

# Academic Policies/ Procedures

## Student Code of Conduct

WCTC, as a community dedicated to learning, personal growth and the advancement of knowledge, expects and requires the behavior of all of its students to be compatible with its high standards of scholarship and conduct. Acceptance of admission to WCTC carries with it an obligation for the welfare of the community.

All individuals and/or groups of the WCTC community are expected to speak and act with respect for the human dignity of others, both within the classroom and outside it, in exchange of ideas and opinions, but expects that the free expression of views will be made with respect for the human dignity and freedom of others. WCTC expects the highest standards of conduct for its students. While many standards of conduct parallel the laws of society in general, WCTC standards may be more stringent and set higher than the expectations of the law.

By accepting admission to WCTC, a student accepts its rules and acknowledges the right of the WCTC to take conduct action, up to and including suspension or expulsion.

The WCTC Code of Conduct, in its entirety, can be found by going to [www.wctc.edu/conduct](http://www.wctc.edu/conduct) and it can be also found in the WCTC Student Handbook. A printed copy of the Handbook can be obtained at the Student Life Office, C-121 or by calling 262.691.5308.

## Equal Opportunity

Waukesha County Technical College supports equal educational opportunities for students. This concept of equal educational opportunity serves as a guide for the District Board and the staff in making decisions relating to selection of educational equipment, materials and regulations affecting students and College facilities.

Waukesha County Technical College is in full compliance with Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act, The Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, the Carl D. Perkins Vocational Education Act, the Equal Pay Act of 1973, the Age Discrimination Acts of 1967 and 1975, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment Act, other applicable laws and executive orders and/or administrative directives and codes including the Office of Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs (34CFR< Part 100, Appendix B). Accordingly, as provided by Chapter 38 and the Wisconsin Fair Employment Law (Sec.111.31 - 111.395, Wis. Stats.), the College will provide equal opportunity in all of its employment practices to all persons regardless of their political affiliation, age, race, creed, color, disability, marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest or conviction record, service in the armed

forces, genetic testing, or use or non-use of lawful products off the College's premises during non-working hours.

The lack of English-speaking skills is not a barrier for admission to the College or its programs.

## Discrimination and/or Harassment

### Policy Statement Prohibiting Harassment

It is the policy of the College to maintain an academic and work environment free of illegal harassment for students, faculty and staff. Harassment is contrary to the standards of the College's community; it diminishes individual dignity and impedes equal employment and educational opportunities.

The College prohibits harassment based on age, race, color, creed, religion, handicap, disability, marital status, sex, sexual orientation, national origin, ancestry, citizenship, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of lawful products off College premises during nonworking hours, or other legally protected status. The College seeks to provide academic and work environments that are free from intimidation and harassment based on any of these characteristics and the College specifically prohibits such intimidation and harassment, including sexual harassment.

Intimidation and harassment can arise from a broad range of physical or verbal behavior (by employees, students, outside contractors or other individuals), which can include, but is not limited to, the following:

- Physical or mental abuse
- Racial, ethnic or religious insults or slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes, stories or innuendos
- Requests for sexual favors used as a condition of employment or academic progress
- Display of sexually explicit or otherwise offensive posters, calendars or materials
- Referring to another employee/student as girl, hunk, doll, babe or honey
- Making sexual gestures with hands or body movements
- Intentionally standing close or brushing up against another employee/student
- Inappropriately staring at another employee/student or touching his/her clothing, hair or body
- Whistling at another employee/student, cat calls
- Asking personal questions about another employee's/student's sexual life
- Repeatedly asking out an employee/student who has stated that he/she is not interested
- Looking another employee/student up and down ("elevator eyes")

These activities are offensive and are inappropriate at the College. This is a serious issue not just for the College, but also for each

individual. An employee or supervisor may be held individually liable as a harasser, subject to the same penalties which may be imposed upon employers under state and federal law, and will be subject to discipline, up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to College discipline, including expulsion or suspension. This policy against harassment applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

In addition, no employee or student of the College should have to tolerate harassment from any vendor or other person doing business with the College or others whom they come in contact with in the course of the College's functions. While the ability to influence the conduct of others may be limited, the College is committed to taking appropriate action to the extent practical, to protect and assist each person.

Harassment or similar unacceptable activities that could become a condition of employment or a basis for educational or personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the College. Any individual who engages in such harassment, or retaliates against another individual because he or she made a report of harassment or participated in an investigation of a claim of harassment, is subject to immediate discipline, up to and including suspension or expulsion.

It is the responsibility of administration, supervisors, employees, and all students to ensure that these prohibited activities do not occur.

It is suggested that, if the individual is comfortable doing so, he or she first speak to the person who has engaged in the inappropriate behavior about his or her conduct. Explain that the conduct is unwelcome. The offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome. In any event, an immediate response is recommended and do not ignore the problem. If the result is not satisfactory or if the student is not comfortable speaking to the offender directly, he or she should notify one of the appropriate people listed below as soon as possible. It is important to inform College officials about the inappropriate conduct as soon as possible, because nothing can be done to remedy the problem if College officials do not know that it exists.

