Welcome to SCC’s New Student Orientation! We are pleased that you have decided to attend Southeastern Community College.

This online orientation will help you learn more about:

• Technology at SCC
• Enrollment Services and registration
• Required college placement tests
• Academics
• Resources you might need as a student
• Financial Aid
• Getting your books
• Commonly asked questions

Whether you are taking one class, or plan to be a full time degree seeking student, this information applies to you.
You are on your way…

To finalize your application, you should have the following on file with the Enrollment Services Office at Keokuk or West Burlington:

1. Official transcript(s) from your high school or GED/HiSet and any college(s) you've attended.

2. Placement scores: COMPASS or ACT scores and *e-write* writing sample that have been taken within the last two years.

3. Completion of this online orientation.

Once you've completed these steps, you'll be able to register for classes. You may register online using your Hawknet account, or you can meet with an [SCC Enrollment Specialist](#).

*Before you know it, you will call SCC your college!*
First things, FIRST!

You need to get technical! Seriously! As an SCC student, you will be given a student e-mail account, and you need to use it. We will be sending important information about your registration, financial aid, tuition due, drop/refund deadlines, as well as communication from faculty, midterm and final grade notifications and other valuable announcements.

In addition, you will also have access to your student record via HawkNet and WebAdvisor. Again, it is seriously important that you get comfortable using this technology. You can print your student schedule, add/drop classes, check tuition and financial aid amounts, check final grades and access your e-companion (online class delivery system).

A bonus of using your HawkNet is the daily notices about instructor absences and college closings, your daily calendar and personal to-do list, and quick link to your SCC email.

Your HawkNet and email accounts are created after you complete testing and this orientation.
Using your HawkNet
Accessing your SCC email, online class pages and WebAdvisor

1. Go to: www.scciowa.edu
2. Click Hawknet/Email (in top, red toolbar)
3. Type in your username: username@scciowa.edu
   User Name - 1st initial followed by middle initial and last name
   (MUST include the @scciowa.edu at end of your login name)
4. Type in your password: last 6 digits of your SS#
5. Click OK

Please contact the Help Desk if you need further assistance
helpdesk@scciowa.edu or 319-208-5087
HawkNet ...you’re in!

Check your SCC email!

Online classes - access your online classes and e-companion here!

View your billing and financial aid information; print a schedule; and check your grades with WebAdvisor for Students.
More, more and more about computers...

The information technology staff has posted important documents and information to help you understand the various computer services at SCC. Feel free to click around in the white box highlighting “Technology Services” when you access the page shown here, by following the link below.

Help Desk Information
Enrollment Services
Admissions and Advising

Who: Enrollment Specialists

Why: To help you transition to college and become a successful student.

When & Where:

West Burlington enrollment office:
8:00 AM-5:00 PM, Monday – Thursday
8:00 AM-4:30 PM, Friday

Keokuk enrollment office:
8:00 AM – 4:30 PM, Monday - Friday

What: Provide academic guidance, develop an academic plan, help you register, meet graduation requirements and explore transfer options.

How: Meet with us on campus for your personal appointment. Call or stop by enrollment services to check availability once this orientation and placement testing are completed.
Placement Testing

Testing
Prior to registration, you must provide placement test scores to our Enrollment Office. All students must provide COMPASS or ACT scores and the e-write sample. If you've already taken the ACT within the last two years, simply check with Enrollment Services to see if your scores are posted to your student file.

If you haven't taken the ACT, you'll need to complete the COMPASS test. Don’t stress– it’s not timed, you get to use a calculator and it’s free! The COMPASS will assess your abilities in writing, math and reading. You don't have to go into the COMPASS test unprepared, either. The next page provides links to websites, downloadable review sheets, and contact information for staff that can provide additional one-on-one support if needed.

Once you've completed testing, we'll help you determine the classes appropriate to your skills. The following link shares the placement guidelines established by the SCC faculty: Placement Guideline

Still need to take the COMPASS and e-write? Testing schedule and contact information is available here: COMPASS Schedule
Placement Testing Review

Click on the links below to learn more about the COMPASS. See review materials, sample questions and even take practice tests.

