Create, disseminate or run a self-replicating program "virus" whether destructive or not.
- Intentionally access, download, or print obscene or illegal material.

9. Due Process

Activities, which are criminal under federal, state, or local law, will be reported to the appropriate authorities. Criminal and non-criminal abuses of computer access and network privileges may result in a warning, suspension, or termination of computer and network resources as outlined below and in the SCC Judicial Codes and Appeals.

The faculty or staff supervising the use of computer and network resources has the responsibility for insuring student adherence to this guideline. The supervising employee may issue a warning to users as they may be prone to mistakes, especially while learning new software. Warnings should be considered as a guide to users to assist them in the correct use of SCC's computer and network resources.

Serious or repeated infractions of the college's internet/email guideline may be referred to the appropriate Dean/Vice President for action under the college's Judicial Codes and Appeals. Actions taken against offenders may include any sanctions listed in the Judicial Codes and Appeals including suspension or termination of computer and network privileges.

10. Disclaimer

SCC shall not be held responsible for any illegal, negligent, or harmful actions as a result of inappropriate use of college Internet, email, or network resources. In addition, SCC is not responsible for content downloaded from external Web sites and networks.

SCC will not be responsible for any damages or data loss experienced by those using computing equipment, facilities and network services.

Information Technology Services, library and lab employees will provide troubleshooting assistance to students who experience technical issues; instruction in the use of computers or particular software applications is not their function.

■ Student Record Retention

SCC keeps the official academic record (transcript) of enrollment and credit earned in the SCC credit program in perpetuity. All other student record documents are destroyed two years after the student's last enrollment. Students who believe there is any inaccuracy in their official academic transcript must notify the Registrar immediately.

■ Student Right to Know

The Southeastern Community College graduation rate for students in the 2010 cohort year was 29.5%. The transfer rate for students in the 2010 cohort year was 14.4%.

■ Student Right to Know and Campus Security Act

All colleges and universities have been mandated to report certain statistics to both students and employees. The following information relates to the mandates of this Act.

Security And Access To Facilities

The President and the Executive Dean of the Keokuk Campus are responsible for their respective campuses during normal working hours of operation. The Maintenance staff is responsible for access to the campus during off hours. Board Policy #830 authorizes the use of college facilities by public groups and organizations while Administrative Guideline #804A provides for the scheduling and requiring of additional security.

In addition, the residence halls have procedures and policies detailed in the Residence Life Handbook for security and disciplinary reporting procedures.

■ Informing Students And Employees

Continuing Education offers courses for students and staff as well as the public on topics pertinent to crimes, especially rape and abuse. In-service training will be conducted for employees on security as needed. Residence Hall students will attend workshops on topics of alcohol and drug abuse, sexual harassment, rape, and human relations.

■ Report Procedures – Administrative Guideline #443

All occurrences of injury, damage and loss reporting as well as criminal occurrences on campus should be reported to the Vice President for Administrative Services or to the Executive Dean of the Keokuk Campus.

If a sex offense occurs, it is important that any evidence that may be necessary to the proof of a criminal offense be preserved.

■ Campus Law Enforcement

The local police departments (West Burlington for the north campus and Keokuk for the south campus) have the law enforcement authority for campus crimes. After reporting occurrences to the Vice President for Administrative Services or the Executive Dean of Keokuk Campus, any criminal occurrences should also be reported to the local police. College personnel will assist in the notification of law enforcement authorities, if requested by the student.

■ Sex Offenders

Students can access information about criminal sex offenders at www.iowasexoffender.com.

Missing Student Policy and Procedure for Residential Students

Southeastern Community College takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating an SCC student living in on-campus housing, who based on the facts and circumstances known to the College, is determined to be missing. This policy is in compliance with Section 485(j) of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing roommates, family, and/or friends of the change. However, **anyone who believes a student to be missing** (has not been seen on campus, cannot be reached by acquaintances, and for whom concern has been expressed regarding the individual's safety and well-being by an acquaintance, for a period of more than 24 hours) **should report their concern to one of the following staff: Residence Life Coordinator, the Resident Assistant (RAs), or the Keokuk Apartment Manager.** The staff member receiving the report will immediately notify the Vice President of Student Services or designee who will conduct an informal investigation on every missing student report. **If the student is determined missing, the Vice President of Student Services or designee will make appropriate notifications no later than 24 hours after the time that such determination of missing status was made.**

Depending on the circumstances presented to college officials, appropriate notifications when a student is determined missing will include some/all of the following entities: West Burlington Police, individual(s) identified as the student's emergency contact, and/or custodial parent or guardian.

At housing check-in, **students 18 years of age and older will have the option of identifying a contact person(s)** whom the institution or law enforcement shall notify within 24 hours of the determination that the student is missing. **This confidential contact information** is maintained in the student's housing file in Residence Life and **is only accessible by authorized college personnel and/or law enforcement officers in furthering a missing person investigation.**

Students under 18 years of age and who are not emancipated are required to provide contact information for their parent or legal guardian, and **will be advised that SCC is required to notify** a custodial parent or guardian, any additional contact person(s) designated by the student, and the local law enforcement agency within 24 hours of the determination that the student is missing.

