GROUP FITNESS CLASSES BEGIN
Monday, August 22
Health and Education Services Center

FRENCH TOAST BREAKFAST
Tuesday, August 23 at 7:00am
Brock Student Center

OPEN HOUSE
Tuesday, August 23 from 3:00-6:00pm
Health and Education Services Center

FALL FEST
Wednesday, August 24 from 10:00am-1:00pm

GROCERY BINGO
Thursday, August 27 at noon
Brock Student Center

INTERCOLLEGIATE:
Soccer and Sports Shooting

CLUB:
Golf and Dance

NEXT UP:
Cross Country (2017)
Track and Field (2017)

COMING SOON:
Golf (2018)
Bowling (2019)
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Financial Aid Checklist—Are you ready?

⇒ If you have not filed your 2015-2016 FAFSA, please do so at www.fafsa.gov. Remember — do your FAFSA when you file your taxes.

⇒ Check Hawkeye email and your My Hawkeye account every day!

⇒ Review your Award Letter on you’re My Hawkeye account.

⇒ Accept or Reject your student loans on you’re My Hawkeye account. Then you need to:
  • Complete Entrance Loan Counseling at www.studentloans.gov.
  • Complete a Master Promissory Note at www.studentloans.gov.
  • Complete the Student Loan Game Plan at www.studentloan.org.

⇒ Apply for Federal Work-Study jobs.
  • Application found on our website: www.hawkeyecollege.edu/financial-aid/types-of-aid/work-study or Click Students at the top, click Financial Aid at the left, types of aid, and then workstudy.
  • Must show financial need, limited availability, $8.25/hr.

⇒ Review the Financial Aid Handbook on our website.

⇒ Apply for Hawkeye Community College Foundation Scholarships. You only need to apply once as long as you are continuously enrolled.
  • Application deadlines: Fall—March 1st  Spring—October 1st

⇒ Full academic year loans will be applied in two equal installments (unless you are in a 3 term program). If borrowing for only one term, the two equal installments will be in one term. If borrowing for just one term (including fall graduate, spring start and summer only), second installment will be applied after attendance is reported at the half way point of your longest class. After your bill is paid in full, you will receive a credit balance check (if applicable) to use for other education related expenses. Loans require a minimum of 6 credit hours of enrollment and class attendance at the time of disbursement. First-year, first-time borrowers must establish 30 days of attending at least 6 credit hours to receive the first financial aid disbursement.
Do you need additional funding?
- Parent PLUS loan (parent is borrower) — Parent Loan Data Sheet available on our webpage. If you are a dependent student for FAFSA purposes, this may be an option for you.
- Private student loans — Loans through banks; approval is NOT guaranteed.

Before you drop or withdraw from classes check with the Financial Aid Office


Plan ahead for summer courses. You will need to fill out a Summer Financial Aid application, available on our website in late spring. Summer 2016 is based on 2015-2016 FAFSA results.

Sign a FERPA consent form, found on you’re My Hawkeye Financial Aid tab, if you want us to be able to speak about your financial aid with anybody else, including parents and significant others. Please sign and submit to our Financial Aid office.

Make sure your account is paid in full as soon as possible and definitely before the end of the semester, or you will not be able to register for the following semester.

Notes:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

For more information or other financial aid questions, please contact:
Financial Aid Office
319-296-4020
finaid@hawkeyecollege.edu
If you want Financial Aid Office or Business Office personnel to discuss your account with your parent or other person, you will need to complete a release in the Financial Aid Office.

Student account information is found on your My Hawkeye Account under the heading Financial Information or Billing and Payment.

Books-Spring 2016 books can be charged to your account starting January 4 through January 20. Make sure to get all required books for the semester during this time.

Tuition and Fee Refund Policy:
- 16 Week Courses: 1st through 14th calendar day—100% tuition and fees (January 25 for Fall 2016 Classes)

Beginning with the 15th calendar day of each semester there is no refund for 16 week courses. Courses less than 16 weeks in length will have an earlier refund deadline, check the calendar on Page 8 for specific dates.

A student may appeal a refund decision by submitting a request in writing to the Financial Policy Waiver Committee, Business Services, Hawkeye Center.

Credit Balance Refunds—if there is a credit balance after your account balance has been paid with federal and state financial aid, credit balances will start being deposited to students’ bank accounts on January 29, 2016 for Spring 2016 classes.

Direct Deposit—Set this up immediately on your My Hawkeye account, Billing and Payment, Direct Deposit Student Refunds.

Hawkeye Card—Also your Library Card—$5.00 to replace if lost. Check out area discounts at: www.hawkeyecollege.edu/go/hawkeye-card
Money Matters - Business Office

- Parking Permit—Available at the Business Office, Hawkeye Center

- You are responsible for the tuition and fees charged for the classes you register for whether you attend or not. Contact the Business Office concerning any outstanding balances.

- Hawkeye Community College participates in the State of Iowa Offset Program operated by the Iowa Department of Administrative Service, commonly referred to as the “DAS Offset Program.” Outstanding balances will be submitted to this offset program.

Business/Cashier Office
Lower Level of the Hawkeye Center
319-296-2320
www.hawkeyecollege.edu/students/paying-for-college
www.hawkeyecollege.edu/students/paying-for-college/ecashier.aspx
The Business Office/Cashiers provide information about tuition and fee charges. Payment arrangements need to be made with the Business Office. For more information, visit the websites above or visit the Cashiers Windows on the lower level of the Hawkeye Center.

Notes:
Successful Student Strategies

Planning for your success means thinking about what YOU want and need to be successful. This process should include strategizing with family, faculty, counselors, and advisors.

WHAT WE EXPECT: Hawkeye is a new environment for many of you. What can you do everyday to be successful?
1. 
2. 
3. 

THE BIGGEST HURDLES: Everybody’s life can be complicated. What are some of the most common hurdles students at Hawkeye face?
1. 
2. 
3. 

Resources: What is one campus resource that will help me be successful?
1. 

For additional information, go to:
- Campus Resources on pages 12-13
- Where to Go for Help on page 14
FERPA

What is FERPA?
The Family Educational Rights and Privacy Act of 1974, is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. **Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.**

What are educational records?
Under FERPA, education records are defined as records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfilm, microfiche and email, among others.

**Access to Student Education Records**
According to FERPA, personally identifiable information in an education record may not be released without prior written consent from the student. **Some examples of information that MAY NOT BE RELEASED** without prior written consent of the student are:
- disciplinary status
- ethnicity
- gender
- grade point average (GPA)
- marital status
- SSN/student I.D.
- grades/exam scores
- test scores (e.g., SAT, GRE, etc.)
- midterm grade reports

***The university will not release personally identifiable information from a student's education record without the student's prior written consent. **Even parents are not permitted access to their son or daughter's education records unless the student has provided written authorization EACH SEMESTER permitting the parents' access.***

Information obtained from: www.usc.edu/dept/ARR/ferpa
## College Calendar
### Summer 2016
- May 2016
- June 2016
- July 2016
- August 2016

## College Calendar
### Fall 2016
- August 2016
- September 2016
- October 2016
- November 2016
- December 2016
Now I am Registered, What’s Next?

Access your “My Hawkeye” account to check your:

___ Class Schedule (Found under Academic Profile in WebAdvisor)
___ Financial Aid
___ Email
___ Hawkeye Alert

___ Apply for Financial Aid and Scholarships: Financial Aid Office (296-4020) Hawkeye Center – Lower Level

___ Purchase Textbooks: Hawkeye Bookstore (296-3455) Hawkeye Center – Upper Level:
www.hawkeyebookstore.com
Textbooks are available for purchase starting: Summer 2016: May and Fall 2016: August
You can place your order online before this date. Your books will then ship to you on or close to the date above.