General COMPASS and e-write review: COMPASS

Math skills review sheet: Math Review

Writing skills review sheet: Writing Review

If you decide you would like more help with math, reading and/or English after studying these review pages, please contact the SuCCess Center at 319-313-1943 (KEO), or 319-208-5155 (WB).
Okay, after you complete this orientation and have placement scores on file with SCC, you are ready to register. For your first semester at SCC, it is important for you to meet with an Enrollment Specialist to discuss your academic plan. In your following semesters, we encourage you to register online using your WebAdvisor account (remember, we talked about that at the beginning of this orientation??). If you need additional guidance or assistance with WebAdvisor, please visit with our enrollment staff.

Our semester schedules are available electronically on the “Current Student” page of our website. You can choose classes that meet face-to-face or are offered online with a variety of schedule options: day, night, early and late start 8-week classes, 12-week, and 16-week classes. Classes are available at SCC’s campuses in Keokuk and West Burlington and the centers in Fort Madison and Mount Pleasant.

WAIT – I NEED TO MAKE A CHANGE! If you have changed your mind about your schedule you may add and drop classes on WebAdvisor 24/7 during the 100% tuition refund period. See our Refund/Drop schedule under ‘Current Student’ then ‘Payment Center and Forms’ on our website. If you have changed your mind about your major/program, you will need to visit with an Enrollment Specialist so that proper paperwork can be completed.

Remember, it’s good to plan ahead.

To get the classes you want, and at the times you want, you need to enroll early!
In a nutshell, we have two types of academic areas: Arts & Sciences (Associate of Arts or Associate of Science degrees) and Career & Technical Education (diplomas or Associate of Applied Science degrees).

In order to finish most degrees in two years, students typically enroll in 15-18 credits per semester. **Rule of Thumb:** for every hour you are in class, you need to study two hours outside of the classroom. Speaking of in-class time, a three credit hour class will meet three hours per week. It could be M,W,F for an hour or T,TH for an hour and a half, or one night per week for three hours.

Confused? That’s okay! You should visit with one of our Enrollment Specialists. They are available to guide you through degree planning.
Let’s get to the nitty-gritty…

Our College Catalog is available in electronic format on our website. Inside, you will find the curriculum (classes needed for your diploma/degree program) and course descriptions of all college credit classes. You can use this curriculum to track your progress towards graduation. [College Catalog](#)

The catalog will also include important information for your academic success: policies, grading, graduation, academic load, course status, Dean’s list, and much more.
Career & Technical Education…

These programs have been designed to give students practical skills in an area of specialization to help them enter the workforce after completing the program. In some cases, there may be an opportunity to transfer some courses for a more advanced degree. Please visit with an Enrollment Specialist to inquire if this opportunity exists for your area of interest.

In most Career & Technical Education programs, our advisory boards and faculty have developed a specific plan of study. In the example to the left, the program page identifies each class required for each specific semester. While it is best that you follow these outlines closely, there may be some flexibility with the semester in which some coursework is completed.
The AA degree is primarily intended for those students who plan to transfer to a four-year college or university. This degree offers the student the most flexibility in course selection and personal interest. SCC has signed several articulation agreements (2+2, dual-admissions, admission partnership plans) with area colleges to provide a seamless transfer process. Students can also map how classes transfer at the following link:

Transfer Information

Students are responsible for checking with their transfer institution regarding acceptance of the AA degree and transferability of classes.
Services and Activities

**Library Services**  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 the following link:  [Library Resources](#).

**The SuCCess Center** (room 513/WB and room 206/Keo) provides a variety of services to help you succeed, as well as a great place to study. A study skills course is offered at both campuses. The SuCCess Center faculty and staff are committed to helping you. Contact us at 319-313-1943 (KEO) or 319-208-5155. (WB).

**Testing Center** administers placement exams, make-up exams (if permitted by instructors) and test proctoring for online classes. Don’t forget your photo ID -- it’s required for testing! Contact us at 319-313-1943 (KEO) or 319-208-5155/5157 (WB).