All students will be advised that regardless of whether or not they choose to identify a contact person(s), are above the age of 18, or are an emancipated minor, **SCC will notify the West Burlington Police within 24 hours that the student is determined missing.**

■ General Procedure

1. The SCC staff member receiving the report will collect and document the following information at the time of the report:

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

2. The SCC staff member receiving the report will immediately contact the Vice President of Student Services to alert them of the situation and to receive additional consultation. The Vice President of Student Services will ascertain if/when other college officials need to be contacted and will conduct such notifications as appropriate.

3. Upon notification that a student may be missing, SCC officials may use any or all of the following resources to assist in locating the student:

- Call the student's room.
- Go to the student's residence hall room.
- Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
- Check with the student's respective faculty.
- Secure a current student ID photo.
- Call and/or text the student's cell phone and call any other numbers on record.
- Send the student an email.
- Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, etc.
- Contact or call any other on-campus or off-campus friends or contacts that are made known.
- Ascertain the student's car make, model and license plate number. Check SCC's parking lots for the presence of the student's vehicle.
- Contact the student's parent and / or emergency contact.

4. The SCC Information Technology Staff may be asked to obtain email logs in order to determine the last login and/or access of the SCC network.

5. Once all information is collected and documented the Vice President of Student Services or designee will make appropriate notifications if the student is determined missing. (Note: If at any time during the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.)

Authority of Campus Security

SCC has a contractual agreement with Per Mar Security Services to provide on-site security for the West Burlington campus. They have the authority to issue parking citations and to initiate vehicle and pedestrian stops on college property for observed violations and investigatory purposes. They are responsible for the preliminary investigation of criminal actions which occur on campus and may contact local law enforcement at their discretion. Evidence of

underage drinking will be reported directly to local law enforcement. Per Mar Security Services has developed a good working relationship with the West Burlington Police Department in reporting any events requiring their assistance. They have the authority to conduct visual searches of student housing rooms/apartments, vehicles, book bags, or containers of any type and computers on campus property when there is a reasonable suspicion of criminal activity or violation of

SCC rules and regulations. It is reasonable and lawful to ask residents in student housing to open their doors in any situation. Per Mar staff will report student code of conduct and behavioral violations that occur anywhere on college property, including refusal to cooperate with lawful requests, to the Residence Life Coordinator and/or the Facility Director and/or the VP for Student Services as appropriate.

Policies and Procedures for Reporting Crimes

Per Mar Security officers can be contacted by calling 319-759-1727. On-campus or student housing reports of criminal or suspicious activity and violations of SCC regulations can be made by calling 319-759-1727 (security), 319-759-2668 (housing), 319-850-7111 (facility director), or 911. While there are no formal, written agreements with local law enforcement agencies in West Burlington, Burlington, Keokuk, Ft. Madison, and Mt. Pleasant, SCC will support and cooperate with these agencies regarding the investigation of criminal offenses committed on campus property. Students, staff and faculty are encouraged to report emergencies, suspicious behavior or criminal activity immediately to security at 319-759-1727, the facility director at extension 5141 or 319-850-7111 or the local law enforcement agency by dialing 911. In addition, you may report a crime or incident which may require the issuance of a timely warning to the following areas:

■ West Burlington Campus

VP for Student Services:

319-208-5049

VP for Administrative Services:

319-208-5069

VP for Teaching & Learning:

319-208-5053

Location Operator: 319-752-2731

■ Keokuk Campus

Dean of Campus: 319-313-1920

Location Operator: 319-524-3221

■ Ft. Madison Center

Location Operator: 319-376-2286

■ Mt. Pleasant Center

Location Operator: 319-385-8012

■ Center for Business (CBIZ)

Location Operator: 319-208-5375

SCC does not have procedures for voluntary reporting of crime statistics. All reports will be investigated. Violation of the law will be referred to local law enforcement agencies and, when appropriate, to the College judicial process.

Emergency Response and Evacuation

Should an incident be reported on campus which involves an immediate threat to the health or safety of students, staff and faculty, Per Mar Security and/or SCC staff will attempt to immediately confirm the incident and its location. Incidents may involve, but are not limited to, a physical threat or a weather related emergency. Upon confirmation, a determination will be made as to the extent of the notification and evacuation. Notification of evacuation, staying in place, or any other action that should be taken will

be made over SCC's public address system. Activation of the fire alarm will also result in building evacuation. Announcements will be customized messages developed and delivered by the primary incident coordinators or a designee for SCC as follows: VP for Student Services, VP for Administrative Services, VP for Teaching and Learning, Director of Facilities, Marketing Director, Dean of Keokuk Campus or Enrollment Coordinator for Keokuk Campus. The public address system will be utilized during the emergency

as needed until the "All Clear" can be given. In addition, the process described in Timely Warning Procedures will be used to advise others of the emergency. Emergency response and evacuation procedures are scheduled to be tested on at least an annual basis at all SCC locations.

Timely Warning Procedures

SCC is concerned about the safety of students and employees. SCC has implemented a mass notification system which will send text messages to cell phones, voice messages to cell phones and/or home phones, and e-mails to campus accounts. Pertinent information will also be placed on the SCC website. In addition, campus buildings in West Burlington and Keokuk are equipped with internal public address systems which will be used as necessary. Should an incident occur, on or off campus, that presents a

continuing threat to safety on campus or at any college facility, a timely warning notification will be issued. Depending on the situation, designated individuals and posted notices may also be used to make notification. Anyone with information that would warrant a timely warning notification should report the circumstances as outlined in the Policies and Procedures for Reporting Crimes. SCC's mass notification system will be tested annually.