___ Pay Tuition: Registration Statement/Invoice Business Office Cashier (296-4417) Hawkeye Center – Lower Level
Tuition and fee invoices are mailed with a due date. Payment or arrangements to pay must be made by the due date.

___ Obtain your Student ID and Parking Permit: Business Office Cashier or HESC
Stop by the Business Office or HESC to pick up your Student ID and parking permit.

___ Obtain your Student Planner:
Student Planners can be picked up in the Business Office or Brock Student Center.

___ Know who your advisor is!
My advisor is: ___________________________ Their Office: ___________________________

___ Changes to Schedules
To make changes to your schedule, see your advisor for assistance if you have questions.
Remember: Note important drop/add fee and refund dates on college calendar (See page 8).

___ Remember: Registration for Spring 2017 Courses
Registration for Spring 2017 begins October 31, 2016
Be sure to meet with your advisor in advance to discuss your course selections.

___ Have Fun with Student Activities
Watch for flyers, view Comlink, or contact Student Activities to find out about upcoming events scheduled throughout the semester.
Summer 2016 Registration & Tuition Information
Summer 2016 Registration & Tuition Information
Fall 2016 Registration & Tuition Information
Fall 2016 Registration & Tuition Information
Get to Know Your Campus

1. Hawkeye Center
2. Black Hawk Hall
3. Bremer Hall
4. Buchanan Hall
5. Physical Plant
6. Butler Hall
7. Tama Hall
8. Grundy Hall
9. Chickasaw Hall
10. Fayette Hall
11. Library/Classroom Facility
12. Brock Student Center
13. Health Education and Services Center

♦ Pay My Bill: Business Office, lower level, Hawkeye Center (Bldg 1)

♦ Buy My Books: This needs to be completed prior to the first day of class. Be sure to take your schedule and student ID number if you wish to charge your books to your student account. There will be someone in the bookstore to help you find the correct books. The bookstore is located in the Hawkeye Center, upper level (Bldg 1).

♦ Find My Program Contact/Advisor:
  - Liberal Arts - Student Services Office, Hawkeye Center, upper level (Bldg 1), 319-296-4014
  - Guest Students Part-Time - Records and Registration, Hawkeye Center, lower level (Bldg 1) 319-296-2460
  - Ag and Natural Resources - Butler Hall Room 131 (Bldg 6) 319-296-4011
  - Applied Arts and Early Childhood Education – Black Hawk Hall Room 258 (Bldg 2) 319-296-4007
  - Business and Information Technology - Black Hawk Hall Room 101(Bldg 2) 319-296-4021
  - Engineering and Technology - Buchanan Room 128 (Bldg 4) 319-296-4009
  - Health Sciences - Grundy Hall Room 135 (Bldg 8) 319-296-4013
  - Power Technology - Butler Hall Room 131 (Bldg 6) 319-296-4011
  - Public Services – HESC Room (Bldg 13)

♦ Change My Schedule, Drop/Add Courses: See your Program Contact/Advisor (refer to #3 above for contact information)
- **Get Information About Academic Probation**: See your Program Contact/Advisor (refer to #3 above for contact information)

- **Get Information About Academic Suspension**: Deb Hacker, Black Hawk Hall Room 258 (Old #222) (Bldg 2) 319-296-4007

- **Ask Questions About Financial Aid**: Financial Aid Office, lower level of Hawkeye Center (Bldg 1) 319-296-4020

- **Discuss Financial Assistance (Guernsey Loan)**: Business Office, lower level of Hawkeye Center (Bldg 1) 319-296-4417

- **Access Computers**: Student Tutoring and Computer Lab, Bremer Hall Room 127 (Bldg 3)

- **Get Help With My Coursework**: Student Tutoring and Computer Lab, Bremer Hall Room 127 (Bldg 3). There are tutors to assist you with your course work, or talk to them about getting a private tutor for a specific class.

- **Get Student Handbook**: Visit the Hawkeye Community College website. www.hawkeyecollege.edu/students/handbook

- **Get My Student ID Card**: Business Office, lower level of Hawkeye Center (Bldg 1) 319-296-4417

- **Get Parking Permit**: Business Office, lower level of Hawkeye Center (Bldg 1) 319-296-4417

- **Access to My Hawkeye**: Go to www.hawkeyecollege.edu and click on My Hawkeye. This will give you access to your email, SOAR, and Angel online classes.

- **Get Something to Eat**: The cafeteria is located in the Brock Student Center (Bldg 12). The cafeteria offers hot meals for breakfast and lunch. The menu changes daily. They also offer a grab and go for students on the go. Vending machines are also located in all buildings for soda, water, and snacks.

- **Get Student Health Services**: Health Education and Services Center (HESC) (Bldg 13) 319-296-4224. The Student Health Clinic can help with the following: health care for minor illnesses, physical exams, prescriptions available, immunizations, mental health assessment, counseling, and referral for individual students and their dependents.

- **Contact Public Safety**: Upper level of the Hawkeye Center (Bldg 1) 319-493-1763 or 319-493-1764. Public Safety does the following: control traffic, maintain safe parking lots, enforce parking rules, provide assistance in emergency situations, monitor fire systems.

- **Find Books and Get Help With Research**: Go to the Library (Bldg 11) 319-296-4006 The library has rooms to study, books for research, magazines, newspapers, journals, etc. They also have computers for student use.

- **Where to Workout**: Health Education and Service Center (HESC) (Bldg 13) HESC offers a gym, fitness classes, and a place for student exercise.

- **Where to Have Fun**: Go to Student Activities in the Brock Student Center (Bldg 12) and/or the HESC (Bldg 13). Student Activities offers all sorts of things for students to get involved in: lunch hour activities, Wii, intramural sports, pool tables, and much more. This is also a great place for students to hang out between classes. Come check it out.
Where To Go For Help

**Admissions (319-296-4000)**
- To change your program/major
- To have your status changed/updated
- To reactivate your file and application
- To check eligible programs for Financial Aid

**Business Office (319-296-4417)**
- To pay your bill
- To make financial arrangements
- To get Hawkeye Card (Student ID)
- To get current HAWKEYE yearly planner
- To find out when checks are released to students
- To get HAWKEYE parking permit

**Financial Aid (319-296-4020)**
- To file a FAFSA
- To research and apply for scholarships
- To check on your financial aid status
- To apply for federal work-study
- To check financial aid suspension status
- To talk to the VA certifying official

**Records and Registration (319-296-2460)**
- To check on transfer credit
- To send a Hawkeye transcript
- Enrollment Verification
- Status of Graduation Application
- Name Changes

**Student Activities (319-296-4027)**
- To get information about student activities, intramurals, clubs, etc.
- To get information on graduation ceremony, including cap and gown

**Student Services (319-296-4014)**
- To schedule classes for Liberal Arts, Pre Health and Pre-Technical Programs
- To take COMPASS evaluation
- To see a Liberal Arts, Pre-Health or Pre-Technical Program advisor
- To see an academic/career counselor
- To obtain information on student disability services
- To obtain information on transferring to a 4-year college
Important Phone Numbers