Any student who believes that he or she has been the subject of prohibited harassment or retaliation should report the matter immediately to the Director of Student Development, or designee, or, if the student believes the Director of Student Development is responsible for, or has permitted, the prohibited harassment or retaliation to occur, he or she should report the matter immediately to the Director of Human Resource Services. Any such reports will be investigated promptly and be kept confidential within the bounds of the investigation and the law. Please retain any notes, letters or other written material that relate to the complaint.

This policy reinforces the College's tradition of developing and maintaining a professional environment comprised of people

who respect one another and who believe in the College's high ideals. It is the responsibility of all to uphold that tradition.

### Procedures

This procedure is designed to comply with Title IX of the 1972 Educational Amendments and the applicable federal regulations which require federal grantees to "Adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints, alleging discrimination on the basis of sex." (34 C.F.R. 106.8(b).) It is also designed to comply with Wisconsin law prohibiting discrimination against students. (S 38.23, Wis. Stats.)

- **Informal Procedure:** Whenever possible, the person should attempt to resolve the issue directly with the person involved. If they are not comfortable in doing so, they may seek the assistance of a third party to intervene on their behalf.
- **Formal Procedure:** If the student believes that the issue is still not resolved to his or her satisfaction, the student should contact the Director of Student Development, or designee, to discuss the concerns and what response the student wants from the College. A formal complaint of discrimination/harassment may be filed no later than 300 days following the alleged incident of discrimination/harassment.

If after the informal discussion, the student decides to file a formal complaint, the following steps should be taken:

#### Step 1

A formal complaint should be in writing and detail the facts and circumstances which are the basis for the complaint and identify the individual(s), procedure(s) or practice(s) at WCTC, responsible for the alleged discrimination or harassment. The written complaint is given to the Director of Student Development or his/her designee, for follow-up and investigation.

The investigation will, if practical, be concluded within fifteen (15) college days. Written findings should be issued within three (3) college days after the conclusion of the investigation. If there is a determination to believe that unlawful discrimination or harassment did occur, recommendations for resolution will be issued.

#### Step 2

If there is a finding of discrimination/harassment or retaliation in violation of College regulations, policies or procedures by a College employee or a determination that such a violation may have occurred, the matter will be referred to the Director of Human Resource Services and the employee's manager for review and appropriate action under the applicable disciplinary procedures. If there is a finding of discrimination/harassment or retaliation in violation of College regulations, policies or procedures by a student of the College or a determination that such a violation may have occurred, the matter will be referred to the Director of Student Development for review and appropriate action pursuant to the Procedures Governing Student Conduct, Student Rights and Student Complaints.

In either case, the employee or student whose conduct is being referred for review will be notified of the referral.

## Academic Skill Building

### Locations of Academic Skill Building Centers:

- **WCTC Pewaukee Campus** 262.691.5318  
“The Learning Place,” Business Building, Room B-176  
800 Main Street, Pewaukee
- **WCTC Waukesha Campus** 262.695.6500  
327 East Broadway Avenue, Waukesha
- **WCTC Menomonee Falls Campus** 262.695.6208  
Menomonee Falls Community Center  
W152N8645 Margaret Road, Menomonee Falls

### Basic Education Services

Basic education instruction is offered at no cost to adults who desire to improve their reading, writing and math skills. Individualized instruction is provided in basic academic skills and career education up to, and including, high school equivalency. Adults may work at their own pace with guidance from an instructor.

- Refresh skills before entering an occupational training program
- Improve academic skills for job retraining or job advancement
- Complete post-secondary educational program entry requirements
- Complete high school credential requirements
- GED also available in Spanish

Basic education services are offered at the WCTC Pewaukee, Waukesha and Menomonee Falls campuses.

### English as a Second Language (ESL)

English as a Second Language is a no-cost comprehensive program for limited English proficient adults. Beginning-to-advanced classes are offered both day and evenings. Classes are offered in listening, speaking, reading and writing. Individualized reinforcement is provided in the ESL/computer assisted instruction lab. Emphasis is on communication for functioning successfully in the workplace, in the community and in higher-education programs. ESL classes are offered at the WCTC Waukesha Campus, WCTC Menomonee Falls Campus and La Casa de Esperanza, 414 Arcadian Avenue, Waukesha.

College ESL classes are also offered and are geared to help English as a second language students succeed in college-level courses. These low-cost college ESL classes are offered at the WCTC Pewaukee Campus.

### College Readiness

Individuals returning to college after being away from an academic setting for a while may need to brush up on basic skills to ensure success in a diploma or degree program. The Learning Place, located on the WCTC Pewaukee Campus, offers the chance to review, relearn or improve basic academic skills such as reading, writing, math, spelling, study skills and science. Individualized and classroom courses are offered in

areas such as pre-college math, high school algebra and geometry, College Success Strategies and Study Skills.

In addition, the Learning Place helps prepare students for the WCTC Admissions COMPASS skills assessment.

## Accreditation and Program Approvals

### Institutional Accreditation

WCTC is accredited by the Higher Learning Commission (HLC) and is a member of the North Central Association of Colleges and Schools (NCA) (phone 312.263.0456 [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)). Accreditation means that WCTC has been certified and meets established criteria for providing quality education. Receiving ten-year accreditation is an achievement all colleges and universities aspire to but not all attain. The quality of the education, staff, and services at WCTC has resulted in accreditation with high commendations every ten years since 1979-80. The most recent comprehensive evaluation was completed in 2000.