Security and Access to Campus Facilities

SCC students, staff, and visitors have access to most buildings beginning at 7:00 a.m. until 10:00 p.m. Monday through Friday. On Saturdays, Sundays and holidays, the College is open for scheduled events only. Security and designated SCC staff are responsible

for locking and unlocking buildings and for patrolling campus grounds, buildings, and housing complexes. All individuals are responsible for securing their personal vehicles. Housing residents are responsible for securing their rooms at SCC Student Housing.

Student Housing Fire Safety Protocol and Fire Incident Log

As part of the Higher Education Act of 2008, Southeastern Community College is required to advise the college community of annual fire safety reports for student housing. SCC has four housing facilities as listed below:

■ West Burlington

Winegard Hall and Witte Hall

Dormitory style facilities each with internal fire alarm systems and smoke detectors in common areas. Fire extinguishers are placed throughout the common areas of the building.

Millennium Hall

Three-story apartment style building equipped with an internal sprinkler system, internal fire alarm system and smoke detectors in the common areas. In addition, there are individual smoke detectors in each suite. The alarm system is connected to the main college alarm system which alerts Per Mar Security Services, our campus security agency.

Fire drills are conducted four times a year at these facilities.

■ Keokuk

Blackhawk Hall

One-story building with 10 separate two-person apartments each with dual exterior entrance/exit accesses. Each apartment has standalone smoke detectors and fire extinguishers located near kitchen facilities. The physical structure of this building with individual apartments does not allow for/require a central fire alarm system and fire drills are not conducted.

The following appliances are not permitted in any SCC student housing unit: hot plates, space heaters.

Several appliances are permitted including: toasters, microwave ovens, and coffee machines. Other appliances not listed must be approved by the Residence Life Office prior to use in student housing.

Candles and incense are not permitted in any SCC student housing unit.

Southeastern Community College is a smoke free/tobacco free campus. The use of tobacco is not permitted on any college property or in any vehicles on the campus.

At the beginning of each semester, Residence Life staff at each housing facility review the safety policies and procedures for emergencies/evacuation with their residents. In addition,

posters with directions for fire/emergency evacuation are posted on the inside of each suite, apartment, and/or room door, and on bulletin boards in hallways/common areas. Fire and emergency evacuation procedures for student housing are as follows:

■ Fire Procedures:

In the event of a fire, the following procedures should be used:

Winegard, Witte Halls:

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.
4. Have Residence Life staff call 911.

Millennium Hall:

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.

Blackhawk Hall:

1. Evacuate the respective apartment.
2. Notify Residence Life staff.
3. Have Residence Life call 911.

If the fire alarm sounds in any of the housing units, do the following:

1. Close room windows, but leave blinds open and leave lights on.
2. Close room door and leave it **unlocked** so fire personnel will have easy access.
3. Notify Residence Life staff.
4. Proceed quickly and cautiously to the nearest exit. Go to designated area and wait.
5. **Do not** re-enter the building until authorized officials give you permission to do so.

Designated Fire Evacuation Areas:

- Millennium Hall – grassy area NE of Millennium Hall parking lot.
- Winegard Hall – basketball hoop area in Millennium Hall parking lot.
- Witte Hall– East of Witte Hall in the grassy area across the street.
- Blackhawk Hall – North or West of the building across the street.

If the fire alarm goes off, all residents and/or their guests **must** evacuate the building. **Any resident that does not leave the building during a fire alarm will be assessed a \$100 fine.** The exits are clearly marked in each building and fire escape routes are posted in each hall. Fire extinguishers and fire alarms are also easily located. In accordance with State law, unannounced fire drills will be conducted at least twice during each semester. **It is against the law to tamper with fire extinguishers and alarms when the threat of fire is not present; therefore, prosecution of individuals tampering with such items will result.**

Southeastern Community College has fire/emergency evacuation instructions posted in each classroom and common area on campus, and evacuation drills are conducted on an annual basis. Fire extinguisher training is provided to various employees on a rolling basis. Any questions/concerns/suggestions regarding campus safety are directed to the Campus Safety Committee.

A log of reported fire incidents is maintained by SCC's Director of Facilities, and can be accessed via the college website. Statistical information listing the number of fires, causes, number of injuries and deaths and property damage amounts may be found in the following chart:

Fire Statistics

	Winegard Hall			Witte Hall			Millennium Hall			Blackhawk Hall		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
# of Fires	0	0	0	0	0	0	0	0	0	0	0	0
# of Injuries	0	0	0	0	0	0	0	0	0	0	0	0
# of Deaths	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage Amt. (\$200/+)	0	0	0	0	0	0	0	0	0	0	0	0
Cause of Fire:												
Fire Drills Performed	0	0	1	0	0	1	0	0	1	0	0	0

Emergency Closings/Disasters

- Cancellation of classes and school closings will be announced by local radio stations and will be posted on the SCC website. The decision will be made by 6:30 a.m. so that proper notification of students and faculty may be given.
- If an emergency situation arises after 4 p.m., local media will be contacted and students will be notified that classes are dismissing early via an an-

nouncement made over the internal messaging system.