**AGRICULTURE & NATURAL RESOURCES**
Dianne Lellig—Butler Hall *(Bldg 6)*
Room 131 (Old #104A)—296-4011

**BUSINESS & INFORMATION TECHNOLOGY**
Cindi Clark—Black Hawk *(Bldg 2)*
Room 101 (Old #177)—296-4021

**APPLIED ARTS & EARLY CHILDHOOD EDUCATION**
Deb Hacker—Black Hawk *(Bldg 2)*
Room 258 (Old #222)—296-4007

**INDUSTRIAL & ENGINEERING TECHNOLOGY**
Kendra Wyatt—Buchanan *(Bldg 4)*
Room 128—296-4009

**LIBERAL ARTS & PRE-PROGRAMS**
Student Services—Hawkeye Center *(Bldg 1)*
Upper Level—296-4014

**GUEST STUDENTS — PART-TIME**
Records and Registration—Hawkeye Center Lower Level *(Bldg 1)*—296-2460

**HEALTH SCIENCES**
Linda Butler—Grundy Hall *(Bldg 8)*
Room 135 (Old #159)—296-4013

**POWER TECHNOLOGY**
Dianne Lellig—Butler Hall *(Bldg 6)*
Room 131 (Old #104A)—296-4011

**PUBLIC SERVICE**
Amy Rieck—HESC *(Bldg 13)*
Room 296-40
Important Information for New Students

Student Handbook
The Student Handbook can be found online at the following website:
www.hawkeyecollege.edu/students/handbook
The handbook contains information about policies and procedures that affect students such as
academic integrity, computer use, campus safety, and the student conduct code.
All students are responsible for reading the handbook.

Consumer Information
A listing of important information that all students should know can be found at the following website:
www.hawkeyecollege.edu/financial-aid/consumer-information.aspx

Student Services Office
Upper Level of the Hawkeye Center
319-296-4014
The Student Services Office provides a variety of assistance to students, from assessment and testing, to
advising, transfer information, and counseling (academic/career). This office also provides assistance to
students with disabilities as well as international students. For more information visit the following websites or
stop in at the Student Services Office.
◊ www.hawkeyecollege.edu/students/services/advising.aspx
◊ www.hawkeyecollege.edu/students/services/counseling
◊ www.hawkeyecollege.edu/academics/transfer
◊ www.transferiniowa.org
◊ www.hawkeyecollege.edu/students/services/student-disability-services
◊ www.hawkeyecollege.edu/admissions/international-students

Assessment and Testing: Upper Level of the Hawkeye Center
319-296-4014
The Assessment and Testing area offers a wide variety of testing services. Listed below
are a few of our services. Check out our website for a complete listing of all available
tests:
www.hawkeyecollege.edu/visitors/assessment

COMPASS Testing
◊ Retake COMPASS if your scores are more than 2 years old OR if you feel like the class
you are in doesn’t seem right for you.

CLEP (College Level Examination Program)
◊ Receive college credit for a class without taking the class. Must have a great deal of
knowledge.

TEAS-V (The Test of Essential Academic Skills)
◊ This exam must be taken to be considered for the Practical Nursing program. Talk to
your advisor to see if and when you need to take this exam.

VUE
◊ Professional Testing includes: Certifications for CISCO, COMP-TIA, EMT and many more.

Proctoring Services
◊ Proctoring Services available for online classes through other colleges and universities.

Make-Up Testing
Upper Level
Hawkeye Center
319-296-2320
ext. 1098
Make-up testing is for
students who have
missed a test and have
made arrangements
with their instructor.

We also provide
testing assistance to
students with special
needs.
Important Information for New Students

Library
319-296-4006
www.hawkeyecollege.edu/academics/library
The Hawkeye Community College Library offers a variety of services and resources to students, including:

- Over 32,000 print books
- 100,000+ e-books
- 1,000 videos, 200+ available via streaming
- Newspaper, magazine and journal subscriptions
- 20+ online databases, many including full text for periodical articles and books
- Laptops, nook e-readers, flip and webcams are available for checkout
- USB charging ports for your personal devices built into the new furniture
- Eight study rooms, two with collaborative learning technology, are available

Online article databases, electronic books and streaming videos are accessible 24/7 from off campus by logging onto the Hawkeye library with your network username and password.

Your Hawkeye student ID card is required to check out any materials from the library; but if you bring your Hawkeye ID to the library once, enroll in the biometric system and use your fingerprint to check out materials. It’s quick and easy!

Metro Bus Schedule
The latest information on the Metro Bus that serves Hawkeye Community College can be found at this website.

www.hawkeyecollege.edu/students/services/bus-routes.aspx

Food Court: Brock Student Center
The student cafeteria is located in the Brock Student Center. Cafeteria Hours:

Breakfast: 7:30AM-10:30AM

Lunch: Monday-Thursday 10:00AM-2:00PM
    Friday 10:00AM-1:30PM

Grab N Go: Monday-Thursday 7:30AM-4:00PM
    Friday 7:30AM-2:00PM

Java Hut: Monday-Thursday 7:30AM-4:00PM
    Friday 7:30AM-2:00PM

Dining Dollars Meal Plan

Students and employees:
Pick up your reloadable card at the Student Life desk in the Brock Student Center.
Cards may be loaded online or at the portal located in the Brock Student Center.

Receive 10% in bonus dollars!

Questions?
Contact the Student Life desk at 319-296-4027,
or by email at studentlife@hawkeyecollege.edu

Food Court Hours:
M-Th: 7:30am-4pm & Fri: 7:30am-2pm

Offering breakfast, lunch, and snack options!

Math Lab
Grundy Hall 215
The Math Lab is staffed by Math Faculty to offer tutoring for specific coursework. If you enroll in a Math class watch your Hawkeye email and ask your instructors for Hours.
Important Information for New Students

Temporary Closings
Weather Hotline & Hawkeye Alert:
319-296-4444

Should bad weather or other emergencies necessitate closing the college or delaying the start of classes, the decision will be made by 5:30 AM with announcements broadcast by 6:00 AM for daytime classes.

The decision for canceling evening classes will be made by 4:00 PM with announcements broadcast by 4:30 PM. Announcements will be made on numerous TV and radio stations in the service area of Hawkeye. Any time classes are delayed, the College will open at 10:00 AM. In order to allow maintenance time to remove snow and sand icy roads, please do not arrive before 9:30 AM.

NOTE: The Hawkeye Alert system notifies the campus of emergencies and threats to physical safety in emergency situations: severe weather, campus closings, cancelled classes, hazardous material incident, violence, etc. Notifications are by cell phone, landline phone, email and text-message.

For more information go to:
www.hawkeyecollege.edu/go/hawkeye-alert

Grades
www.hawkeyecollege.edu/academics/records-registration/grades

Use this website to see the Hawkeye Community College Grading Scale. You can also use the GPA calculator to figure your GPA (found on this website).
You can access your early alert grades and final grades through your My Hawkeye account. Grades are not mailed.

Child Development Center
319-296-4245
Located on Main Campus (Black Hawk Hall)

The Child Development Center offers Hawkeye students and staff a safe, healthy, and caring environment with educational experiences for their children.

For more information about services and costs, contact the Child Development Center Directly.

Student Housing
www.hawkeyecollege.edu/students/housing

Although Hawkeye Community College does not provide housing, you can find out more information about housing at this website.

Options include:
- Apartments across the street: Hawkeye Towers and Hawkeye Village
- University of Northern Iowa’s Residence Hall
Hawkeye offers many clubs and organizations for you to get involved in! You can find involvement opportunities based on academic majors, professional interests, hobbies, sports, spirituality, politics, and honor societies. To get involved in any of the organizations listed, we encourage you to contact the president or advisor of a club/organization that interests you, or contact the Student Life office located in the Brock Student Center. Additionally, if we do not currently offer a club/organization in an area you are interested in, we can assist you in starting up a new club/organization with other interested students. Not only do we offer a wide range of clubs/organizations but the Student Life department offers several opportunities throughout the year to get involved from recreation and intramurals to stage activities or road trips.