**Disability Services Office** is the primary office on campus with specialized knowledge and experience in disability issues. The Success Center serves students with physical, psychological, medical, and learning disabilities. If you currently have a disability, please contact Angie Mickelson, Student Success Advocate, at amickelson@scciowa.edu or by phone at 319-208-5167.
Services and Activities continued…

*Tutoring Services* offers free peer tutoring to SCC students. Peer Tutor request forms may be found in the SuCCess Center or downloaded from the link below. Return the completed form along with a copy of your current class schedule to the SuCCess Center. For more information, contact a Success Advocate at 319-208-5155 (WB) or 319-313-1943 (KEO). We encourage everyone to take advantage of this valuable and effective resource. [Peer Tutoring Request Form](#)

*Student Support Services (TRIO)* is a federally-funded program available to students attending classes at the WB campus. Our focus is to support and assist SCC students who seek to transfer to a four-year college within four years. Students must be a first-generation college student and/or meet federal income guidelines. The following services are available to participants: laptop lending program, personalized academic support, financial aid and scholarship application assistance, and graduation and transfer assistance. Please contact Sibyl McIntire for more information at 319-313-1972 or by email [s McIntire@scciowa.edu](mailto:s McIntire@scciowa.edu).
Additional Services and Resources…

**Computer Services**

Computer labs are available at all SCC locations. Please follow the link below for specific information and hours of operation: [Computer labs](#)

At the beginning of each semester, students’ printing accounts are automatically loaded with $40 for printing on campus. (We call it “Printing Power”!) If you deplete your complimentary printing, you can purchase more Printing Power at the Printing Kiosk in the West Burlington and Keokuk libraries or Fort Madison and Mount Pleasant computer labs.

The Help Desk is available to assist current SCC students with a single point of contact for all technical problems and requests concerning college computers, SCC email accounts, network resources, and information systems (WebAdvisor and HawkNet). [Help Desk Information](#)
Parking and Campus Maps

Parking at SCC
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. Handicapped permit parking spaces are available for students with disabilities.

Campus Maps
Not sure how to get around campus? No problem. Click on the links below for maps.

Keokuk campus
West Burlington campus
Student Life

There are many different ways to get involved at SCC!

Campus Activities
Student picnics, BBQs, bands, entertainment and special events, student trips, fund-raisers and MUCH MORE!

Intramurals
SCC offers co-ed intramurals for volleyball, basketball, and bowling. Win prizes, travel to national competitions, and enjoy friendly competition. Get a team together today.

Clubs & Organizations
Take an active role in your college experience. It's easy to find people exactly like you - just look around. With over two dozen student clubs and organizations, there’s something for everyone.

Blackhawk Athletics
The SCC Blackhawks compete in five collegiate sports:
Men’s:  sport shooting, baseball and basketball  Women’s:  softball, basketball and volleyball
Paying for Your Education

College Expenses. What's Your Plan?
Paying for a college education is a concern for nearly every student and family. The fact is, few of us have the resources to simply write a check for the full cost of tuition each semester. So how are you meeting your costs? What's your plan? Do you have one?

We work closely with the Financial Aid Office to help you make sure your financial aid, scholarships, and grants are in order by the start of the semester. However, there are certain things you must take care of before we can help. To make sure things run smoothly, have a plan of action in place well before the start of the new semester.

Don't wait until the last minute! There are certain processing periods (especially for processing and receiving financial aid) that we can't get around. That could mean big headaches for you.

Having a solid plan for covering the cost of college is an important step toward graduation. Southeastern Community College accepts a number of payment methods.

We accept direct payment via:
Cash & personal checks
Master Card & Visa
Payment plan for the Fall and Spring semester
How much is this going to cost?

We are one of the most affordable colleges in Iowa. A full-time resident student taking 12 credit hours pays just $1836 per semester. Compare that to other colleges and universities and you'll quickly see how affordable a quality education at SCC can be.

Payment plans are available via the SCC website. Use the Nelnet payment plan to “sign up”.