WCTC’s dedication to continuous improvement has resulted in its decision to subscribe to the Academic Quality Improvement Process (AQIP). AQIP is an ongoing process of systemic quality improvement rather than the periodic ten year review to which WCTC formerly subscribed. AQIP is aligned with WCTC’s commitment to quality and its philosophy of involving all stakeholders in creating its future together. As part of WCTC’s commitment to continuous quality improvement, the college has at least three action process improvement teams working every semester.

### Program Accreditations

- American Culinary Federation Accrediting Commission
- National League for Nursing Accrediting Commission
- Wisconsin Board for Alcohol and Other Drug Abuse Association
- Commission on Dental Accreditation, American Dental Association
- Commission on Accreditation of Allied Health Education Programs
- National Accrediting Agency for Clinical Laboratory Sciences
- Commission on Accreditation in Physical Therapy Education
- Joint Review Committee on Education in Radiology

### Program Approval

- General Motors ASEP Program Certification
- Toyota (T-TEN) Program Certification
- American Heart Association (AHA) approves CPR portions of all programs
- Central Service Program approved by International Association of Hospital Central Service Management (IAHCSM)

- Emergency Medical Technician courses/programs, CBRF (Community Based Residential Facilities) and Nursing Assistant approved by Department of Health and Family Services (DHFS)
- Emergency Medical Technician programs approved by Department of Transportation (DOT)
- Financial Planning Certificate is approved by the Certified Financial Planning Board
- Dynamics is certified by the Department of Transportation (DOT) as an authorized site
- National Automotive Technicians Education Foundation (NATEF)
- Motorcycle class graduates certified by Department of Transportation (DOT)
- Criminal Justice – Law Enforcement Academy graduates certified by the Training and Standards Bureau (DOJ)
- Wisconsin Board of Nursing
- Wisconsin Technical College System

### Disclosure of Federal Participation

Projects or programs funded in whole or in part with Federal grant money must credit the Federal government for the Federal government's portion of the financial support.

This statement informs the public that the use of Federal Dollars in Waukesha County Technical College District 08 meets the Stevens Amendment requirement. Staff development opportunities, resource purchases and personnel have been funded in whole or in part with federal entitlement dollars. Current sources of federal funding include US Department of Labor, US Department of Homeland Security, Carl D. Perkins Technical Education Act, Higher Education Act, Adult Education and Family Literacy Act and others.

## Admissions

**Admissions Department**  
**College Center, C-019**  
**262.691.5200**  
**[www.wctc.edu/admissions](http://www.wctc.edu/admissions)**

### Program Admission Process

Students planning to pursue a degree or diploma on a full-time or part-time basis need to complete the admission process.

Not all programs are offered during each semester. For a complete listing of program availability, visit the WCTC website at [www.wctc.edu/admissions](http://www.wctc.edu/admissions). Applications will be accepted based on program capacity. Applications will be considered on a first-come, first-serve basis in compliance with Wis. TCS-10.

#### Note:

Per Technical College Statute 10.07 "Program Admission Priorities", program admission priority must be given to WCTC district residents per the following:

1. For programs commencing any time during the fall semester, the preceding January 1.
2. For programs commencing any time during the spring semester, the preceding May 1.

After the dates provided above, district residents shall have priority equal to non-district state residents for program admission.

### Complete an Application for Admission

Obtain an Application for Admission from the WCTC Admissions Office (WCTC College Center, Room C-019), apply online at [www.wctc.edu/admissions](http://www.wctc.edu/admissions), or print an application from Admission's web page. For more information, call 262.691.5200 or email [info@wctc.edu](mailto:info@wctc.edu).

### Submit Application with \$30 Application Fee

Fee may be paid with check, money order or credit card.

### Submit Official Transcripts

Submit official high school transcripts to the WCTC Admissions Office. Applicants who would like to be considered for transfer of coursework from other colleges must submit official transcripts from each previously attended college/university.

All documents submitted by students, or on their behalf, become the property of the College upon receipt and will not be released to students or a third party.

### Schedule COMPASS Assessment

The COMPASS Assessment is used to determine college-level proficiency in the subject areas of reading, writing, and math. Registration for courses is determined by the student's COMPASS placement scores. Please go to [www.wctc.edu/compass](http://www.wctc.edu/compass) for more information. Schedule a time to take the COMPASS Assessment at [www.wctc.edu/COMPASS](http://www.wctc.edu/COMPASS) or call the WCTC Assessment Center at 262.695.6215.

Students who have completed the ACT or SAT; another college assessment (Accuplacer, Asset, etc.) at a previous college; or have completed previous college-level course work may be waived from the COMPASS. Students requesting an Assessment Waiver must provide the WCTC Admissions Office with official transcripts/assessment reports. Contact the WCTC Admissions Office for more information regarding Assessment Waivers.

### Important Note:

Some academic programs have additional requirements (CPR certification, portfolio review, good driving record, criminal background check, etc.). Contact the WCTC Admissions Office to determine if the program has additional admission requirements.