For more information, please contact:
Student Life Office
Brock Student Center
Phone: (319) 296-4027

HESC Recreation Office
Phone: (319)-296-4469

Weekly Activities
If you would like to get involved on campus, but do not want to commit yourself, consider participating in other activities. We have several weekly activities for you to get involved in.

Activities Include:
- Fall Fest
- Earth Day Celebration
- Ethnic Culture Fest
- Speakers
- Dodgeball Tournament
- Grocery Bingo
- Community Service
- Pool Tournaments
- Table Tennis Tournaments
- Black Hawks Hockey Games
- Basketball Tournaments
- Children’s Holiday Parties
- Holiday Hoopla
- Pumpkin Carving
- Costume Contest
- Ski Trip
- UNI Athletics tickets
- Volunteer Fair
- Dueling Pianos
- Scholarships
- Chair Massages
- Pet Pals
- Mall of America Trip
- Tunnel of Oppression
- And Many More
Hawkeye is committed to providing you with healthy opportunities to stay or get active. The Health Education and Services Center (HESC) is a great place to join a group fitness class with your friends or personal train individually. The HESC is equipped with weight equipment and a full gym. HESC offers several intramurals where you compete against other students from Hawkeye, including basketball, dodgeball, flag football, and volleyball. We also compete against other colleges for our club sports teams in dance and golf.

Hawkeye RedTail Athletics

Hawkeye Community College has filed a letter of intent with the Iowa Community College Athletic Association (ICCAA) to establish collegiate sports effective July 1, 2015. Plans involve introducing athletics at Hawkeye in five phases. Below is the phased implementation schedule:

- Fall 2015—Co-Ed Sport Shooting
- Fall 2016—Men’s and Women’s Soccer
- Fall 2017—Men’s and Women’s Cross Country and Track and Field
- Fall 2018—Men’s and Women’s Golf
- Fall 2019—Men’s and Women’s Bowling

The focus of bringing intercollegiate sports to Hawkeye is to enhance enrollment, retention, and diversity efforts. Currently 11 of the Iowa’s 15 Community Colleges offer sports and we are very excited to join the other colleges!

Are you interested in being a RedTail? Visit the “Recruit Me” button on the RedTail website www.redtailathletics.com. Complete the information and will be contact you about the opportunities we have for you!

If you have any questions or are interested in a sports, or just want more details, visit...

- Visit the RedTail website at www.redtailathletics.com
- Email athletics@hawkeyecollege.edu
- Call 319-296-4469

For more information, please visit the Hawkeye RedTails’ website at: www.redtailathletics.com and click the “Recruit Me” button or contact Katie Elliott directly at kathleen.elliott@hawkeyecollege.edu.
<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Advisor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAMN Man Up</td>
<td>Victor Palmer</td>
<td><a href="mailto:victor.palmer@hawkeyecollege.edu">victor.palmer@hawkeyecollege.edu</a></td>
</tr>
<tr>
<td>BASIC</td>
<td>Stuart Holsing</td>
<td><a href="mailto:stuart.holsing@hawkeyecollege.edu">stuart.holsing@hawkeyecollege.edu</a></td>
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Academic Advising

Student Services Office, Hawkeye Center, Upper Level
(319)- 296-4014

Advising for Liberal Arts and Pre-Technical Students
• Clarify academic/career goals
• Identify major/degree options
• Identify transfer college options
• Select appropriate courses
• Review of academic and degree requirements
• Help with SOAR and MORE
• Help students resolve academic issues

Academic Advising - Liberal Arts and Transfer Students
Student Services has advisors available to assist Liberal Arts Transfer students. Advisors are available for individual appointments Monday through Friday for the following services:
• Clarify academic/career goals
• Understand your degree requirements
• Review your academic progress
• Evaluate previous coursework
• Choose courses that will transfer to your next school
• Decide on a major
• Learn about careers in your major field
• Transfer information about four-year institutions
• Review your academic plan
• Discuss probation status with Liberal Arts and Pre-Technical students

Transfer Center
• Degree and major information
• Assistance in transferring to other postsecondary institutions
• Annual Transfer Fair
• Regularly scheduled visits from College Representatives

Individual Appointments
Meet one-on-one with an advisor to review possible majors, your options, course selection, your goals, and helpful transfer tips. If you're undecided about your major and want to do some career exploration activities, ask and plan for an hour appointment.

Appointments can be scheduled by stopping in at the Student Services Office or calling 319-296-4014.

Technical Students
Please meet with your Program Advisor. To see who your advisor is, please visit Programs of Study at:
www.hawkeyecollege.edu/academics/programs
Select the area of your program of study, and then your program. Look in the right column to find your Program Advisor and their contact information.
Navigating through college can be very complicated. You may have concerns about learning, school, or a particular class. Maybe you are uncertain about a major or career path. Sometimes your life starts interfering with school. Our professionally trained counselors are here to help. They can support you in understanding your options and making solid academic decisions. Our services are free and confidential.

Hawkeye counselors can help you assess issues in the following areas:

- Learning
- Academics
- Career
- Financial
- Personal
- Physical
- Relationships

Counselors adhere strictly to the American Counseling Association Code of Ethics. Your academic records are kept confidential and are protected by the Family Educational Rights & Privacy Act (FERPA.)

Our job is to help define your needs and refer you to the Hawkeye and community resources that will enable you to be successful. We are your advocates for these issues, although we primarily focus on three areas:

- We work directly with academic advisors, helping you choose classes and make academic plans. We help both technical and transfer students, working with them to be successful in their programs and access the necessary resources.
- We also work with the Career Center on helping you focus on career pathways. We assist students in career decision-making and choosing classes that support the chosen career pathway.
- We also collaborate with the mental health counselor, making referrals for personal and relational issues.
Student Disability Services and Vocational Rehab

Student Disability Services (Located in Student Services)
319-296-4014

Hawkeye is committed to helping all students be successful. We will make every effort to assure that qualified students with disabilities have equal access to education and services.

Eligibility for services is based on Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. These regulations apply to students who have disabilities that substantially impair their ability to participate in college programs without accommodations.

To determine if a student is eligible for disability services, documentation including medical and/or psychological reports and other records are examined for evidence indicating whether or not a student is disabled as defined by federal statutes.

To apply for accommodations:
- Complete a Student Reasonable Accommodation Request and Release form
- Provide documentation of your disability
- Submit all documents to the Special Needs Coordinator in the Student Services Office

- The Special Needs Coordinator will contact you to schedule an intake appointment to discuss your disability and accommodations you will need while you are a student at Hawkeye.
- The Special Needs Coordinator will review the information collected in steps 1 and 2 to determine what accommodations you will need to help you be successful at Hawkeye.
- You will be notified in person or with an email to your Hawkeye email address of the accommodations you are eligible to receive.
- Share your accommodations letters with your instructor(s) during the first two weeks of the semester. It is important for you to talk with your instructor(s) about your learning needs early in the semester during their office hours. It is your responsibility to keep instructors informed of your needs.

Accommodations
We offer a variety of accommodations that are intended to reduce the effects your disability may have on your performance in a traditional academic setting. Accommodations are not intended to lower course standards or alter degree requirements.

Vocational Rehabilitation (Bremer Hall, Room 152)
319-296-2320, ext. 1386

Iowa Vocational Rehabilitation Services works with individuals with disabilities who want to become employed. If determined eligible for services, we assist you in achieving your employment goals by providing such things as:
- tuition assistance
- counseling and advising
- assistive technology

For more information, contact us or visit www.ivrs.iowa.gov.
Personal Counseling and TRiO

Student Health Clinic and Mental Health Services
Student Health Clinic, HESC Building
319-296-4224

Occasionally you may encounter situations in your life that affect your learning environment. When these situations arise, counseling is available to provide short-term assistance, and in some cases, referral to community resources for long-term help. Meeting individually with a licensed professional counselor in a private setting can help you to clarify thoughts and feelings, develop problem-solving skills and coping strategies, and to construct a plan for the future.