In addition, we encourage all students to apply for Federal Financial Aid.

The next slide is a tuition grid for the 2015-16 academic year.
<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Resident Tuition *</th>
<th>Non-Resident Tuition *</th>
<th>Online Tuition *</th>
<th>Resident and Online Tuition and Fees *</th>
<th>Non Resident Tuition and Fees *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$162.00</td>
<td>$167.00</td>
<td>$162.00</td>
<td>$165.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>2</td>
<td>$324.00</td>
<td>$334.00</td>
<td>$324.00</td>
<td>$330.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>3</td>
<td>$486.00</td>
<td>$501.00</td>
<td>$486.00</td>
<td>$495.00</td>
<td>$510.00</td>
</tr>
<tr>
<td>4</td>
<td>$648.00</td>
<td>$668.00</td>
<td>$648.00</td>
<td>$660.00</td>
<td>$680.00</td>
</tr>
<tr>
<td>5</td>
<td>$810.00</td>
<td>$835.00</td>
<td>$810.00</td>
<td>$825.00</td>
<td>$850.00</td>
</tr>
<tr>
<td>6</td>
<td>$972.00</td>
<td>$1,002.00</td>
<td>$972.00</td>
<td>$990.00</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>7</td>
<td>$1,134.00</td>
<td>$1,169.00</td>
<td>$1,134.00</td>
<td>$1,155.00</td>
<td>$1,190.00</td>
</tr>
<tr>
<td>8</td>
<td>$1,296.00</td>
<td>$1,336.00</td>
<td>$1,296.00</td>
<td>$1,320.00</td>
<td>$1,360.00</td>
</tr>
<tr>
<td>9</td>
<td>$1,458.00</td>
<td>$1,503.00</td>
<td>$1,458.00</td>
<td>$1,485.00</td>
<td>$1,530.00</td>
</tr>
<tr>
<td>10</td>
<td>$1,620.00</td>
<td>$1,670.00</td>
<td>$1,620.00</td>
<td>$1,650.00</td>
<td>$1,700.00</td>
</tr>
<tr>
<td>11</td>
<td>$1,782.00</td>
<td>$1,837.00</td>
<td>$1,782.00</td>
<td>$1,815.00</td>
<td>$1,870.00</td>
</tr>
<tr>
<td>12</td>
<td>$1,944.00</td>
<td>$2,004.00</td>
<td>$1,944.00</td>
<td>$1,980.00</td>
<td>$2,040.00</td>
</tr>
<tr>
<td>13</td>
<td>$2,106.00</td>
<td>$2,171.00</td>
<td>$2,106.00</td>
<td>$2,145.00</td>
<td>$2,210.00</td>
</tr>
<tr>
<td>14</td>
<td>$2,268.00</td>
<td>$2,338.00</td>
<td>$2,268.00</td>
<td>$2,310.00</td>
<td>$2,380.00</td>
</tr>
<tr>
<td>15</td>
<td>$2,430.00</td>
<td>$2,505.00</td>
<td>$2,430.00</td>
<td>$2,475.00</td>
<td>$2,550.00</td>
</tr>
<tr>
<td>16</td>
<td>$2,592.00</td>
<td>$2,672.00</td>
<td>$2,592.00</td>
<td>$2,640.00</td>
<td>$2,720.00</td>
</tr>
<tr>
<td>17</td>
<td>$2,754.00</td>
<td>$2,839.00</td>
<td>$2,754.00</td>
<td>$2,805.00</td>
<td>$2,890.00</td>
</tr>
<tr>
<td>18</td>
<td>$2,916.00</td>
<td>$3,006.00</td>
<td>$2,916.00</td>
<td>$2,970.00</td>
<td>$3,060.00</td>
</tr>
<tr>
<td>19</td>
<td>$3,078.00</td>
<td>$3,173.00</td>
<td>$3,078.00</td>
<td>$3,135.00</td>
<td>$3,230.00</td>
</tr>
</tbody>
</table>

2015-2016 Tuition

* There may be additional fees attached to certain courses.
Financial aid is primarily made up of four basic things:

- Grants
- Loans
- Work-Study
- Scholarships

The next four pages will explain these four financial opportunities.
What is a grant?