### Program Change

A student who desires to change his or her program of study may do so by completing a new application form through the WCTC Admissions Office. The student's admission file will be reevaluated based upon the requirements for the desired program. All admission requirements of the desired program must be met. Once all admission criteria are met, the student

is admitted to the program contingent upon capacity of the desired program. New application forms should be submitted prior to the start of the effective term. The student must inform the financial aid department of the program change.

### Certificates

In addition to the associate of applied science degrees and technical diplomas, WCTC also awards certificates for the successful completion of a single course or a combination of courses. An application for admission is not required for certificate coursework. Register for certificate courses through the Registration Department.

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## Career Development Services

**Located in the Workforce Development Center**  
**262.695.7848**  
[www.wctc.edu/careercenter](http://www.wctc.edu/careercenter)

### Career Planning for Adults

The Career Development Services department provides assistance to people making choices regarding career and/or education options. Individuals utilize personal assessment, occupational information and decision-making strategies to plan the next step leading toward life/work satisfaction. Services are provided for the community, as well as for students.

- Match personality style, interests, skills and values to realistic career choices
- Research occupational information: employment outlook, salary, and training requirements
- Collaborate with career counselors
- Explore non-traditional occupations

### Job Search

Workshops and resources assist individuals in conducting an effective job search. A computer lab is available for job seeker use. The department calendar of offerings is located on [www.wctc.edu/careercenter](http://www.wctc.edu/careercenter)

Employment topics include:

- Resume development
- Interviewing skills
- Application completion
- Job fair strategies
- Company research

### Career Planning Services for Youth

WCTC works closely with the K-12 school system to provide career information to students, parents, teachers and counselors. For information on scheduling group career planning activities, please contact Career Development Services.

### Parents as Partners

“Parents as Partners” workshops are designed to assist middle and high school youth to begin the process of developing a career plan. Parents attend with their children and become active participants in their children’s career development. Together with their parents, youth complete a variety of assessments to identify potential career choices, explore all viable post-high school options, analyze the labor market and receive access to an internet-based site to use for further career exploration.

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## Credit for Prior Learning

### Granting of Credit for Prior Learning

Credit for prior learning, the granting of credit for knowledge and skills equivalent to WCTC curriculum, may be granted for the following reasons:

- Credit transferred from another accredited institution of higher education. Grades earned in courses must be a “C” or higher (2.0 on a 4.0 scale). Course transfer policies are subject to review by individual departments.
- Prior degree earned, AA/AAS, BA/BS, MA/MS, PhD or other graduate or professional degree from a nationally or regionally accredited institution of higher education.
- Experiential Learning credits for knowledge and skills gained from experience obtained in occupations, military services, specialized training or other prior learning as comparable in content and level or rigor to the specific technical courses.
- Competencies completed at the secondary school level. Secondary credits must be at the advanced level and approved in cooperation with secondary institutions in advance of any individual request.
- Satisfactory score on an exam with nationally recognized standards, including Advanced Placement (AP) exams with a score of 3 or higher or the College Level Examination Program (CLEP) exam with a score of 50 or above.

### Transfer of Credit and Proficiency Exams

- A maximum of 75% of the major subject area credits and 75% of the total credits required for the program may be awarded through the granting of advanced standing.
- Grades received through transfer and examination will not be computed in the grade point average.
- Official transcripts and a signed Transfer of Credit Request form or official test score reports must be received from the awarding institution for all credits to be transferred.
- Credit transferred from another accredited institution of higher education may be accepted to meet program elective requirements.
- Students who transfer a course, and subsequently complete the required course at a later date, shall have the later activity included in hours earned and GPA.

- Whether written, oral, or demonstrated, a performance examination must be passed for credit to be awarded for the knowledge and skills gained outside of WCTC's curriculum. To ensure that course standards are maintained, this examination must be approved by the associate dean in cooperation with the faculty responsible for offering the equivalent credit. Proficiency examinations can only be taken on one occasion for a particular course.
- A proficiency examination fee of at least one-half of the tuition fee per credit will be charged for taking a proficiency examination. Additional charges may be required for selected courses. Permission to take a proficiency examination must be obtained prior to fee payment. Fees must be paid at the Registration Department anytime before the examination is taken.

In evaluating credit for prior learning, WCTC reserves the right to determine questions of doubt by test or examination. Appeal of credit for prior learning awarded may be directed to the associate dean of the academic program area. All documents submitted by students, or on their behalf, become the property of the college upon receipt. They will not be released to students or a third party.

### High School Transcribed Credit Agreements

Transcribed credit courses are an agreement between a high school and WCTC in which students may receive both high school credit and WCTC credit for specific classes. Over 20 high schools in the Waukesha County area offer transcribed credit courses in areas such as accounting, automotive technology, drafting, early childhood education, entrepreneurship, healthcare, hospitality, marketing and microcomputer applications. Check with individual high schools to determine which transcribed credits are offered or check the listing on the WCTC website at [www.wctc.edu](http://www.wctc.edu).

### Youth Apprenticeship

Youth apprenticeship is an opportunity for high school juniors and seniors to start preparing for a career, and to earn college credit, while still in high school.