The Student Health Clinic, located in the Health Education and Services Center (HESC) Building, provides free counseling services with a licensed mental health practitioner. Our counselor is available to help you with:

- stress management
- depression
- anxiety
- personal/social problems
- family problems
- eating disorders
- concerns with domestic violence or abuse
- sexual harassment or rape
- post traumatic stress disorder
- substance abuse counseling with referral available

Contact us at: studenthealthclinic@hawkeyecollege.edu

Website: www.hawkeyecollege.edu/students/services/health

TRiO (Bremer Hall, Room 120)
319-296-2320, ext. 1803

TRiO is a program that provides intensive instructional support and peer-tutoring to help you succeed in college. Our goal is to assist you with your personal and career development and prepare you to transfer to a four-year institution.

Eligibility
To participate in TRiO you must be a current Hawkeye student and meet at least one of the following eligibility criteria:
- first generation college student
- learning and/or physically disabled
- meet income guidelines

To Apply
You must apply and be accepted into the TRiO program to receive TRiO services. TRiO applications are accepted throughout the year. Apply online at www.hawkeyecollege.edu/students/services/tutoring/trio.aspx or request an application from our office.
Helping you help yourself. Whether you are sick, managing a chronic health problem, or working to develop a healthier lifestyle, we are here to help.

We have nurse practitioners, registered nurses, and a licensed mental health counselor on staff to confidentially assist you with physical and mental health needs, questions, and concerns. The staff at the Student Health Clinic is here to help keep you healthy!

Services are available to full-time and part-time currently enrolled students. Most services are free to students and their dependent children. There may be a charge for some immunizations and women's health services if grant funding is not available.

Your insurance will be billed when possible to help cover costs, but you are not responsible for any remaining bill. If you do not have health insurance, you and your dependent children are still eligible for services.

Visiting the Student Health Clinic
Appointments are preferred, but walk-ins are welcome. Not all services are provided every day, so scheduling an appointment in advance is encouraged.

Services Provided
- Health care for minor illnesses
- Physical exams
- Prescriptions available
- Immunizations
- Mental health assessment, counseling, and referral for individuals, groups, or families
- Substance abuse assessments and referral
- Women's Health Services with prescription transfer and pick-up
- STD counseling, testing and referral
- Smoking cessation help
- Information and referral assistance

Visiting the Student Health Clinic
Appointments are preferred, but walk-ins are welcome. Not all services are provided every day, so scheduling an appointment in advance is encouraged.

Online Mental Health Screening
FREE and ANONYMOUS online mental health screenings are available 24 hours per day. Take a questionnaire to see if you may have symptoms of: depression, anxiety, an eating disorder, bipolar disorder, alcohol abuse, and/or post-traumatic stress
Keyword: Hawkeye
Contact the Student Health Clinic with your results.
The Student Tutoring and Computer Lab provides learning assistance and support to all current credit students. Our services are designed to help you with academic and job-related activities. Current students, faculty, and staff have access to more than 80 computers, scanners, printers, and a wide variety of software applications used to support the many academic program areas across campus. Computers are available on a first-come basis. Computer Lab Coordinators are also available to assist students.

**Regular Hours**
Our hours may occasionally change due to campus closures, holidays, or inclement weather.
Monday-Thursday 7:00AM-8:00PM; Friday 7:00AM-4:30PM; Saturday-Closed; Sunday-Noon-8:00PM

**Tutoring Services**
We want to make sure that all Hawkeye students are successful in their courses. Getting the help you need can greatly improve your learning experience and performance in your classes.
We offer **free tutoring services** through either peer or professional tutors in order to help you succeed in a variety of areas: computer skills, study skills, math, science, writing, and more!

**Workshops**
Develop your computer and study skills by attending FREE workshops. Contact us to sign up.

Computer Skills Workshops:
- **Formatting a Paper**: Learn how to change margins, double space, format, print, and save your document in Microsoft Word. (MLA format)
- **My Hawkeye**: Learn how to use the Hawkeye email system, as well as WebAdvisor (SOAR).
- **PowerPoint Tips**: Learn how to create PowerPoint slides and presentations.
- **Smarthinking: On-line Tutoring**: Set up your free account and learn how to access tutoring from anywhere, anytime.
- **Canvas**: Learn how to navigate and operate Canvas which is used for both online and face to face classes.

**College Study Skills Workshops**
- **Test Taking Skills**: Learn strategies to reduce testing anxiety and prepare for and perform well on tests.
- **Textbook Reading**: Learn SQ3R, an effective textbook reading strategy.
- **Time Management**: Develop a workable schedule to manage homework, family, leisure, and work obligations. There are two sessions for the workshops; you need to register for both.
- **Note Taking Skills**: Learn how to take more useful lecture and reading notes.
Career Services
Bremer Hall Room 102
319-296-4297

Career Advising and Coaching
“lt is never too early to start thinking about your future career.” Following a career path is a critical part of your personal and academic decisions. The Career Services Center can assist you with many career topics such as:

- Choosing the right college program
- Individual career counseling
- Resume and cover letter writing assistance
- Mock interviews
- Job search resources
- Career fairs, events, and workshops
- Hawkeye Job Board

Choosing the right college program
The Career Services Center can administer assessments to help you find the best college program that will lead to the career you desire. *IHavaPlanlowa™* helps you explore careers, colleges and universities, plan your coursework, apply for admission, and search for financial aid. *MBTI Myers-Briggs Type Inventory* assists with career exploration through a personality/career inventory. Please contact our office for access codes. *Career Cruising* provides insights into how your interests match various careers.

Hawkeye Job Board
All students and alumni are eligible to use the Hawkeye Job Board to upload resumes, search for, and apply for jobs. Complete the registration process at www.collegecentral.com/hawkeyecollege

Contact us at: 319-296-4297
careerservices@hawkeyecollege.edu
www.hawkeyecollege.edu/go/career-services-center
Study Abroad

Student Services Office, Hawkeye Center, Upper Level
319-296-4014

Study abroad courses are offered for credit or non-credit, although most programs are for credit. Students are encouraged to participate in these unique educational and cultural experiences, as they may enhance their employment opportunities.

CURRENT AND PAST PROGRAMS:
- Developing Farming Practices in Haiti Contemporary Russia
- Agriculture in Brazil
- Grand Tour of Italy
- Photography in Ireland
- Nursing in the Dominican Republic
- Individual language programs in Japan

QUICK FACTS ABOUT STUDY ABROAD PROGRAMS AT HAWKEYE:
- Study abroad programs are available as short term (7-10 days), semester, and internships.
- Group and individual travel options are available.
- Study Abroad Scholarships. Students accepted to a study abroad program are eligible to apply for study abroad scholarships up to $3,000 per student. For deadlines and additional requirements, please visit: www.hawkeyecollege.edu/academics/programs/study-abroad/study-abroad-scholarship.aspx

WHY STUDY ABROAD?
- **Professional growth.** Employers in today’s global work market look for candidates with ability to work with people from different cultures and backgrounds.
- **Academic Enhancement.** Students who study abroad tend to have higher GPA upon returning.
- **Intercultural Development.** Experience different values first hand and learn to understand and appreciate a different culture and see it in a new light.
- **Personal Development.** Study abroad helps boost self-confidence and tolerance to unpredictable situations. This skill will help you become more self-reliant and independent.