Free Money --- No kidding!

There are several types of grants. Some are provided by the federal government, while others are provided by the state in which you officially reside.

The most common grants are:

**Pell Grants:**
Federal grant for students who have need.

**Iowa Grant:**
State grant for students who have need.

**Iowa Voc-Tech Grant:**
State grant for those enrolled in certain vocational or technical programs.
A Federal Stafford Loan is a form of aid that you can use to pay for your college expenses. The loan is guaranteed by the federal government. Basically, you borrow the money while you’re in school and pay it back after you’ve graduated or dropped below half-time enrollment. There are two different types of Federal Stafford Loans:

**Subsidized:** The government pays the interest while you’re in college.

**Unsubsidized:** Interest is charged on the loan while you’re in college.

If you qualify, your financial aid award letter will indicate how much you could borrow for a particular academic year. Borrowing too much money can be a big problem for many students. Remember, you can borrow a lesser amount than what is indicated. Before you borrow, we think it is important to keep these things in mind:

- Have I created a budget?
- Do I need to borrow?
- Am I using the loan for school purposes?
- What’s my plan to pay back the loan?
Work-Study

Need a job while you’re in school? The Work-Study program may be able to help. If you qualify, you could work on or off campus earning money to help with your school expenses. Students are paid via check, twice a month. In order to qualify, you must apply and be eligible for financial aid.

To see SCC’s current Work-Study openings, visit: [Work Study Jobs](#)
Scholarships

Finding opportunities for scholarships used to be a challenge. You really had to do your research…that was until SCC made it easy for you. Our SCC Foundation awards hundreds of scholarships each year and you only have to complete one application to be considered for all of them! You can access SCC’s scholarship application here: Foundation Scholarship Application.

Outside scholarship applications can be worth your time, too. Be sure to check out www.fastweb.com or our handy Scholarship Reference Guide listing local/regional scholarship opportunities.

Everyone should consider applying for scholarships!!
How to apply for financial aid

In order to receive financial aid, you must first apply (that makes sense) by completing the Free Application for Federal Student Aid (FAFSA) online. Do it as soon as you can! Complete the FAFSA here.

When applying online, you (if applicable, your parents too) must have a FSA ID. This is a user name and password you will create in order to “sign” the FAFSA electronically. When you’re completing the FAFSA online, you can also apply for a FSA ID. The FAFSA on the web will walk you right through the process.

Helpful Tips

• You’re going to need your tax returns. Have them on hand before you start.
• Depending on your situation, you may need your parent’s information and their tax returns.
• Don’t forget to add SCC’s school code 004603 when asked.
• DON’T GET RIPPED OFF
  The first “F” in FAFSA stands for FREE!
  Never pay for FAFSA or even scholarship information. The Financial Aid Office is here to provide a free service to you.
• If you need help, SCC’s Financial Aid Office is a phone call or email away: Financial Aid Staff
The federal government’s method of applying for financial aid is not perfect, but it’s the only system we have. You must apply according to the government’s rules. However, there are some circumstances that have caused a dramatic change in a student’s ability to afford to go to college. We call those “special circumstances.” Examples include a death in the family or a loss of a job. If you feel you have a special circumstance, please contact the Financial Aid Office after you have applied for financial aid.
Satisfactory Progress

In order to maintain your financial aid eligibility you must:
complete 67% of the classes you enroll in
\textbf{AND}
maintain a 2.0 (C) cumulative grade point average

Unearned financial aid funds (pell, 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.

Before you decide to drop a course, check with the Financial Aid Office.

For more information visit
\texttt{Satisfactory Progress Requirements and Title IV Requirements}
Financial Aid – What’s Next?

After you’ve completed your FAFSA, your information will be sent to the US Department of Education. They will then send your information to SCC. This normally takes about a week.

We will then mail you an SCC Financial Aid Information Form and any other documents required by the US Department of Education. It is crucial that you immediately return any forms you receive to the financial aid office – if you don’t, your financial aid is on hold!

