



Southeastern Community College
New Student Orientation

This exercise is best viewed using:
Internet Explorer 7 and later
Firefox 3 and later

Requires Adobe Reader:
<http://get.adobe.com/reader/>

If you have difficulty, please contact the SCC
Help Desk at 319-208-5087.

*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 and any college(s) you've attended.
2. Placement scores: COMPASS or ACT scores that have been taken within the last two years.
3. Completion of this online orientation.

Once you've gone through these steps, you'll be able to meet with an [SCC Enrollment Specialist](#) to register for classes. 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 SCC email accounts will be created after you enroll.

Using your HawkNet

Accessing your SCC email, online class pages and WebAdvisor



1. Go to: <https://www.scciowa.edu>
2. Click **Current Students** (on left)
3. Under Quick Links (right) click **HawkNet** button (shown above)
4. 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)
5. Type in your password: last 6 digits of your SS#
6. Click **OK**

Please contact the **Help Desk** if you need further assistance
helpdesk@scciowa.edu or 319-752-2731 ext. 5087



HawkNet ...you're in!

The screenshot shows the HawkNet student portal. At the top, there's a browser window with the URL 'Home - Students' and a search bar. Below the search bar, the HawkNet logo and 'Southeastern Community College' are visible. The main content area is divided into several sections:

- My Week:** A calendar for March 2010 showing the current date as Tuesday, March 09, 2010. Below the calendar, it lists events for the next three days: Tuesday, March 09 (No events), Wednesday, March 10 (No events), and Thursday, March 11 (No events).
- Accessing Email:** A section with a red header. It contains instructions for accessing email through HawkNet, including a note that users will need to provide their email credentials and a security page asking for a username and password. It also states that the user's name is their email address and their password is their email password.
- Datatel Notifications:** A section with a red header. It shows a notification icon and the text 'You have 2 Notifications'. Below this, it says 'Your notifications will be removed by college staff after you resolve the issue.'
- Useful Links:** A section with a red header. It contains links to 'eCollege', 'My Files - HawkWeb', and 'SCC Website'.
- WebAdvisor:** A section with a red header. It contains a list of links: 'User Account', 'Communication', 'Admission Information', 'Financial Aid', 'Financial Information', 'Financial Aid', 'Communication', 'Registration', and 'Academic Profile'.

Yellow callout boxes with arrows point to the following features:

- Top Right:** 'This is where you check your SCC email!' (points to the 'Search Center' and 'Students' links).
- Useful Links:** 'This is where you access your online classes and e-companion!' (points to the 'eCollege' link).
- WebAdvisor:** 'View your billing and financial aid information' (points to the 'Financial Aid' link).
- WebAdvisor:** 'Print your schedule, check grades and transcript here' (points to the 'Academic Profile' link).

This is where you check your SCC email!

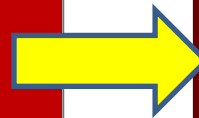
This is where you access your online classes and e-companion!

View your billing and financial aid information

Print your schedule, check grades and transcript here

More, more and more about computers...

The information technology staff has posted several 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.

A screenshot of a web browser window showing the Southeastern Community College (SCC) Technology Services Help Desk page. The browser is Windows Internet Explorer, and the address bar shows the URL: http://www.scciowa.edu/about/technology_services/help_desk.html. The page has a red header with the text 'COMMUNITY COLLEGE ABOUT SCC' and a search bar. The main content area is white with a red border. On the left side, there is a navigation menu with a white box highlighting the 'Technology Services' link. The main content area contains the following text:

Technical Help Desk

SCC Home > About SCC > Technology Services >

The 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). Having the Help Desk takes the guesswork out of knowing who to contact for all your technical needs.

The Help Desk works directly with all the members of the SCC IT/MM Team whether it is Datatel, networking or general PC needs.

For non-technical issues, please contact the college operator at 319-752-2731. The operator will direct your call to the appropriate area.

Contact Information

Help Desk Hours
Monday - Friday
7AM - 6PM
(319) 208-5087
helpdesk@scciowa.edu

When you contact the Help Desk there are several pieces of necessary information that we will need to solve your problem and/or verify that your problem is routed to the appropriate person.

We ask that you provide the following information when placing a Help Desk call:

- Your first and last name.

The location of the problem

The screenshot also shows the Windows taskbar at the bottom with several open applications: 'Inbox - Micros...', 'Datatel - Produ...', 'dchrisman (\\a...', 'Southeastern C...', and 'Southeastern C...'. The system clock shows 2:02 PM.

