



Student Success GUIDE 2022-23



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed



Academic Support

www.wctc.edu/academic-support
262.691.5311
Student Enrichment Center
Building B, Room B-110

Academic Support offers a variety of resources to help you develop essential academic skills, including:

- Academic support in reading, writing, math, science, business - health technology and English as a second language (ESL)
- General skill-building courses as well as academic support for specific courses
- Study skills and test-taking strategies
- Peer tutoring
- College Success workshops
- Academic support services for students with disabilities

Automated Teller Machine (ATM)

College Center, Room C-121

There is one ATM on the Pewaukee campus, located in the College Center adjacent to the Student Life office, room C-121, near the HUB.

Belonging, Access and Cultural Engagement (BACE)

www.wctc.edu/equal-opportunity
262.695.3481
President's Office
College Center, Room C-211

WCTC's Office of Belonging, Access and Cultural Engagement advocates for community members while emphasizing the importance of diversity, equity, inclusion, and compliance in promoting learning and working at WCTC. If you observe or are a victim of an incident on campus, please report it online using the "Concerns" application on the myWCTC portal or by email at tellus@wctc.edu.



WCTC EMAIL

Be sure to check your myWCTCmail to receive important reminders and dates.

Bookstore – TechEx Center

www.wctc.edu/bookstore
262.691.5304
Student Enrichment Center
Building B, Room B-108

The WCTC Bookstore has everything you'll need for your time as a WCTC student, including new and used textbooks, required course materials, school supplies, school apparel and more. You can use financial aid in the Bookstore during August, January and June.

Located next to the Service Desk, the TechEx Center sells Apple, Microsoft and Dell laptops, tablets and accessories. Education discounts are available, and you can use your financial aid for purchases in the tech store.

Campus Cupboard

262.691.5302
College Center, Room C-121

All currently enrolled students can access this on-campus food pantry for help with groceries and personal items. If you are in need, bring your student ID to the Student Life Office. Choose a pre-packaged bag or build one yourself; limit one bag per student per week.

Career Connections

www.wctc.edu/career-connections | libguides.wctc.edu/careerconnections
262.695.7848
College Center, Room C-021

Career Connections can help you find a career path that matches who you are and where you want to go. Get help developing a job search strategy, reviewing your resume, practicing interviewing and more. Workshops and individual appointments with a career specialist are available.

Child Development Center and Lab School

www.wctc.edu/child-care
262.691.5220
Building S

WCTC's Child Development Center is open to children ages six weeks to eight years. At this model laboratory school, Early Childhood Education students have the opportunity to practice learned skills and implement developmentally appropriate activities and lessons. WCTC student childcare discounts are available.

Credit for Prior Learning

www.wctc.edu/prior-learning
262.691.5200

You may be eligible to earn WCTC credits for the college-level knowledge and skills you've already acquired through advanced high school classes, previous college coursework, self-study, military training, work or volunteer experience.

Financial Aid

www.wctc.edu/finaid
262.691.5436
Enrollment Center, College Center, Room C-019

WCTC's Financial Aid Office can help you secure financial aid so you can focus on your studies instead of worrying about how to pay for school. It's essential that you first fill out the Free Application for Federal Student Aid (FAFSA), or you could miss out on free money. We encourage you to file your FAFSA by the priority date of April 1 to maximize your grant opportunities.



FINANCIAL AID

FAFSA priority date is April 1!



Fitness Center

www.wctc.edu/fitness
262.691.5549
Building S, Room S-107

WCTC's Fitness Center is a convenient way to fit in a workout around your class schedule. Join a fitness class, participate in a fitness challenge or work out on your own. All students must sign a waiver to gain access to the fitness center.

Food Services

Find entrees, grab-and-go options, coffee, snacks and more at one of our on-campus dining options:

- The Hub: College Center, Room C-127
- Owl Café: Building S, Room S-103 (lobby)

Library

www.wctc.edu/library | libguides.wctc.edu
262.691.5316
Student Enrichment Center
Building B, Room B-110

The WCTC Library offers quality information resources and services for students, including books, newspapers, journals and online databases. Laptops, Kindles and iPads are also available for checkout.



TECHNOLOGY PROBLEMS?
Contact the Service Desk at 262.691.5555.

Lost and Found

Several lost and found sites are located throughout the campus, including Building G (G-120), Building H (H-101) and the College Center Atrium.

Mental Health Counseling Services

www.wctc.edu/counselors | libguides.wctc.edu/counseling
262.695.3440 |
College Center, Room C-022

WCTC's team of Licensed Professional Counselors is here to create a safe and welcoming environment for you to clarify concerns, learn effective coping skills and resolve personal and educational barriers. Call 262.695.3440 or stop in to schedule an appointment.

- Services are confidential and free for current WCTC students.
- We accommodate walk-in appointments as staffing permits.
- For urgent help outside of office hours, call 211 or 414.773.0211. For life-threatening emergencies, call 911. For mental health emergencies, call 988.