Once you have returned the completed forms to our Financial Aid Office, we can then determine your eligibility for financial aid and e-mail you a notice that your Award Letter is ready to be viewed on HawkNet!

The Award Letter on HawkNet lets you know what financial aid is available to you!
Your last stop before attending class is the Blackhawk Bookstore. **It is critical that you take your semester schedule with you.** You need the class information (department, course and section numbers) listed on the schedule to select the correct textbooks from the bookstore shelves.

It’s important to start early! The best selection of used books is available when semester sales begin. The closer to the start of the term, the less selection and the longer the wait to checkout! Think “Black Friday”… that’s what happens when students wait until the beginning of the term to purchase their books. And books for online classes, they sometimes have to be ordered. In other words - don’t procrastinate!

If you are receiving financial aid, you will want to have your aid certified/finalized before you make your visit to the bookstore. The best option to know if you have available financial aid for books is to check your Account Summary by Term on your WebAdvisor in HawkNet. If your balance is a negative number, that’s the amount available for purchases. It’s a good thing! But remember, this will not show until after you have registered for classes.
Right to Know

Federal regulations require us to provide you, our student, with specific consumer information. In order to share this with you in the most accessible manner, please follow the link below for information regarding:

- Clery Act
- Family Education Right to Privacy Act (FERPA)
- Student Judicial Code
- Drug-free, alcohol-free, and tobacco-free institution

Consumer Information
Frequently Asked Questions

When do I register?
We recommend that you meet with an Enrollment Specialist to discuss your academic plan. At that point, you may register for classes in person or through your WebAdvisor account. Watch for signs around campus, notices in the campus newspaper, and check your SCC email for registration dates and times. Remember, it is important to register early to get the classes and class times you want and need.

How can I get a tutor?
SuCCess Centers are located at both the West Burlington (room 513) and Keokuk (room 206) campuses. Students may seek course tutors for a variety of classes. To be eligible for this FREE service, students need to request help from their instructor and must be attending class consistently. Call or 319-313-1943 (Keo) or 319-208-5155 (WB) for more information. Access the SuCCess Center

How may I get involved with Student Activities?
Contact the Student Activities Coordinator at your respective campus. For a listing of campus clubs and organizations check out Student Life now.

What about my grades?
Grades are posted to your HawkNet account at midterm and at the conclusion of the semester. Students can access all midterm and final grades through WebAdvisor. Questions regarding specific grades should be directed to your instructor. Grades will not be given over the phone due to student confidentiality.

I believe I am close to completing my academic requirements, now what?
In the semester prior to when you believe you will finish your requirements, complete a Request to Graduate form. Print a Request To Graduate form now. Submit completed forms to the Registrar’s Office on either campus.
Frequently Asked Questions

How do I send my transcripts to another college?

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 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.)  

Will my classes transfer?

The transferability of credit earned in any course at the college is determined by the college to which you are 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 may not transfer. For clarification, contact the Enrollment Services Office.

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

Can I drop a class and get my money back?

In order to get a tuition refund, a student must drop their course via WebAdvisor or by contacting an Enrollment Specialist prior to the drop dates.

Where do I get a student ID?

Pick up your student activity card at the start of the semester at the Welcome Center (West Burlington) or Library (Keokuk). You may use your activity card to attend SCC athletic events free of charge, access the computer lab, and to apply for your SCC Library Card.

When is my tuition due?

Tuition is due prior to the start of your classes to prevent de-registration.
You made it.

Your last step in this orientation is to complete the quiz below. Once the quiz is successfully completed and submitted, the Enrollment Services Office will receive notification that you have fulfilled your orientation for admission.

If you have any questions or concerns regarding the orientation or enrollment process, please feel free to contact our staff in Enrollment Services. This orientation will always be available on our website if you want to check-back (and no, you won’t have to take the quiz again!).

Take Orientation Quiz Here
If the above link fails to launch, paste/type this link into your browser window
http://bit.ly/9QcNnI(case sensitive)

Thanks and WELCOME TO SCC!