For more information, students should contact:
International Student Services Coordinator
Email: isp@hawkeyecollege.edu
Military and Veteran Services

Brock Student Center
319-296-2320 ext. 1212

Contact the Veterans Services Coordinator at 319-296-2320 ext. 1212
Email: vetaffairs@hawkeyecollege.edu
Website: www.hawkeyecollege.edu/students/military-and-veterans-services

The Veterans Services Coordinator (VSC) is a part of the Office of Student Services. The office of the Veterans Services Coordinator is located in Brock Student Center. The Veterans Coordinator acts as an advocate for student veterans, service members and their families, promoting good policy, quality services and procedures to enhance student success.

The Veterans Services Coordinator is the central point of contact and can assist in the following:

- Coordinating admissions processes
- Registration assistance
- Financial Aid
- VA Education Benefits
- MyCAA Benefits for Spouses of Active Duty Service Members
- State and Federal Tuition assistance programs
- Referrals to community and VA service providers
- Coordinates on campus visits with providers
- Provides support and resources for spouses and dependents of Veterans

Military and Veterans Resource Center
A dedicated Military and Veterans Resource Center in Brock Student Center is available for all military service members & Veterans. The Resource Center provides CAC readers and computers to facilitate application process and retrieval of necessary documents. It offers a comfortable and quiet study/lounge area and place to meet other military & veterans students. On-site visits from VA Peer Support Specialist and Service Officers are some of the on-site services provided through the Resource Center.

Hawkeye Student Veterans
The Hawkeye Chapter of Student Veterans of American is supported through the Veterans Services Office and provides an opportunity for leadership, service and social gatherings.

Check out their webpage:
Military and Veteran Services

So You’re Registered, Now What?
If you’ve not made an appointment with the Veterans Services Coordinator, do so by calling 296-4014. This will be an opportunity to review benefit options and start the application processes if you’ve not done so. It is your responsibility to inform the Veterans Services Coordinator of your enrollment and any changes you make to your schedule. All courses must be applicable to your degree in order for them to be paid for through GI Bill benefits, Federal Tuition Assistance or State Tuition Assistance.

Request an official copy of your military transcripts to be sent to the college.
www.hawkeyecollege.edu/students/military-and-veterans-services/request-transcripts.aspx

If you are in a transfer program, the number of credits accepted will be consistent with what the Iowa Regent Schools accept.

If you are in a technical program, you can request the Dean of your program review your transcripts to see what type of credit can be applied to your degree program. The Veterans Resource Coordinator can assist in this process.

Apply for Hawkeye Scholarships and other scholarships:
www.hawkeyecollege.edu/students/military-and-veterans-services/scholarships.aspx

Apply for Federal Financial Aid at:  www.fafsa.gov

Review your Student Handbook for military and veteran specific attendance policy and military activation at:
www.hawkeyecollege.edu/students/handbook

Visit the Military and Veterans Services website for Important Notices and Information:
www.hawkeyecollege.edu/students/military-and-veterans-services
Public Safety

Hawkeye Center
319-296-4459

Cell Phone: 319-493-1763
Website: www.hawkeyecollege.edu/about/public-safety

The goal of Public Safety is to ensure a safe environment in which all can enjoy their educational experiences while at Hawkeye. Campus security and a multitude of safety concerns are Public Safety’s focus and responsibility.

Services provided include:

- An escort for you to and from class if you feel uncomfortable alone on campus.
- If you should happen to lock your keys in your vehicle, we will make a reasonable attempt to unlock it. If your car won’t start, we will jump-start your vehicle.
- If you have a traffic collision on campus, Public Safety shall respond and assist you.
- If an accident occurs that involves extensive damage or a personal injury, appropriate emergency responders shall be called to respond.

If you discover anything is missing or stolen, REPORT IT. Please report to our office as soon as possible so we can initiate an investigation. We will also report incidents to the proper authorities if necessary.

We also monitor traffic flow and enforce parking regulations on campus. Please do not park your vehicle in a “No Parking” area. This includes yellow curbs, visitor lots, and all the grass, rock, and cemented island areas. Parking illegally in a Handicap parking stall will result in a $200.00 ticket. Citing individuals parked on the islands is also a high priority to us. Vehicles parked on islands obscure the vision of motorists exiting from the parking lots and can cause accidents.

Parking
Parking on campus is by permit only. Parking regulations and permits may be picked up in the Business Office. Regulations are strictly enforced. Fines range from $5 to $200. All fines, other than those issued by Waterloo Police or Black Hawk Co. Sheriff, are paid at the Business Office, Hawkeye Center.
- Students are never considered visitors and may not park in designated visitor lots or restricted areas.

Children on Campus
Children are not allowed on Hawkeye Property at any time unless they are under the immediate supervision of a parent, guardian, or registered student.
- Children are not allowed in class
- Children are not to be left unsupervised
- Children should not be left in a vehicle without an adult present inside the vehicle
Instances of unsupervised children will be reported to the Department of Human Services and/or local law enforcement agency.
TITLE IX: IMPORTANT INFORMATION

Discrimination, Harassment, Sexual Misconduct/Violence

Hawkeye Community College is committed to creating and maintaining an educational environment and workplace that is free from sexual discrimination, harassment, and misconduct in all forms.

Sexual Harassment/Misconduct Defined

- **Sexual Harassment**: (a form of sex-based harassment) is unwelcome conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive working or educational environment. It can include sexual advances, requests for sexual favors, or Sexual Assault.
- **Sexual Assault**: actual or attempted sexual contact with another person without that person’s consent.
- **Sexual Exploitation**: taking sexual advantage of another person without that person’s consent, including distribution/publication of sexual or intimate information about another person.
- **Relationship Misconduct**: such as dating violence, domestic violence, and stalking.

Examples of Sexual Misconduct

- **Verbal**: sexual innuendo, suggestive comments, insults, threats, jokes, or derogatory comments based on gender; sexual propositions or advances; pressure for sexual favors.
- **Nonverbal**: posting of sexually suggestive or derogatory pictures, cartoons, or drawings, making suggestive or insulting noises, leering, whistling, or making obscene gestures.
- **Physical**: touching, pinching, squeezing, patting, brushing against body, impeding, or blocking normal work or movement; coercing sexual intercourse, stalking, or assault.

Policies

In addition to Title IX, the College’s Student Code of Conduct along with its Nondiscrimination Statement and Sexual Misconduct Policy prohibits sex discrimination, sexual harassment, and sexual violence of any kind. Retaliation against anyone who makes a report, complaint, or who participates in any complaint-related process is not tolerated.

Privacy

Information received by the Title IX Coordinator in connection with the filing, investigation, and resolution of allegations will be treated as confidentially as possible. The Title IX Coordinator will disclose your information on a limited basis and only as needed to properly and thoroughly conduct an investigation, for the purposes of addressing conduct or practices that are in violation of the policy, or when required to do so by state or federal laws.
TITLE IX: IMPORTANT INFORMATION

Discrimination, Harassment, Sexual Misconduct/Violence

Complaint Procedures

Persons who feel that they have been a victim of sex discrimination, harassment, and/or misconduct can make a report or file a complaint with their Title IX Coordinator or public safety officer.

The College has equitable procedures in place to provide a prompt, fair, and impartial investigation and resolution to address concerns and complaints while being respectful of the parties’ rights. Both parties have an opportunity to present their perspective, provide witnesses or information, bring an advisor, and ask questions.