Weather

- In the event of severe weather, such as a tornado, residents should follow posted instructions and instructions from the Residence Life staff. Severe weather instructions are posted on bulletin boards in the residence halls. The ground floor in any of the student housing units is the safest place

for shelter. Tune to local television/radio stations for information on weather developments.

- Designated Areas in the Event of a Tornado:
- Millennium Hall – 1st floor laundry room/hallway
- Winegard Hall – kitchen/laundry area
- Witte Hall – kitchen/laundry area
- Blackhawk Hall – laundry room at center of building

Crime Statistics

Occurrences on Campus

January - December, 2008-2010

Reports to Campus Authorities or Local Police

	West Burlington Campus			Keokuk Campus			Ft. Madison Center			Mt. Pleasant Center			Housing			ISP/MPCF			CBIZ		
	08	09	10	08	09	10	08	09	10	08	09	10	08	09	10	08	09	10	08	09	10
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	8	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of arrests on campus for:

Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Disciplinary Actions/Judicial Referrals-on campus

Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	40	34	22	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Center for Business

The Center for Business (CBIZ) has as its mission – “Delivering relevant solutions and resources for today’s business and community challenges”. CBIZ is a partner to business, industry and the community providing:

■ Customized Training

Contract training provides customer-designed training to strengthen any size company’s workforce, increase managerial effectiveness, enhance productivity, and improve profitability. Instructors offer a wide background in business, industry and education. Courses can be held at a location and time convenient for the company. Offerings in the areas of technical, professional, and managerial training help ensure that employees gain the knowledge and skills needed in today’s competitive marketplace.

■ Professional Consultation Services

CBIZ has built a cadre of consultants experienced in all aspects of business and industry operation. The consultants can work alone or as part of an internal team to solve specific problems and manage specific projects common to many businesses and industries in today’s complex world. In some cases, small and mid-size business and industries may also want to have specialty skills available to provide solutions for specific issues, but not want to employ those skills full-time. In either case, CBIZ is the single point contact for defining the solutions.

Training Incentives

CBIZ through Iowa Department of Economic Development administers training programs which provide funding to support businesses and industries which are expanding their workforce or retraining existing workers. Incentives include Iowa Industrial New Jobs Training, an employee training program for new employees at new or expanding businesses. The Iowa Jobs Training Program provides economic assistance to help companies enhance the skills of existing workers. These programs are administered at SCC in cooperation with the Iowa Department of Economic Development. Companies engaged in manufacturing, processing, assembling products, warehousing, wholesaling, or conducting research and development are eligible to participate.

■ Meeting and Conference Facilities

Housed at RiverPark Place, CBIZ offers training, meeting and conference rooms for use by business, industry and the community in an accessible downtown location. A large conference room accommodating up to 60 people, a computer lab which holds 15 learners and smaller meeting/training rooms for 15 – 30 participants are open for scheduling by businesses, industry and community groups. All rooms are appointed with the highest level of presentation technology, including LCD projectors, teleconferencing phones and videoconferencing equipment.

■ Small Business Development Center

The Small Business Development Center (SBDC) houses a business professional offering a broad range of services including one-on-one counseling to Iowa entrepreneurs who are starting a new business or to existing small businesses, advocacy and intermediary services for the Small Business Administration, and sponsorship or co-sponsorship of several workshops and classes covering business issues faced by area small businesses.

■ Open Enrollment Classes

The Center for Business open enrollment programs assist businesses, organizations, industries and individuals in meeting training and educational needs. Courses in business, management, mechanical, and technical areas are offered throughout the year. These programs offer opportunities which allow individuals to explore and prepare for new careers, upgrade their existing skills, and fulfill re-licensure requirements. A wide variety of self-paced and convenient online courses are also available at www.ed2go.com/secc.

■ Assessment Services

Assessment services provide cost-effective, timely, and high quality industry-based assessment services such as pre-employment screening, pre/post training assessment, re-classification/ promotion evaluation, organizational surveys, job analysis, computerized physical strength testing and most. These services can be provided on the company site or at one of the college.

■ Commercial Driving Program

To meet the needs of one of the fastest growing and largest employers, the Center for Business now offers training to prepare men and women for employment in the trucking industry. This intensive four-week curriculum packs all the learning of a traditional pro-

gram into a convenient, streamlined package that gets drivers on the road quickly, trained for a lucrative career.

Graduates will obtain the Commercial Driver’s License (CDL) certification. Our working relationships with local and national trucking companies result in high placement rates. Classes begin weekly at SCC

■ Options Catalog Publication

In August and January of each year, a catalog is published containing the enrichment course offerings for that term. Copies of this catalog are distributed throughout the area, and additional copies are available upon request. Enrollment procedures are outlined in this publication.

■ General Interest

General interest courses are generally of non-credit nature. Subjects available for study include arts and crafts, home improvement, horticulture, massage therapy, recreation, safety and hobbies.