Youth apprenticeships are a one- or two-year sequence of courses combining academic, occupational/technical instruction and work based learning with an employer.

The program offers:

- a learn-by-doing work experience linking academic, employment skills, and specific industry knowledge
- a statewide learning strategy created by partnerships of educators, business, labor, community members, parents, and students
- on-the-job training following a schedule taught by a skilled mentor
- learning and training based on competency standards developed by industry/labor
- a unique plan awarding graduates an occupational proficiency certificate in addition to their high school diplomas

- a chance to obtain advanced standing in postsecondary education programs while still in high school

WCTC partners with local high schools to offer youth apprenticeship programs in machining, production technician, health services, financial services, auto technology, graphic arts/printing and welding.

For more information contact WCTC School-to-Work at 262.691.5557.

## Critical Life Skills for Student Development

Waukesha County Technical College is a student-learning centered organization. In this student-learning centered environment, WCTC recognizes the need for continuous development of individual students to their fullest potential. To this end, WCTC's student development effort helps students master increasingly complex developmental tasks, achieve self-direction, and recognize the importance of cooperative effort. Because student development is essential for occupational and personal success, WCTC has identified four clusters of Critical Life Skills that are essential to the student development process:

- communication skills
- analytical skills
- group effectiveness skills
- personal management skills

Through both curricular and co-curricular processes, students develop Critical Life Skills that enable them to:

- function responsibly in their community
- function productively in the workplace
- apply learning
- cope with change
- build effective relationships

### Critical Life Skills

#### Communication Skills

Use reading, writing and verbal skills to organize and communicate ideas and information in personal and group settings.

- Grammar  
*Use the basic mechanics of standard written English, such as spelling, punctuation, grammar.*
- Writing  
*Use written communication appropriate to the situation to express ideas, needs and concerns clearly, concisely and accurately.*
- Interpersonal communication  
*Communicate in interpersonal or small group settings, such as classes, meetings, etc.*

- Public communication  
*Communicate in a formal public setting.*
- Reading  
*Read critically and analytically.*

#### **Analytical Skills**

Use numerical and mathematical concepts, logical reasoning, principles of science/technology, information analysis and ethical reasoning to make effective decisions and solve problems.

- Problem solving  
*Demonstrate effective problem-solving skills.*
- Critical thinking  
*Apply the techniques of analytical thinking and effective decision-making.*
- Science and technology  
*Apply principles of science and use technology appropriate to occupations.*
- Professional and personal ethics  
*Apply a collection of generally accepted ethical standards for "right conduct" in both personal and professional areas.*
- Mathematics  
*Demonstrate numerical and logical reasoning and apply mathematical concepts in occupational and personal settings.*
- Information seeking  
*Identify and fulfill information needs.*

#### **Group Effectiveness Skills**

Apply social interaction skills to develop positive relationships and to work effectively with family, community groups and co-workers.

- Conflict resolution  
*Apply effective techniques to resolve interpersonal conflict.*
- Social responsibility and effective citizenship  
*Demonstrate awareness of the social and global environment by making informed decisions for effective participation in the community.*
- Teamwork  
*Work effectively and cooperatively in a group setting.*
- Valuing diversity  
*Value differences among people.*
- Effective relationships  
*Develop positive relationships with family members, co-workers, friends and others.*

#### **Personal Management Skills**

Develop self-sufficiency and responsibility for effectiveness in personal and occupational life.

- Career development  
*Make career choices appropriate to current personal needs and to the changing nature of the labor market.*
- Career securing  
*Demonstrate effective job search skills.*
- Study skills  
*Use effective study skills in order to master course content.*
- Stress management  
*Manage stress in appropriate ways.*

- Coping with change  
*Understand and manage change appropriately.*
  - Time management  
*Organize activities to accomplish desired tasks in the time available.*
  - Self-concept  
*Evaluate one's self-concept in regard to self-esteem, values, attitudes, interests, goals, strengths and weaknesses.*
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## **Distance Learning**

### **Online Learning Options**

WCTC offers flexible online learning options that fit the busy lifestyles of more and more students. A variety of courses are now available to students via the web and our Blackboard eLearning system. Students have the flexibility of class scheduling, and also have the opportunity to communicate with instructors and classmates via email or through discussion sessions when it is convenient. Students, who have access to a computer with Internet access and the right software, may find that online courses are the perfect option.

### **Internet Classes**

Join the cyberspace revolution and take a WCTC class from a home or office computer. Check out [www.wctc.edu/distance](http://www.wctc.edu/distance) and choose from over 50 courses each semester via the online campus.

To take an internet class students must have:

- Computer internet access
- A WCTC college e-mail address
- A desire to work independently anytime of the day or night...when it is most convenient
- Strong motivation to achieve goals
- Good time management skills
- 7-9 hours per week (time of the students' own choosing) to work on each online course  
*Note: This is a time estimate and will depend on individual course requirements.*

### **Hybrid Online Classes**

Students looking for greater flexibility in their course scheduling, yet also enjoy the campus experience, can enroll in hybrid online learning courses. Hybrid classes combine the best of both learning options by offering an online experience with classroom-based training that will give first class practical hands-on skill training. Hybrid course information is published in the semester schedule of classes and the on-campus meeting dates will be specified.