Mothers' Rooms

WCTC students who are currently nursing are welcome to use our mothers' rooms. Locations include:

- Building B, Room B-085
- Building S, Room S-136
- Building Q, Room Q-397
- Building W, Room W-104
- Building H, Room H-235
- Waukesha Campus, Room WK-139



Multicultural Engagement Center

www.wctc.edu/mec
262.691.5175
College Center, Room C-125

WCTC's Multicultural Engagement Center (MEC) works to create an accepting, inclusive campus culture through programs, events and leadership development. The MEC offers all students, especially those from traditionally underrepresented groups at WCTC, a safe place to call their own.

Printing - WEPA Kiosks

www.wctc.edu/technology

WEPA printing is a cloud-based service that allows you to upload documents from any device and print from any of 23 kiosks across campus. You are provided an initial one-time allotment of \$35 for printing. You can add additional printing funds to your myCard online or at the library. View printing prices, instructions and a WEPA kiosk map on the myWCTC portal.

Registration

www.wctc.edu/registration
262.691.5578
Enrollment Center
College Center, Room C-019

There are three easy ways to register for classes - online, in person and by phone. If you are pursuing a program, you will receive priority registration time assignments through your WCTC email account.

Registering during this timeframe gives you the greatest likelihood of getting courses required for your program. Newly admitted students may register after completing the online New Student Orientation. If you are not enrolled in a program, you can register during the open registration period. Find details and dates online.



SPRING REGISTRATION

Priority registration begins Sept. 13.
Open registration begins Oct. 25.



Safety and Security

College Center, Room C-042
 Campus Police: 262.691.5582
 Village of Pewaukee Police Department: 262.691.5678
 For all emergencies: Call 911

WCTC Alerts

Sign up for WCTC Alerts on the myWCTC portal. Provide the email address(es) and mobile phone number(s) where you would like to receive emergency information alerts and updates.

Security Reports

If you observe or are the victim of an incident on campus, please report it online using the "Concerns" application on the myWCTC portal or in person at the Student Life or Campus Security Office.



WCTC ALERTS

Sign up for WCTC Alerts on the myWCTC portal.

Student Accessibility

www.wctc.edu/student-accessibility
 262.691.5318
 College Center, Room C-021

Student Accessibility coordinates accommodation services at no cost for WCTC students who have a documented disability that substantially limits a major life activity. These may include walking, talking, learning, hearing or seeing. We can help you develop an individualized accommodation plan. Call 262.691.5318 (voice/relay) or email SAO@wctc.edu to get started.

Study Abroad

www.wctc.edu/global
 Multicultural Engagement Center
 College Center, Room C-125

WCTC offers several short-term study abroad programs that can provide you with real-world skills and sharpen your worldview. We strive to make study abroad opportunities affordable and accessible through scholarships and fundraising opportunities.

Student Government Association

www.wctc.edu/sga
262.691.5302
College Center, Room C-121

The Student Government Association (SGA) represents your needs, interests and concerns as a WCTC student. SGA organizes activities and events, promotes citizenship and leadership, and provides a bridge between College administrators, faculty and students. All students are welcome to join! Email SGA@wctc.edu to learn more.

Student Life

www.wctc.edu/student-life | libguides.wctc.edu/studentlife
262.691.5302
College Center, Room C-121

Student Life organizes events, activities and leadership opportunities to help you grow personally and professionally. This area serves as a resource for Student Government Association, student clubs, commencement, student awards, New Student Orientation, complaints and concerns.

Technology

www.wctc.edu/technology
262.691.5555
Student Enrichment Center
Building B, Room B-110

Protecting Your Password

No one from WCTC will ask you to verify your password or ask you for answers to personal security questions; never share this information. Your initial myWCTC password is your student ID number. You are highly encouraged to change your password immediately using "Manage my Password" on the myWCTC portal.

Service Desk

For campus technical support, the Service Desk is available to help with your technology-related questions or challenges.

Wi-Fi on Campus

WCTC's secure wireless network will require your WCTC username and password to log in.

Testing Center

www.wctc.edu/testing
262.695.6215
College Center, Room C-020

The Testing Center offers a secure and confidential environment for a variety of exams, including the ACCUPLACER, ALEKS, DSST, PAX for nursing and others, as well as external testing clients. Students with testing accommodations can request to take their exams in the Testing Center.

Veteran Support Services

www.wctc.edu/veterans
262.691.5436
Armed Forces Student Center
College Center, Room C-016

WCTC provides one-on-one assistance to veteran students and their spouses or dependents who may be taking classes at WCTC. In the Armed Forces Student Center, veteran students can find campus and community resources, as well as information about benefits and financial assistance.





**FIND COMPLETE DETAILS, POLICIES,
PROCEDURES AND FORMS**

on the myWCTC portal or in the online student handbook
www.wctc.edu/_site-pdfs/student-handbook.pdf.



Equal Opportunity Affirmative
Action Employer/Educator

9821/22



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800 Main Street, Pewaukee, Wisconsin 53072