■ On-line Courses

It is now possible to upgrade work skills, learn a new talent or chart a career path at the student’s own pace with out instructor-led on-line courses. The Center for Business now offers a wide variety of results-oriented on-line courses that are timely and affordable. Courses start each month of the year. Courses can be accessed 24 hours a day, seven days a week. Each course runs for six weeks and consists of 12 lessons that are supplemented by assignments and on-line discussion areas. Go to www.ed2go.com/secc and click on “Courses” to view our entire listing.

■ Refund Policy

If your plans change, you must cancel your registration at least 3 business days prior to the start of the program in order to receive a refund. Business days are Monday through Friday, with the exception of SCC school breaks and holidays. Please note that if you don’t cancel and don’t attend, you are still responsible for payment. If you cannot attend a course, it may be possible to send a substitute in your place. Please call in advance to make those arrangements.

For more information about the Center for Business, call 319-752-2731, ext. 5375.

Growth and Development Services and Programs

■ School-to-Career

Regional School-to-Career efforts are guided by a partnership of employers, educators, and agencies in Area XVI. The primary purpose is to connect business and education in ways which make learning relevant for students. Through these relationships, teachers and students learn how the skills they are teaching and learning are used for success in the “real world.” Efforts range from career awareness at the elementary level to career planning and preparation at the post-secondary level, in addition to connections between secondary and post-secondary education. One important aspect is the preparation of lifelong learners who can successfully adapt to change.

■ Continuing and Extended Education

A unique characteristic of the continuing and extended education programs is continuous operation throughout the year. There are peaks of start-up activity in early fall and mid-winter, but new courses begin weekly. Starting dates are not restricted to the regular college semester.

The emphasis in continuing and extended education is upon practical application for employment, job upgrading, personal satisfaction and enrichment. These programs generally are a continuation of education outside the formal high school diploma and college degree programs and, therefore, most courses are classified as noncredit. Instructors are not required to give examinations and award grades. Some programs do lead to

certification and recertification.

■ Continuing Education Units

The CEU (Continuing Education Unit) is a national recognition system for attendance in qualified continuing education programs. The college has established particular criteria for application of CEU credit. Individuals interested in CEUs should contact the Continuing Education Office to be advised as to the availability of CEU. There is no correlation between CEU and college diploma or degree credit.

■ Continuing Education Programs and Services

Agriculture

Persons interested in the agriculture courses wish to upgrade their present knowledge in the ever-changing world of agriculture. Areas of course offerings are: farm economics, livestock production, crop production, farm mechanization, horse production and many more.

Family and Consumer Sciences

Courses are offered for the purpose of personal skill development, job training, and job recertification. General interest courses offer something for everyone including: supersitter (baby sitting), cosmetology, sign language, foreign language, genealogy and dance.

Vocational training is provided for personnel in child care, preschool centers, food service, protective family services and foster parenting.

Health Occupations Education

Persons enrolling in courses offered in this program do so to update knowledge and skills, fulfill re-licensure requirements, and certification-recertification. Classes are offered in the following categories: nursing continuing education, emergency medical services, pharmacology, basic life support, and preparatory and continuing education for nursing home and residential home employees.

■ English As a Second Language

In addition to the credit classes listed in the back of this catalog, the college provides non-credit English as a Second Language (ESL) classes to anyone who is in need of learning English. These classes also include civics education for students needing to pass the citizenship exam. Classes are offered in West Burlington, Keokuk, Mount Pleasant, Fort Madison and Wapello. There is no charge for this service. Materials are provided in class for students to use. For information on the program, please call the Director of Adult Basic Education Services at 319-385-8012, ext. 5312.

Other Education Options

■ Adult Basic Education

(Preparing for the GED Exam)

This program is designed for adults 18 years and older who have not completed high school and for non-English speaking adults. Subjects covered in this program are reading, writing, math, science and social studies. These classes are operated on a twelve-month basis and serve communities within the college area. A student may enter a class at any time. No tuition is charged, and all materials are provided for use in the classroom. One of the goals of adult basic education is to help bring the student to a level where successful completion of the GED test may be achieved, and the student qualifies for the high school equivalency diploma.

GED Testing Service

The West Burlington campus of Southeastern Community College is the official GED testing center with satellite centers located at the Iowa State Penitentiary, Keokuk campus, Mount Pleasant Correctional Facility, and both the Mount Pleasant and Fort Madison SCC Attendance Centers. The GED Testing Program is for adults 18 years and older who have not completed high school. Individuals will take a battery of tests to demonstrate competence in the following subjects:

1. Language Arts/Writing (includes an essay)
2. Social studies
3. Science
4. Language Arts/Reading
5. Mathematics.

Each of the five tests is timed. The first four parts of the exam must be passed before taking the fifth and final portion. Anyone who is not a high school graduate and not currently enrolled in high school is eligible to take the tests. A 17-year old must have special permission as established by guidelines from the Iowa Department of Education. The high school equivalency diploma is issued to persons who have successfully completed the test, are age 18, and whose high school class has graduated.

■ Volunteer Tutors

The Great River Literacy volunteer tutor program was organized to teach reading to adults functioning below the sixth grade level. A tutor and student work together on a private, one-on-one basis; there is no charge for this tutoring service. All tutors are trained to use the various types of literacy material. For information on this program,

please call the Coordinator of the Literacy Program at 319.385.8012 or leave a message at 866.722.4692, ext. 5306.