### **Online Orientation**

To start off on the right track, it is recommended that all students taking internet classes review the online orientation included on the WCTC Distance Learning web page. Individuals can see if they are a good candidate to succeed at online learning by reviewing the Independent Learner

Profile at [www.wctc.edu/distance](http://www.wctc.edu/distance). The orientation will help clarify the characteristics needed to succeed in online classes, answer frequently asked questions, and outline computer and software requirements for online learners.

### Online Bookstore

Order and receive books via WCTC's convenient online bookstore. Have a credit card ready and follow the easy directions at [www.wctcbookstore.com](http://www.wctcbookstore.com). Books will be shipped directly to students.

### Student Services

WCTC is committed to providing quality student services to all distance learning students. A variety of student services information is available online at [www.wctc.edu](http://www.wctc.edu). In addition, WCTC will put students in contact with the appropriate staff member for further assistance.

### eTech College of Wisconsin

Log on and learn with eTech College of Wisconsin, another distance learning option. Choose from hundreds of online courses offered from WCTC or one of the other 15 technical colleges in the state.

Enjoy the flexibility of coursework to fit any schedule:

- Availability 24/7 from home or office
- Access hundreds of courses to complete a program or enhance skills

Visit the eTech website at [www.etechnology.com](http://www.etechnology.com).

### Wisconsin Technical College Network (WTCN)

WCTC receives courses from other Wisconsin Technical Colleges through the WTCN interactive television network. These courses are taught just like a traditional class except that students are connected via live interactive television with an instructor and students located at other technical colleges around the state. A complete listing of specific course offerings is published in the WCTC Class Schedule and on the WCTC website.

## Financial Aid

**Financial Aid Department**  
College Center, C-019  
262.691.5436  
[www.wctc.edu/finaid](http://www.wctc.edu/finaid)  
Email: [money@wctc.edu](mailto:money@wctc.edu)

WCTC's Financial Aid Department provides students with financial assistance in the form of grants, loans, part-time employment, scholarships, military and veteran benefits. There is some form of financial assistance for almost any student enrolled in a WCTC program. The money for financial aid comes from many sources, including the state and federal governments, local business and industry, civic organizations and individuals.

### Financial Aid Process

1. Go to [www.pin.ed.gov](http://www.pin.ed.gov) and apply for a federal PIN #. Parents also need a PIN # if their information is required on the application.
2. Complete the "Free Application for Federal Student Aid" (FAFSA) on the web. This form collects financial and other family information used to calculate a family's financial strength. The results are sent to WCTC. WCTC uses this information to determine how much and what kind of financial aid the student is eligible for. Students can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
3. WCTC may also need several paper documents submitted to complete the initial review. WCTC will send these forms to the student after WCTC receives the results of the FAFSA from the Federal Department of Education.  
**PRIORITY DATE:** March 31 of the year preceding students enrollment. It is important to start the aid application by this date in order to maximize grant awards.
4. All loan applicants are also required to participate in WCTC's loan entrance counseling and complete a master promissory note.

### Financial Aid Criteria

The following criteria are necessary to qualify for most federal/state financial aid programs:

- Be admitted into a WCTC associate of applied science degree or diploma program.
- Be enrolled for at least six credits per semester (these credits must be required for the program the student is currently admitted to). Pell Grants may be available to less than half-time students.
- Be a U.S. citizen or "eligible non-citizen" of the United States.
- Maintain academic progress toward completion of the program. All financial aid applicants need a thorough understanding of these academic requirements. The standards are explained in the WCTC financial aid application packet.
- Not be in default of a student loan or owe a repayment on a Pell or SEOG Grant.
- Be registered with the selective service if male.
- Students who do NOT have a high school diploma or GED/HSED will need to pass an ability to benefit exam as part of the application process.

### Grants and Scholarships

The following are the types of grants and scholarships available to eligible students.

- **Federal Pell Grant (PELL):**  
This nationwide gift aid program from the federal government, based on financial need, provides the foundation upon which other aid is built. Awards are prorated based on enrollment level.
- **Wisconsin Higher Education Grant (WHEG):**  
Wisconsin residents may qualify for this need-based grant.
- **Federal Supplemental Education Opportunity Grant (SEOG):**  
Funded by the federal government, this grant is administered by WCTC and is used to "supplement" the Pell Grant.

**Talent Incentive Grant (TIP):**

TIP is targeted for high need, first-time, disadvantaged students.

**Indian Grants (BIA & IND):**

Indian Grants are geared for students who are at least one-quarter Indian and in need of financial assistance.

**Academic Competitiveness Grant:**

A federal grant for Pell-grant eligible students who are full-time U.S. citizens. Eligible students must meet rigorous secondary school guidelines.

**WCTC scholarships:**

Private scholarships are made available to WCTC students, many of which are sponsored by the WCTC Foundation. A separate application is necessary for consideration of all WCTC controlled scholarships. Visit [www.wctc.edu/scholarships](http://www.wctc.edu/scholarships) for more information.

**Loans**

These are several types of loans available to eligible students.