[Help Desk Information](#)

Enrollment Services

Admissions and Advising

- Who: Enrollment Specialists
- Why: To help you transition to college and become a successful student at SCC
- Where: Keokuk and West Burlington campus
- When: Enrollment Specialists are available 8:00 AM -4:30 PM, Monday - Friday, with extended hours in West Burlington until 6:00 PM, Monday - Thursday
- What: Provide academic guidance, 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. 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 our Title III Learning Lab Specialists if you prefer to review with a professional tutor.

Once you've taken your tests, 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? 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 review: [COMPASS](#)

Math skills review sheet: [Math Review](#)

Writing skills review sheet: [Writing Review](#)

If you decide you would like more help with math and English after studying these review pages, you can contact Donna Logan, Title III Learning Lab Specialist, at 319-208-5294 or dlogan@scciova.edu.

Registration Process

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, 16-week classes, and 7x7 (7 hours a day for 7 days). 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’ 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.

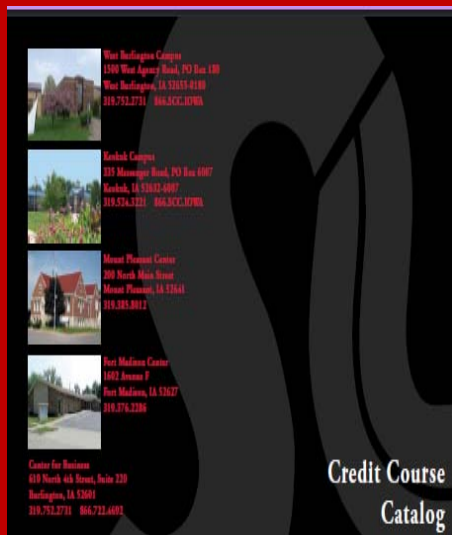
Remember, it’s good to plan ahead.

**To get the classes you want and at the times you want,
you need to enroll early!**



Academics

- 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. Got it? Good.
- 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 Student Handbook includes important information for your academic success: policies, grading, graduation, academic load, course status, Dean's list, and much more. The handbook is available online and is accessible here. [Student Handbook](#)

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.

■ General Information
■ Career Education Curriculums
■ Staff Directory

■ Arts & Sciences
■ Course Descriptions
■ Printable Application

Accounting

West Burlington and Keokuk Campuses

Diploma and Associate of Applied Science Degree Requirements

Fall Semester I	Lec.	Lab.	Credit
ACC-131 Principles of Accounting I	4	0	4
ACC-805 Accounting Problems I	0	4	2
**ADM-133 Business Math/Calculators gr	3	0	3
**MAT-140 Finite Math	3	0	3
BUS-102 Introduction to Business gr	3	0	3
*Elective Program Elective	3	0	3
BUS-185 Business Law I	3	0	3
CSC-110 Introduction to Computers	3	0	3
	16	4	18
Spring Semester I			
ACC-132 Principles of Accounting II	4	0	4
ACC-161 Payroll Accounting	3	0	3
ACC-806 Accounting Problems II	0	4	2
ADM-114 Keyboarding Applications	2	2	3
BCA-157 Intermediate Spreadsheets	2	2	3
**ENG-131 Business English gr	3	0	3
**ENG-105 Composition I	3	0	3
	14	8	18
<i>Program Total</i>			36

Accounting Assistant Diploma awarded

Fall Semester II			
ACC-231 Intermediate Accounting I	3	2	4
***ACC-261 Income Tax Accounting	3	0	3
BUS-121 Business Communications gr	3	0	3
SPC-112 Public Speaking	3	0	3
ECN-120 Principles of Macro-Economics	3	0	3
**MAT-102 Intermediate Algebra gr	3	2	4
**MAT-165 Business Calculus	3	0	3
	15	2-4	16-17
Spring Semester II			
ACC-221 Cost Accounting	3	0	3
ACC-232 Intermediate Accounting II	3	2	4
ACC-310 Computer Accounting	2	0	2
ECN-130 Principles of Micro-Economics	3	0	3
MAT-156 Statistics	3	0	3
*Elective Program Elective	3	0	3
	17	2	18
<i>Program Total</i>			70-71

* Students must select at least 6 hours of approved Program Elective courses. Though students may choose any combination of courses to complete this requirement, it is recommended that students focus upon their own career and/or transfer objectives in making their selections. Approved Program Electives include:

Career Focus —
 ACC-932 Accounting Internship
 BCA-216 Intro to MS Office Applications
 BUS-102 Introduction to Business
 BUS-180 Business Ethics
 BUS-186 Business Law II
 BUS-201 Professional Development
 CSC-115 Intro to Computers II
 FIN-121 Personal Finance
 FIN-130 Principles of Finance
 HUM-287 Leadership Development Studies
 MGT-101 Principles of Management
 MGT-170 Human Resources Management
 MKT-110 Principles of Marketing

Transfer Focus —
 BUS-121 Business Communications
 ENG-106 Composition II
 PSY-111 Introduction to Psychology
 SOC-110 Introduction to Sociology

** Students have an option to select 1 of the 2 different courses listed at these points in the curriculum. Though either course will meet the requirements for graduation from the program, it is recommended that students who are primarily focused upon a career in accounting immediately after graduation select the first option. Students who are interested in transferring to a 4-year college after graduation should consider the second option.

*** Students may substitute ACC-161 or ACC-221 toward diploma requirements. All of these courses must be completed for the AAS degree.

What will I learn?
 This program is designed to provide the student with the necessary knowledge and skills for entry level accounting positions. The second year is comprised of advanced level courses to increase the skill level of the student and, thus, contribute to potentially more rapid advancement upon employment.

Where will this take me?
 Accounting Clerk
 Cost Accounting Clerk
 Office Machine Operator
 Accounts Payable Clerk
 General Office Clerk
 Payroll Clerk
 Bookkeeper
 Inventory Clerk
 Tax Accountant Clerk

Transfer plans exist between the accounting program and:
 Hannibal LaGrange College -
 BAS in Organization Management
 Northwest Missouri State University -
 BS in Accounting
 Upper Iowa University - BS in Accounting

Program Instructor
 Kevin Rosenberg, ext. 5199

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.

Associate of Arts ...

The A.A. 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:

[Southeastern Community College - Current Students - Transferring to a 4-Year College](#)

■ General Information ■ Career Education Curriculums ■ Staff Directory	
■ Arts & Sciences ■ Course Descriptions ■ Printable Application	
Graduation Requirements for Associate of Arts Degree	
In order to graduate, a student must have a 2.00 grade point average or above and have successfully completed sixty-two (62) semester hours of credit in courses designated for transfer. In addition to these requirements, every student must meet the following requirements:	
Communications	Semester Hours
Composition: ENG-105, 106	6
Speech: SPC-112	3
Humanities - Select from at least 2 different departments	8
Art: ART-101, 109, 120, 123, 133, 134, 143, 144, 154, 157, 173, 174, 184, 203, 204, 208, 922, 928	
Drama: DRA- 101, 130, 141, 142, 145; SPC-115	
French: FLF- 141, 142, 241, 242	
German: FLG- 141, 142, 231, 232, 922	
History & World Civ: HIS- 131, 132, 151, 152, 211, 231, 251, 257, 266, 268, 271	
Humanities: HUM- 114, 145, 287, 290	
Literature: LIT- 101, 105, 120, 121, 122, 125, 131, 150, 151, 184; ENG-221, 929; JOU-120,121	
Music: MUA-101, 104, 106, 108, 109, 120 thru 127, 143, 146, 170, 173, 180, 183; MUS-100, 102, 120, 121, 135, 136, 140, 150, 162, 204, 220, 221, 235, 236	
Philosophy: PHI- 101, 105, 110, 122	
Religion: REL- 101	
Spanish: FLS- 129, 141, 142, 231, 232, 922	
Social Science - Select from at least 2 different departments	8
Economics: ECN- 120, 130	
Geography: GEO- 121, 141, 161, 922	
History & World Civ: HIS- 131, 132, 151, 152, 211, 231, 251, 257, 266, 268, 271	
Political Science: POL- 110, 111, 112	
Psychology: PSY- 102, 111, 121, 211, 226, 227, 228, 241, 251	
Sociology: SOC- 110, 115, 120, 160, 161, 207, 230, 240, 922	
Math & Science - Must include one math and one laboratory science course	8
Mathematics: MAT- 110, 113, 117, 127, 128, 140, 149, 156, 165, 170, 210, 216, 219, 227	
Lab Science: BIO- 108, 109, 112, 113, 163, 177, 180, 186, 248, 252; CHM-122, 165, 175, 263, 273; ENV-111; PHS-151; PHY- 106, 160, 161, 212, 222; SCI-142	
Non-Lab Science: PHS- 165, 185; SCI- 922, 928	
Distributed Requirement - Select from the above three disciplines: (Humanities, Social Science, Math/Science)	8
Electives	21
All transfer courses may be used here including courses listed above (if additional are taken beyond requirements). Students should plan their elective courses according to their college major if they are planning to transfer on for a four year degree. Information on suggested coursework is available in the Enrollment Services office. 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.	
Total	62

Students are responsible for checking with their transfer institution regarding acceptance of the A.A. 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. Classes are offered in the areas of reading, writing, study skills, and math. The SuCCess Center faculty and staff are committed to helping you.