After a review of the information and facts of a complaint, a decision will be made about whether it is more likely than not that a violation of code or policy took place and sanctions, if appropriate, will be issued. Appropriate options for review or appeal will be given to both parties.

Interim actions to ensure safety for persons involved may be issued prior to conclusion of the process, such as no contact orders, academic, living, work, or transportation accommodations, and in some cases, interim suspension.

Where to Go for Help

Referral and advocacy services are available for students, faculty, or staff seeking help and information.

ON-CAMPUS RESOURCES

Title IX Coordinator for Students:
Nancy Henderson 319-296-4448
Title IX Coordinator for Employees:
John Clopton 319-296-4405
Student Health Clinic Mental Health Counselor*: 319-296-4224 for appointment

OFF-CAMPUS RESOURCES

Riverview Center* 319-939-9599
www.riverviewcenter.org
Cedar Valley Friends of the Family*: 319-352-0037
or 1-800-410-SAFE (7233)
www.cvfriendsofthefamily.org
Waypoint Services* 319-363-2093
or 1-800-208-0388
www.waypointservices.org
Iowa Domestic Violence Hotline* 1-800-942-0333
www.cfiowa.org
National Domestic Violence Hotline*: 1-800-799-SAFE (7233)
or 1-800-787-3224 (TTY)
www.thehotline.org

*Denotes confidential resource
Glossary of Academic Terms

**Academic Load**—Students planning to graduate with an Associate in Arts degree within two years will average 16 transferable credit hours per semester for four semesters. Students may not carry more than 18 hours of credit in any semester (or more than 10 hours of credit during the Summer) without approval of the advisor and the Dean. Students in Applied Arts and Applied Science programs may take more than 18 credits in a term if their program allows; these students should consult with their program advisor.

**Accreditation**—A process used in judging the merit of the program offered by a school.

**Add**—Class(es) added to a student’s schedule after the regularly scheduled registration dates are referred to as adds. Classes added after this date must have instructor approval. All adds must be made by the last day of late registration. Forms are available in the Student Services Office, Hawkeye Center, Upper Level, or Registration Office in the Hawkeye Center (See calendar for specific due dates.)

**Advanced Standing**—Credit may be awarded for prior courses with a grade “C-” or higher. Work or military course completion will be reviewed by the Registrar for credit in place of completing courses in Hawkeye programs. All official transcripts received by the Registrar will be evaluated for advanced standing. Check your degree audit through your My Hawkeye account for any advanced standing credits awarded to you.

**Associate in Applied Arts/Associate in Applied Science**—The Associate in Applied Arts and the Associate in Applied Science degrees are designed to prepare students for immediate employment upon degree completion.

**Associate in Arts**—The Associate in Arts Degree is designed to provide the first two years of a typical college or university Bachelor degree program in liberal arts, sciences, general studies or pre-professional studies. Completion of the degree will satisfy most of the general core requirements of several area colleges and universities and many of the requirements at other colleges.

**Associate in General Studies**—The Associate in General Studies Degree is designed for transfer like the Associate in Arts Degree, but with emphasis in transfer and technical courses in a specific area. Because a statewide articulation agreement for the Associate in General Studies does not exist, it will be necessary for each degree and its program emphasis to be articulated on a college-by-college basis.

**Associate in Science**—The Associate in Science Degree is designed for transfer like the Associate in Arts Degree, but with emphasis in math and science and also Incorporates transferable, pre-professional studies. Special care will have to be taken to assure that the lower division work completed by students at Hawkeye is consistent with the requirements of the intended baccalaureate institution. Students must maintain contact with the advising staff to assure that upper division prerequisites are met.

**Audit**—Students who would like to attend a class without receiving credit or a grade may choose to audit a course. Students must complete a Petition for Course Audit form before classes begin. Standard tuition and fees apply to all audit courses regardless of the length or scope of the course and are due and payable at registration or as the billing invoice indicates.
Glossary of Academic Terms

**Class Schedule** – You can print out your course schedule through your “My Hawkeye” (My WebAdvisor-Academic Profile) account. Arrangements for payment need to be made prior to payment due date.

**CLEP** – An acronym for College Level Examination Program. Passing a CLEP test may allow you to earn college credit for skills and knowledge you already possess. Contact the Student Services Office for further information.

**College Transfer** – A program that provides the first two years (or 62-65 credits) of a four-year program leading to a bachelor’s degree. Students graduate with an associate degree and may transfer as juniors to four-year colleges or universities.

**Compass** – Computerized assessment of basic skills in math, reading, and writing used for placement.

**Continuing Education** – Continuing Education courses are offered through the college but are not part of the regular on-campus curriculum. They are designed to meet the educational needs of particular groups and may be offered for credit or non-credit depending upon the needs of the particular group.

**Co-requisite** – A course which must be taken during the same semester with another specified course.

**Course** – A particular subject being studied, for example, a course in speech.

**Course Numbering** – Courses listed in class schedules are numbered according to the year recommended for study.

**Course Classification** – A catalog letter and number refers to the classification and number assigned to the course title.

**Course Credit** – The number of credits a class is assigned depends upon the amount of time spent in the classroom or laboratory and the amount of outside preparation required.

**Cumulative Grade Point Average (CGPA)** – A cumulative GPA represents the level of achievement attained for all semesters of your coursework at Hawkeye Community College. A cumulative GPA is computed by multiplying the number of semester credits taken for all courses by the numeric values of the grades given for the courses and divided by total number of attempted earned hours. See www.hawkeyecollege.edu/academics/records-registration/grades

**Curriculum** – A group of courses planned to lead to some specific competence in a field of study and to a certificate, diploma or associate degree.
Glossary of Academic Terms

**Deadlines** – Deadlines for adding, dropping, withdrawing, registering, filing financial aid, and filing graduation applications are on the Hawkeye calendar online. Knowledge of deadlines is YOUR responsibility.

**Dean’s List** – Full-time credit students who earn a 3.50 GPA or above, in a fall or spring Term, are honored by being named to the Dean’s List.

**Degree Audit** – A computer generated degree progress report from “My Hawkeye” (My WebAdvisor-Academic Planning) that lists requirements and courses completed and courses needed to complete program.

**Degree Tracking Form** – Form designed to assist students in following degree requirements and updating your progress.

**Drop** – Students can drop courses on their “My Hawkeye” (My WebAdvisor – Registration) account through the withdrawal deadlines. See “withdrawal”.

**Elective** – A subject or course which you may choose to study as opposed to a “required” course which you must take.

**Financial Aid Disbursement** – Financial Aid funds are applied to student’s current semester balance.

**Financial Aid Excess Funding** – Credit balance amount released to student after current semester charges are paid.

**Full-Time Student** – A full-time student is defined as one who has enrolled for a minimum of 12 credits in a 16-week semester, or at least 6 credits during an 8-week summer term. Students should contact their health insurance representative for specific details regarding full-time status requirements.

**Graduation Requirements** – All degrees require:

1. A minimum of a 2.00 cumulative grade point average (CGPA).
2. Completion of the General Education requirements.
3. Completion of required hours of courses designed and acceptable for transfer.
4. Must earn at least 30 credits through Hawkeye or 16 of the last 22 required credits in residence at Hawkeye Community College.
5. Submit a graduation application electronically through your My Hawkeye (My WebAdvisor – Academic Planning) account.
Glossary of Academic Terms

**Honors**— Honors awards are given to graduates who have earned at least 12 credit hours in the past 2 years, and have a cumulative GPA of 3.5 or higher. Student who have received grade forgiveness are not eligible for this honor.