**Federal Stafford Loan:**

This federal loan program is available to all students, regardless of income, who are enrolled at least half-time in an eligible program. If financial need is demonstrated, the federal government will pay the interest on this loan while a student is enrolled in school (greater than half-time) and for periods of deferment.

**Federal PLUS Loan:**

PLUS loans are for borrowers who are parents of dependent students. Application information is available from the Financial Aid Department and on the department website.

**Employment**

Student employment is available on campus for many students.

**Federal Work-Study Program (FWS):**

FWS is a need-based program that provides part-time employment opportunities to WCTC students in need of additional earnings to meet educational costs. Most jobs are located on campus and hours are flexible.

**Regular Student Employment On-Campus (NON-FWS):**

Students who are not eligible for the FWS program may still be able to find a part-time job on campus. For more information visit [www.wctc.edu](http://www.wctc.edu).

**Student Withdrawal Procedure**

Financial aid students considering withdrawing from or dropping all classes should first discuss this issue with their program counselor and the Financial Aid Department.

When students decide to withdraw, they must:

- Obtain and complete an official WCTC Withdrawal Form.
- Submit the form to the Registration Department, C-019
- If unable to withdraw in person, call the Registration Department at 262.691.5578.

Following this withdrawal procedure is important. Students must also understand the tuition refund policy (see section on Registration, tuitions, fees), grading consequences and, if receiving financial aid, the federal law relating to the “return of federal aid.”

**Return of Federal Aid Policy**

Federal financial aid students who withdraw from all classes prior to 60% of the semester being completed have not yet earned all of their financial aid. If you are considering withdrawing from all courses, contact Financial Aid. Withdrawing before completing 60% of the semester will make the student owe WCTC money.

**Enrollment Status**

WCTC subscribes to the following definition of full-time and half-time enrollment status:

<u>CREDITS</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
Full-time	12	12	12
Half-time	6	6	6
Less than half-time	5 or less	5 or less	5 or less

**Check Disbursement**

Because financial aid eligibility is determined by enrollment status, most grant and loan checks are released after school starts. No aid funds can be released prior to classes starting. Tuition deferments, bookstore vouchers, and emergency

short-term loans are available to meet student needs until the money is available. When aid is available, funds are moved to the student account to pay any charges. Any remaining aid is mailed to the student. Students should budget assuming that the refund check will not be received until the 4th or 5th week of the semester.

**Academic Standards of Progress**

WCTC has established the following standards for satisfactory academic progress to be applied on a semester basis:

- Qualitative standards: Students must maintain at least a 2.0 grade point average.
- Quantitative standards: students must successfully complete at least 67% of the credits they enroll in for each semester. Failure to maintain these standards one semester will place the student on financial aid probation. Students are still eligible for aid while on probation but failure to maintain these standards a second time will result in losing all financial aid eligibility.

**Military/Veterans Educational Program**

WCTC is approved for training veterans and other military personnel under all public laws relating to state and federal veterans educational benefits. The Military Benefits Office is located along with the Financial Aid Department in the College Center, Room C-019.

There are a number of aid programs available to help veterans and military personnel meet their educational expenses. Call 262.691.5431 for specific information on educational benefits available at WCTC.

For more information on military and veteran’s benefits, please contact your local County Service Veteran’s Officer. For those living in Waukesha County, call 262.548.7732.

## Federal Veterans Education Programs

- Montgomery G.I. Bill (Chapter 30)
- Educational Assistance for Veterans with Disabilities (Chapter 31C)
- Survivors & Dependents Educational Assistance (Chapter 35)
- Selected Reserve Educational Assistance Program (Chapter 1606 and 1607)

## State Veterans Education Programs

- VET Ed Reimbursement Grant
- WI GI Bill Tuition Remission
- National Guard Tuition Grant
- Retraining Grant

## Veterans Academic Progress Policy

Veterans must maintain a 2.0 GPA to retain federal Veterans Administration (VA) funding. Failure to obtain at least a 2.0 GPA will result in being placed on academic probation. Failure to raise the GPA the following semester will make a veteran ineligible for re-certification and the unsatisfactory progress will be reported to the VA. See the Veterans Clerk for more information about maintaining academic progress and its impact on benefits.

# General Policies

## Alcohol and Drug Policy

The Federal Government requires that as a condition of receiving financial aid funds colleges must disclose information to students and that the college has adopted and implemented an alcohol and drug program. This serves as WCTC's information for compliance of these regulations. It is the policy of WCTC that the unlawful manufacture, distribution, possession of illicit drugs, or use, or abuse of alcohol on any WCTC campus, or as a part of any WCTC activity is strictly prohibited. Exceptions to this alcohol policy are for an individual event, which must have written approval of the President. Anyone who violates the policy is subject both to the institution's sanctions and to criminal sanctions. Without exception, alcoholic consumption is governed by Wisconsin statutory age restrictions under Chapter 125 et al. Laws prohibit drug possession through WI Stat 161 and mandate penalties of up to 15 years of prison and fines.