■ Family Literacy

SCC has started a Family Literacy Program in Keokuk, Wapello and Mt. Pleasant. This program is designed to target families in the SCC region and provides:

1. adult basic education to the adults.
2. children education.
3. parent education.
4. coordination of parent and children activity time.

This program is designed to teach parents to be their child's first teacher and the important role that parents play in their child's education.

College History - A Tradition of Excellence

■ History of Southeastern Community College

In the spring of 1965, the General Assembly of Iowa provided for the establishment of area community colleges and vocational-technical schools, with the southeastern part of Iowa designated Merged Area XVI. Within this 3 1/2 county area, two public post-high school educational institutions existed: Burlington Junior College, founded in 1920, and Keokuk Community College, established in 1953. Both institutions were operated by the local community school districts until July 1, 1967, at which time they became the north and south campuses of Southeastern Community College. Both campuses continued to operate in rented facilities for several years.

■ Southeastern Community College—Physical Facilities

From its inception, the source of funding for SCC's physical facilities was a 20 1/4 cent voted ten-year levy. On February 20, 1990, voters of Merged Area XVI approved a \$5,000,000 bond issued by a 76.9% majority. This levy replaced the 20 1/4 cent levy when it expired. These proceeds were used to fund Phase I of the building program.

On May 3, 1994, voters were asked to approve a \$4,500,000 bond issue. The issue received 56.9% yes votes, short of the 60% majority required to pass.

On February 21, 1995, the \$4,500,000 bond issue was again taken to the voters. This time, it received 71% yes votes. These proceeds were used to fund Phase II of the building program.

On June 11, 2001, the Board of Trustees approved placing a question on the ballot on September 11, 2001, regarding passage of the 20 1/4 cent facilities levy. A majority of the voters of SCC's district voted in favor of the levy. Proceeds from this levy will provide an estimated \$6.6 million over a ten-year period for purchases of instructional equipment and extensive deferred maintenance.

■ Original Master Plan

West Burlington Campus

The north campus continued operations in two facilities rented from the Burlington Community School District: the Saunderson Elementary building for arts and sciences, and the Lincoln Elementary Building for the technical and vocational programs. Six mobile classrooms were purchased in 1967 for the use of the arts and sciences program. Rental space in the business district housed the practical nursing program. The Burlington Business College was purchased by Southeastern Community College in 1967. Arrangements were also made in 1967 for the use of space at the Mental Health Institute in Mount Pleasant for health occupations programs. In 1968, a temporary arrangement assembled career programs including the technical, vocational, practical nursing and business occupations, as well as the administrative offices, together in a leased building on Highway 34 in West Burlington. Long-range plans were made to house the north campus on a single site. In 1968, a 160-acre tract of land was purchased west of Burlington. Construction of the college's first permanent facility began on June 21, 1971. The new facility was completed in the fall of 1972, allowing the north campus to become operational on a single site. The 85,000 square foot building, named Callison Hall in 1986, includes classrooms, shops, laboratories, the library and the central administrative office of the college.

In 1976, Building 200, consisting of approximately 17,000 square feet, was constructed to house auto mechanics labs, agriculture labs, classrooms and offices. Also in 1976, the medical assistant program at the Mount Pleasant Health Institute was relocated to Callison Hall.

In 1977, a multi-purpose building and a livestock building were constructed to provide areas for classrooms, student service activities and other types of college activities

being planned by the college and the College-County Fair Service Agency for student and community use. In 1978, the multipurpose building was named the Agri-Sports Arena. An 11,142 square foot addition to this building was completed during the 1981-1982 academic year. This addition houses food service operations and the bookstore. A year later, both the mechanical room and the temperature control equipment were expanded in order to service the total campus.

In the summer of 1984, Building 300 was constructed. This 18,725 square foot facility housed an auto body repair shop, an art laboratory, general classrooms, and faculty offices. A general remodeling of Callison Hall was completed in 1985, and a new student lounge addition on the west side of Callison Hall was completed in the fall of 1988. During the fall of 1990, a patio was added outside the lounge addition.

Keokuk Campus

After becoming a part of Southeastern Community College in 1967, the south campus continued to operate in the same facilities which were rented from the public school district. As career education programs were added to the predominately liberal arts and pre-professional programs, facilities were rented in downtown locations.

In the fall of 1974, land was purchased in Keokuk. Modular units totaling 28,000 square feet were constructed and classes began meeting at the location in 1975. A 12,000 square foot permanent building, later named Bowles Hall, was added to the campus during the 1981-82 school year, and houses labs, shops, and the maintenance area.

■ Phase I

West Burlington Campus

Trustee Hall is a 34,600 square foot structure connecting the south ends of Callison Hall and the Agri-Sports Arena which was completed in August, 1991. It contains classrooms, the Witte biology laboratories, an art laboratory, a learning center, an audio-visual equipment area, faculty offices, and casual seating. A part of the facility is dedicated to cultural, informational, and art exhibits, and the official reception area for the north campus. A visitor parking lot was created near the main entrance.