**Incomplete** – An “I” or Incomplete grade may be made up by the student arranging with the professor to complete an unfinished course. The work must be completed within 15 class days after completion of the course unless extenuating circumstances prevail. If after 15 class days the work has not been completed, the “I” grade will automatically become an “F”.

**Load** – The total hours for which you are registered.

**Major** – The subject or field which you decide to emphasize. If you plan to specialize in English, you will “major” in this field.

**Minor** – The field of your secondary emphasis. The hours devoted to your minor field are less than those of your major.

**My Hawkeye** – The portal through which students can register or drop courses, find their grades, look up financial aid information, etc.

**Financial Aid Excess Funding**—Credit balance amount released to student after current semester charges are paid.

**Full-Time Student** – A full-time student is defined as one who has enrolled for a minimum of 12 credits in a 16-week semester, or at least 6 credits during an 8-week summer term. Students should contact their health insurance representative for specific details regarding full-time status requirements.

**Pre-Professional Programs** – They are designed to include required coursework enabling students to transfer to another college or university that offers a degree program in a specialized area of study. Currently, we offer an AA in Business Administration and Criminal Justice, and an AS in Ag Science.

**Pre-Requisites** – Pre-requisites are courses required before more advanced courses may be taken.

**Presidential Honors**– Candidates for graduation who earn a 4.0 cumulative grade point average will graduate with Presidential Honors. Students who have received grade forgiveness (i.e., Fresh Start or Grade Requital) are not eligible for this honor.

**Probation** – A student whose cumulative GPA is below 2.00 or whose previous semester GPA is below 2.00 is placed on probation. See Student handbook – “Standards for Satisfactory Progress” – for more information.
Glossary of Academic Terms

**Regents Institutions** – Three state institutions of higher education coordinated and governed by the State Board of Regents: University of Iowa (U of I), Iowa State University (ISU), and University of Northern Iowa (UNI).

**Residency** – Certain criteria must be met to qualify for resident status for tuition purposes. Contact the Admissions Office in Hawkeye Center for specific information.

**Success or Developmental Course** – These courses are non-transfer credit and usually are pre-requisites for credit courses.

**Suspension** – If a student’s academic progress remains unsatisfactory, the student may be suspended from the college for not less than one term.

**Testing by Credit** – Students with extensive background and knowledge in a particular subject area may want to gain course credit by taking the College Level Examination Program (CLEP) test and/or a departmental test. Credit is earned by obtaining a score meeting the requirements determined by the department/test. Contact Testing/Assessment in the Student Services Office, for more information.

**Withdrawal** – It is recommended that students considering withdrawal contact their professor(s), advisor and/or counselor before officially withdrawing. Students can withdraw from all courses using their My Hawkeye account prior to the withdrawal deadline for the course. Students who neglect to follow the procedures will not be considered officially withdrawn, will forfeit their rights to refunds, and receive a letter grade(s) of F.
Important Features of My Hawkeye:

How to Login to My Hawkeye:

- Username: firstname.lastname
- Password:
  - If you have successfully logged in to My Hawkeye, email, or the network before, your password is what you have set it to be.
  - If this is your first time logging in, your password is your birthday in six digits. Example: January 4, 1983 = 010483.
  - If you forget your password, use the reset located on the log in page of My Hawkeye.

Student Email: Located on the My Hawkeye homepage

Hawkeye Alert: This is our Campus Notification System. Set this up on your My Hawkeye under Campus Life
Important Features of My Hawkeye:

Program Degree Audit:

- Located on your My WebAdvisor, Academic Plan-

Academic Profile, has many important features including:

- Enrollment Reporting—Attendance is required in classes.
- Early Alert Grades—Grades are reported at week 6 for a 16 week course
- Final Grades and GPA by Term: Grades are not mailed and you will find your final grades here.
- Your Class Schedule can be found under “My Class Schedule”
How to Register in My Hawkeye:

Registering for Classes:
1. Start under My WebAdvisor.
2. Click Registration
3. Click Register for Sections

A New window will display:
4. Click the top link: Search and Register for Sections
How to Register in My Hawkeye:

Next Step:

5. Select the term you wish to register for class in

6. Search your classes by catalog number using:
   - Subject
   - Course Number

7. After entering up to five courses click the submit button
How to Register in My Hawkeye:

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2015</td>
<td>Fall</td>
<td>PSY-111-1 (050647)</td>
<td>Main Campus</td>
<td>08/25/2015-12/17/2015</td>
<td>J. Rodgers</td>
<td>6 / 40</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Introduction to Psychology</td>
<td></td>
<td>Lecture Tuesday, Thursday 10:30AM - 11:45AM, Grundy, Room 271</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>Fall</td>
<td>PSY-111-10 (050656)</td>
<td>Main Campus</td>
<td>09/14/2015-12/17/2015</td>
<td>C. Blair-Broeker</td>
<td>0 / 30</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closed</td>
<td>Introduction to Psychology</td>
<td></td>
<td>Lecture Tuesday, Thursday 12:00PM - 01:15PM, Blackhawk, Room 252 (more)...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Comments: Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>Fall</td>
<td>PSY-111-11 (050657)</td>
<td>Main Campus</td>
<td>10/19/2015-12/17/2015</td>
<td>D. Stoycheva</td>
<td>30 / 36</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open</td>
<td>Introduction to Psychology</td>
<td></td>
<td>Lecture Monday, Tuesday, Wednesday, Thursday 01:00PM - 02:20PM, Buchanan, Room 108</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 8: Click to checkmark the classes you want to register for. (Please not if a course says “closed” it is full.

Once you have selected all the course you intend to register for, click the submit button.

Note: You are not registered until you have completed the next step.
How to Register in My Hawkeye:

**Step 9:** Use the drop-down next to each course and select “Register”

**Step 10:** Click Submit

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<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2015 Fall Term</td>
<td>BIO-105-2 (050362) Introductory Biology</td>
<td>Main Campus</td>
<td>08/24/2015 - 12/17/2015 Lecture Wednesday 06:00PM - 06:50PM, Grundy, Room 215 (more)...</td>
<td>J. Collins</td>
<td>1/24</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2015 Fall Term</td>
<td>PSY-111-1 (050647) Introduction to Psychology</td>
<td>Main Campus</td>
<td>08/25/2015 - 12/17/2015 Lecture Tuesday, Thursday 10:30AM - 11:45AM, Grundy, Room 271</td>
<td>J. Rodgers</td>
<td>6/40</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2015 Fall Term</td>
<td>SDV-108-13 (050807) The College Experience</td>
<td>Main Campus</td>
<td>08/25/2015 - 12/15/2015 Lecture Tuesday 05:00PM - 05:50PM, Buchanan, Room 129</td>
<td>H. Hudson</td>
<td>4/25</td>
<td>1.00</td>
<td></td>
</tr>
</tbody>
</table>

After it has process double check to make sure you are registered.

You can then run your class schedule from the My Hawkeye, WebAdvisor for Students, Academic Profile, My Class Schedule.
Things To Do/Notes:

____________________________________________________________________
____________________________________________________________________
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____________________________________________________________________
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Located in the upper level of Hawkeye Center 319-296-3455
FACILITIES

1. Hawkeye Center
2. Black Hawk Hall
   Child Development Center
3. Bremer Hall
4. Buchanan Hall
   Advanced Technology and Business Center
   Dislocated Worker Transition Center
5. Physical Plant
6. Butler Hall
7. Tama Hall
8. Grundy Hall
9. Chickasaw Hall
10. Fayette Hall
11. Library/Classroom Facility
12. Brock Student Center
13. Health Education and Services Center

LEARN MORE www.hawkeyecollege.edu/about/locations/main-campus

HAWKEYE COMMUNITY COLLEGE

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