Academic Advising
Student Checklist

Important Dates and Deadlines:

- Complete the admissions process: ______________________
- Mandatory New Student Orientation: ____________________
- New Student Registration: ______________________________
- Semester begins: _____________________________
- Summer session dates: __________________________

Login Information:

- Student ID number: ______________________________
- myWCTC account username: ______________________
- myWCTC account/email password: __________________
- Email login: username (above) @my.wctc.edu

Phase 1: Getting Started

- **Admissions**: Complete admissions steps: www.wctc.edu/admissions.
  - **Placement Testing**: Meet with your advisor prior to registration to review your placement scores to determine course registration options.
  - **Credit for Prior Learning (CPL)**: Connect with your advisor to discuss CPL opportunities for which you may be eligible: www.wctc.edu/prior-learning.
  - **AP/IB/Other high school coursework**: If you have taken high school courses that you think may transfer to WCTC, submit required documents to the Admissions office for review.
  - **Transfer credits**: If you have college or military credits, submit your official transcripts to the Admissions office for review.
  - **CLEP/DSST**: Students may be awarded credit by achieving a satisfactory score on an exam for a course.
- **Financial aid**: Apply for financial aid by completing the FAFSA online (www.fafsa.ed.gov) using 20 __ __ __ taxes for the 20 __ __ / __ __ academic year. Apply by April 1 to be considered for maximum grant opportunities. Call 262.691.5436 or email money@wctc.edu with questions.
- **Veteran/Military Benefits**: If you have served in the US Military or are a spouse or dependent of someone who served in the US Military, connect with WCTC’s veterans’ specialist in the Armed Forces Student Center, C-016 (www.wctc.edu/veterans).
- **Dislocated workers**: Connect with your agency in addition to your academic advisor.
- **Scholarships**: Apply for available scholarships, including the WCTC Foundation Scholarship, at www.wctc.edu/scholarships. Check website for deadlines.
- **New Student Orientation**: After program acceptance, sign up for the mandatory New Student Orientation (NSO): www.wctc.edu/orientation. This needs to be completed prior to registration (if required by your program).
- **myCard (Student ID)**: Upload your photo ID when signing up for the NSO and obtain your card at the NSO. Or, go to the Service Desk, Room B-108.

Phase 2: Registration

- **Plan for registration**: www.wctc.edu/reg-planning.
- **Registration**: Courses are not guaranteed. Registration for courses is on a first come, first served basis and students are encouraged to register early based upon registration date in one of the following ways:
  - Online through your myWCTC account (If you are having trouble, contact the Service Desk at 262.691.5555 or visit them in B-108.)
  - Phone registration: 262.691.5578
  - In-person registration: C-019 or during NSO
  - If adding a class on the day it begins, contact Registration by phone or in person.
- **Accommodations**: Schedule an appointment with a specialist in the Student Accessibility office before the semester begins if you have a disability/health-related issue and want information about accommodations: 262.691.5318.
- **Books**: Can be purchased online at www.wctcbookstore.com or in person at the Bookstore approximately 10 days before the semester begins. Remember to bring your schedule. Call 262.691.5304 with questions.
- **Payment options**: Refer to the following link for tuition, refund and payment options: www.wctc.edu/tuition. Refer to following link for financial aid payment options: www.wctc.edu/finaid.
- **Veteran/Military Benefits**: Complete Enrollment Certification form and return it to the Armed Forces Student Center, C-016.
Phase 3: Final Preparation

☐ Pay tuition: Students are responsible for all tuition and fees. Official drops must be done by 11:59 p.m. the day before the class begins for a 100 percent refund or during the refund period for a partial refund. Visit www.wctc.edu/tuition.

☐ Review your course schedule for potential conflicts and to confirm the locations/times of your classes.

☐ Financial aid recipients: Follow up with the Financial Aid office if you have not been awarded. You may need to enroll in a payment plan. Connect with Financial Aid to confirm your eligibility for a textbook voucher or tuition deferment.

☐ Take another campus tour to become familiar with classroom locations, Academic Support, library, etc.

☐ Confirm that you have purchased all books and required supplies before the semester begins.

☐ Ensure that necessary paperwork is on file (Authorization to Release, i.e. if you want a parent to call on your behalf).

Important Reminders

☐ No-call/No-show policy: Attendance is mandatory for the first day of classes or you will be dropped. You will not receive a refund unless you contact Registration at 262.691.5578. Contact your instructor if you have special circumstances.

☐ Academic standing requires a 2.0 GPA or above. To remain in good academic standing, a student must maintain a minimum 2.0 semester GPA.

☐ Financial aid recipients: You will need to maintain a 2.0 GPA or above and successfully complete 67 percent of credits you are enrolled in by the financial aid lock-in date in order to maintain satisfactory academic progress for financial aid.

☐ Policies and procedures: Please see the Student Handbook.

### Important Contact Information

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<th>Service</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Academic Support</td>
<td>B-110</td>
<td>262.691.7837</td>
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<tr>
<td>Admissions</td>
<td>C-019</td>
<td>262.691.5200</td>
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<tr>
<td>Advising and Counseling</td>
<td>C-021</td>
<td>262.691.5400</td>
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<tr>
<td>Armed Forces</td>
<td>C-016</td>
<td>262.691.5431</td>
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<tr>
<td>Bookstore</td>
<td>Building K</td>
<td>262.691.5304</td>
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<tr>
<td>Financial Aid</td>
<td>C-019</td>
<td>262.691.5346</td>
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<td>Service Desk</td>
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<td>Student Accessibility</td>
<td>C-022</td>
<td>262.691.5318</td>
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<tr>
<td>Student Life</td>
<td>C-121</td>
<td>262.691.5302</td>
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*This document is intended for academic advising purposes only and is subject to change.*

*You are responsible for contacting your academic advisor with questions and/or concerns. Contact information is listed above.*