Considerable remodeling occurred in Callison Hall on the north campus beginning in 1992, including the library, the Student Services area, the Business Office, and several classrooms. A Student Senate Office, additional work areas, and a conference room were also included in the Student Services area. The previous Learning Center was remodeled into a child care facility which is managed by an outside provider. In 1993, the southern part of Building 300 was remodeled to provide a continuing education facility in what was previously faculty offices and an art laboratory area.

An addition to the Agri-Sports Arena was completed in 1993 which provided a new kitchen area, expanded cafeteria seating, two separate dining rooms, a game room, and bookstore storage. In March, 2000, the Agri-Sports Arena was renamed the Loren Walker Arena at a memorial service held in his honor. Long-time friend of Southeastern Community College and Blackhawk Booster Club supporter for 40 years, Loren Walker died on March 12, 2000.

Surrounding streets were named in 1993. The main street was named College Drive, the road to the west was named Arena Drive, and the road to the visitor parking lot was named Gehrmann Drive.

Keokuk Campus

Three buildings containing approximately 30,000 square feet and connected by enclosed walkways were constructed in 1990. Adkins Hall houses administrative offices, faculty offices, and the bookstore. Barr-Wittenmyer Hall houses food service, cafeteria, and the library. Gardner Hall houses classrooms, laboratories, a learning center, and faculty offices. Approximately 5,000 square feet of Bowles Hall was remodeled to provide computer and science labs and faculty offices. All three structures are connected with enclosed walkways. To make room for the

construction, five of the six original modular structures were removed. The remaining modular structure housed the business and nursing programs.

In the fall of 1992, Union Electric Company landscaped the south campus, providing the plan, the materials and approximately 250 shrubs, trees and other plants.

■ Phase II

West Burlington Campus

In the fall of 1996, a 10,000 square foot addition to the south of Building 200 was completed. This addition houses a physics lab and classrooms and provides a connection to the east door of Building 300. The southern half of Building 200 was remodeled into offices and a computer lab/reference room. In the summer of 1997, the previous chemistry lab in Callison Hall was remodeled and expanded, and the remaining rooms in Callison Hall were remodeled.

During the summer of 1998, the administrative area and Caldwell Board room were remodeled, and offices were constructed in the southern half of the Callison Hall Lounge. The Blackhawk Bookstore was remodeled and enlarged the following fall.

In 2001, a 3,000 sq. ft. expansion to the existing precision machining lab and classroom area, which included the creation of a computer lab dedicated to precision machining and automated manufacturing training, was provided through the Accelerated Career Education (ACE) program.

In 2003, ACE funding also provided for the construction of a 30-foot by 96-foot greenhouse in the northwest corner of the West Burlington campus, west of the baseball and softball diamonds. The greenhouse is used as part of SCC's horticulture programs, which began in the fall of 2003.

Work on a \$1.2 million, six-classroom addition on the south side of the Loren Walker Arena was completed in January 2004. The 10,000-square-foot addition marked the first increase of classroom space at the West Burlington campus in a number of years, a period that has seen a classroom shortage as system-wide enrollments at the college rose above a record-setting 4000 students.

In 2006, ACE funding provided for the construction of a 12,480 square foot Construction Technology building on the north side of Building 100 at the West Burlington Campus. The building project was completed in July 2007.

Keokuk Campus

In the spring of 1996, the remaining south campus modular structure was demolished, and construction began on Emeritus Hall. This 16,300 square foot building was completed for spring semester 1997 and houses the office technology, business and nursing programs, classrooms, faculty offices, and enclosed walkways to the other campus structures. During the summer of 1998, remodeling was done to provide an on-campus industrial training area.

During 2002, Room 521 on the Keokuk Campus was renovated with Accelerated Career Education (ACE) program funding to develop an industrial lab to provide training for area businesses in electrical and industrial maintenance. The remodeling included replacement and relocation of the HVAC construction equipment, creating an office space, and installation of a storage system. The modifications also included wiring of the instructional space and upgrades to the existing instructional equipment.

■ Residence Halls and Student Apartments

In 1986, a group of eight Burlington-area businessmen approached the college about the need for residence halls to attract prospective students to special programs and to provide nearby housing for students who choose not to commute. At that time, Iowa law did not permit community colleges to own or operate residence halls, so the SCC Foundation undertook the project. The Foundation began fund-raising for two 16-room, 32-student residence halls on the north campus. More than \$280,000 was raised to begin the construction of these facilities. The Witte House (female students) and the Winegard House (male students) opened in January 1989. In July of 1991, the Iowa law was changed. In January 1992, SCC purchased the facilities from the SCC Foundation and now operates the facilities. In January 2000, the Board of Trustees authorized administration to move forward with the construction of a new student apartment building. Ground was broken in April and students moved into the new apartments in August 2000.

In August 2004, a cooperative agreement was established between 3140 LLC, Inc. (a group of Keokuk investors) and the SCC Board of Trustees to provide housing for students attending the Keokuk campus. A facility near the Keokuk campus (formerly a nursing home) was purchased and completely renovated by 3140 LLC, Inc. In August, SCC began leasing the building and took

over daily operations of the new residence hall. In October 2004, the building became known as BlackHawk Hall.

In 2006, the Board of Trustees ended the lease with 3140 LLC, Inc., and purchased a 10 unit building at 227 Morgan Street in Keokuk.