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!

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, the Disabilities Coordinator, Shari Smith, ssmith@seciowa.edu can assist you in making the most of your college career.

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 Shari Smith by phone at 319.208.5157 or email ssmith@seciowa.edu. 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 three years. Students must be a first-generation college student or be economically disadvantaged. The following services are available to participants: laptop lending program, personalized academic support, financial planning and scholarship application assistance, and graduation and transfer assistance.

Career Services can help you learn about your career interests, explore occupations, decide on a career path, and execute your career choice. For more information contact Brenda Wilkins at 319-208-5030 or by email at bwilkins@sccowa.edu.

Additional Services and Resources...

Computer Services

Computer labs are available at both the Keokuk and West Burlington campus locations and also the centers in Fort Madison and Mount Pleasant. 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: baseball and basketball

Women's: softball, basketball and volleyball

Paying for Your Education

College Expenses. What's Your Plan?

Paying for the rising costs of 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

How much is this going to cost?

Credit Hours	Resident Tuition	Non-Resident Tuition	Online Tuition
1	\$126.00	\$131.00	\$146.00
2	\$252.00	\$262.00	\$292.00
3	\$378.00	\$393.00	\$438.00
4	\$504.00	\$524.00	\$584.00
5	\$630.00	\$655.00	\$730.00
6	\$756.00	\$786.00	\$876.00
7	\$882.00	\$917.00	\$1022.00
8	\$1008.00	\$1,048.00	\$1,168.00
9	\$1,134.00	\$1,179.00	\$1,314.00
10	\$1,260.00	\$1,310.00	\$1,460.00
11	\$1,386.00	\$1,441.00	\$1,606.00
12	\$1,512.00	\$1,572.00	\$1,752.00
13	\$1,638.00	\$1,703.00	\$1,898.00
14	\$1,764.00	\$1,834.00	\$2,044.00
15	\$1,890.00	\$1,965.00	\$2,190.00
16	\$2,016.00	\$2,096.00	\$2,336.00
17	\$2,142.00	\$2,227.00	\$2,482.00
18	\$2,268.00	\$2,358.00	\$2,628.00
19	\$2,394.00	\$2,489.00	\$2,774.00

We are one of the most affordable colleges in Iowa. A full-time resident student taking 12 credit hours pays just \$1512 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 [e-cashier](#) button to “sign up”.

In addition, we encourage all students to apply for [Federal Financial Aid](#).

(Tuition rates shown are for the 2010-2011 academic year.)



Student Financial Info

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.



Student Loans

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! [Apply for FAFSA here](#)

When applying online, you (if applicable, your parents too) must have a PIN number. Do this first! This four-digit number serves as your electronic signature on the FAFSA. Need a PIN? Visit www.pin.ed.gov and be sure to keep your PIN number handy!

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.
- If you're attending SCC through Carl Sandburg, add their school code 007265 as well.
- **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](#)



Special Circumstances

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
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

[Satisfactory Progress Requirements and Title IV Requirements](#)



Financial Aid – What's Next?

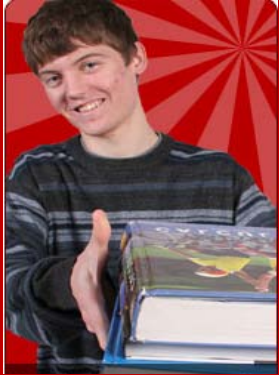
After you've completed your FAFSA, your information will be sent to the US Department of Education. They will then send your information to SCC. This normally takes about a week.

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 send you an award letter!



Bookstore



Your last stop before attending class is the SCC 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.

For more detailed information about purchasing books, estimated expenses, buyback, and store hours, please access the following document: [Bookstore Information](#)

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 319-208-5157 (West Burlington campus) or 319-313-1970 (Keokuk campus) 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 the 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.) [Request an SCC transcript now](#)

Will my classes transfer?

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 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. [How SCC classes transfer to other institutions](#)

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. [Refund and drop schedule](#)

Where do I get a student ID?

Student activity cards are mailed to all enrolled students at the start of the semester. 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.

Is my tuition due prior to classes starting?

Yes! 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/9QcNmI> (case sensitive)

Thanks and *WELCOME TO SCC!*