■ **Mount Pleasant and Fort Madison Centers**

In May 2000, SCC purchased the building at 127 North Main Street in Mount Pleasant for use as an SCC Center. After major renovation and new construction, the facility now provides five classrooms and three offices. The center renovation was paid for with ACE funds made possible through an educational agreement with the Mount Pleasant-based Heatilator Company. In February, 2005, the Board of Trustees approved the trade of the Mt. Pleasant Center building to the City of Mt. Pleasant for its Public Library building located at 200 North Main Street. Renovations were required to convert the library into an education facility. The new location provides double the square footage and lower utility costs than SCC's previous facility. The completed facility was ready for classes in October 2005.

In the summer of 2000, Southeastern Community College obtained an exclusive lease to a Fort Madison facility at 4703 Avenue L for use as an SCC Center in that community. Extensive remodeling during the summer months created four classrooms and office spaces for fall 2000 semester classes. In 2003, the SCC Board of Trustees approved the purchase of a facility at 1602 Avenue F, and authorized renovation work to convert the former church building into an educational facility. With 4350 square feet on the first floor and a fully-useable lower level, the new location provides double the square footage of SCC's previous leased facility. The completed facility was ready for classes in August 2003.

■ **Center for Business**

The Center for Business (CBIZ) was opened in May, 1998, with the charge to assist employers in finding solutions to operating problems. CBIZ initially provided the umbrella for services in four areas: 1) Economic Development, 2) Contract Training, 3) Consultative Services, and 4) Workforce Development.

While other sources can provide some of these services, CBIZ has the convenience for clients of a "one-stop shop" with the region's broadest range of resources and contacts – and with total dedication to excellence and client satisfaction. Later, Open Enrollment and Community Education offerings were added to the CBIZ toolbox to complement the role CBIZ plays in workforce and community development.

The Center's office initially occupied most of Building 300 at the northwest corner of SCC's West Burlington campus. However, client services often required response to fast-developing needs and availability of facilities for delivery services was unpredictable due to competition with credit programs at the campus. In 2004, in response to the need, other options for housing the Center were considered. In a special meeting on July 30, 2004, the SCC's Board of Trustees approved a proposal to buy parts of two floors at the newly renovated RiverPark Place in downtown Burlington and establish new offices and training facilities which allow quick response and delivery of services to clients.

The move to RiverPark Place was completed in March of 2005. CBIZ now serves clients from a readily accessible site near the city center. It provides state-of-the-art facilities and technology tools to meet the needs of any business or industry in their continuing drive to become and remain competitive.

■ **History of Penal Institution Instruction**

Southeastern Community College employs a corrections education supervisor who oversees the educational programs and faculty at the Iowa State Penitentiary and Mount Pleasant Correctional Facility.

■ **Iowa State Penitentiary**

Southeastern Community College, through a cooperative agreement with the Department of Corrections, has provided educational programs and services to the inmates of Iowa State Penitentiary at Fort Madison since 1968. These programs and services have included the arts and sciences, career education, adult basic education, high school completion and general interest.

Due to a change in emphasis and funding from the Department of Corrections, all career education programs were discontinued at the end of June 1996. Literacy skills and GED preparation programs continue to be offered.

■ **Mount Pleasant Correctional Facility**

In July 1990, through a cooperative agreement between Southeastern Community College and the Iowa Department of Corrections, the college began operating educational programs at the Mount Pleasant Correctional Facility (MPCF).

Courses are available which include adult basic education, Chapter I Reading, GED testing, social skills, and career exploration.

■ **SCC Foundation**

Non-Profit Foundation - Ways to Contribute Tax Deductible Gifts

Donations and endowment accounts established with the Foundation provide for student scholarships and instructional program grants. The Foundation encourages donations which create educational opportunities that serve as investments in everyone's future. Donors are acknowledged in a variety of ways. Annual cash gifts of \$1,000 or more qualify donors for membership in the Special Giving Circles. To recognize individuals who have established planned gifts or bequests to SCC or the SCC Foundation, the Foundation created the Legacy Society. For further information on ways to support SCC students and programs, go to the Foundation webpage on www.scciowa.edu or contact:

SCC Foundation

1500 W. Agency Road, P.O. Box 180,
West Burlington, IA 52655
Phone: 319-208-5065 or
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FAX: 319-208-5006
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■ **Alumni Association**

The Southeastern Community College Alumni Association was established in 1991. Its mission is to encourage its alumni to establish and maintain a lifelong interest in Southeastern Community College. Methods used to keep SCC alumni connected include an annual golf outing fundraiser, a semi-annual newsletter, distinguished alumni recognition events, and programs for nursing and fine arts alumni.

Privileges of membership include discounts on SCC imprinted merchandise, use of college libraries, discounted computer lab fees, on-campus use of audio-visual equipment and materials and special invitations to specific college events. Distinguished Alumni Awards, Alumni Scholarships, and college mini grants are funded by proceeds from the annual golf outing fundraiser held the third Friday in July. The deadline to apply for alumni continuation scholarships is 4:30 p.m. April 1. College mini grant applications are due by December 15 and April 15. The deadline to submit distinguished alumni award nominations is 4:30 p.m. August 1. For further information, go to www.scciowa.edu/about.alumni or contact:

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