WCTC policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. The college will not excuse a student for acts of misconduct, committed on campus or while participating in any WCTC sponsored activity, whose judgment is impaired due to substance abuse. Students whose behavior indicates that they are under the influence of alcohol or other drugs upon their arrival at a WCTC activity or class are also subject to this policy. Law enforcement personnel may be contacted if disorderly or belligerent behavior exists.

Any student receiving a PELL grant or other form of federal financial assistance must report to the Financial Aid Officer

any conviction of a criminal drug offense resulting from a violation occurring during the conduct of the grant or financial aid award period. The student must report this conviction to the Financial Aid Officer, in writing, within ten (10) calendar days of the conviction.

For a summary of the legal sanctions and health effects of drug and alcohol abuse please refer to the Student Handbook or <http://www.wctc.edu/web/about/stats/aoda.htm>.

WCTC provides intervention for students who need assistance with addiction, education, support, prevention and intervention of alcohol, tobacco and other drug abuse. Contact the Counseling Department at 262.691.5400 for more information. Counselors are available to assist students. In addition, students may call or visit the WCTC Community Nursing Clinic, 262.695.1888, or call 911.

## Cell Phones/Electronic Devices

Cell phones and electronic devices may be on during class if only the vibrator function is on, not the ringer. The student must leave the room to answer the phone unless prohibited by course requirements.

## Classroom Attendance

All students are expected to attend classes on a regular, punctual basis. Each academic department has developed its own attendance policy, which will be communicated to students by faculty during the first week of classes. It is the responsibility of students to discuss absences with their instructors. When an absence occurs, the responsibility for make up work lies with the student.

## Class Absence for Co-curricular Activities

Absence from class will be allowed for participation in authorized field trips, conferences, and other activities sanctioned by WCTC. It is the student's responsibility to discuss the absence with the faculty prior to the activity. The responsibility for make up work lies with the student.

## College Safety

WCTC is committed to the provisions of a safe and healthy environment for the protection and well being of students, staff and visitors and will uphold and enforce all applicable federal, state, local, and college safety laws, rules, and regulations. Any student wishing to discuss a safety concern can make arrangements to do so by contacting the Safety Office located in A-102, or call 262.691.5226.

Personal Protective Equipment (PPE) must be worn in any laboratory or shop where hazardous work is being performed. Examples of PPE are: eye and face protection, head protection, hand protection, foot protection, hearing protection, and respiratory protection. PPE may also be required in some areas of the Health Service and Science courses under the direction of the instructor.

Instructors will have responsibility for enforcing the usage of PPE. Written documentation of each offense will be provided to the student at the time of the offense. Students not in compliance with PPE requirements will be subject to the following discipline:

First Offense: The student will receive a warning and be told not to return to the area until wearing proper PPE.

Second Offense: The student will be suspended from class for a minimum of one class session. The student must meet with a Counselor or Associate Dean before being readmitted to the class. The student will be readmitted after meeting with the Counselor or Associate Dean provided proper PPE is worn.

Any further violations would be cause for a hearing before the board of student review or possible suspension from the program.

Accident Reports are to be completed for school-related accidents or injuries, which occur on or off WCTC property. The completed form is to be submitted to the Safety Office within 24 hours. These forms are available in the Community Nursing Clinic. The college does not pay student's medical expenses incurred for injuries during an educational endeavor.

Emergency Evacuation is required in case of fire, chemical spill or bomb threat. upon hearing/seeing the audible/visible alarm, all persons shall immediately evacuate the building and proceed to the designated parking lot location for your building. In evacuating do not use elevator or go through other buildings to get to your designated area, use only outside sidewalks.

Severe Weather – Upon hearing an external alarm, proceed to the nearest designated shelter area in your building.

### **Gifts or Favors (Acceptance)**

No student may offer or give to any employee or the employee's family, and no employee or member of the employee's family may solicit or receive anything of value from any student pursuant to an understanding that such employee's official actions, judgments, decisions, or duties would be influenced.

### **Graduation Rates, Crime Statistics, Right to Know**

For further information on any of these subjects call 262.691.5302 or visit WCTC's web site at [www.wctc.edu](http://www.wctc.edu).

### **Guaranteed Retraining**

WCTC affirms that education and training offered by the college is designed to enable eligible individuals to acquire occupational skills training needed for full participation in the workforce. To further assist graduates in obtaining job entry competencies, WCTC will provide guaranteed retraining for eligible graduates of one-year technical diploma, two-year technical diploma and associate of applied science degree programs.

#### **I. Guaranteed retraining for those employed graduates whose employer certifies they are lacking in the target job competencies normally expected of an entry-level employee.**

##### **Eligibility guidelines:**

- Must have graduated from a one-year technical diploma, two-year technical diploma or associate of applied science degree program.
- The Wisconsin employer must certify in writing that the employee is lacking the job entry-level skills and must specify the area(s) of skills deficiency within 90 days of the graduate's initial employment.

#### **II. Guaranteed retraining for those graduates who have not secured employment within six months following graduation.**

##### **Eligibility guidelines:**

- Must have graduated from a one-year technical diploma, two-year technical diploma or associate of applied science degree program.
- Must have been actively participating in WCTC's Student Employment Services.
- Must have been actively pursuing employment in their occupational field or related field.
- Must contact WCTC within six months of graduation in writing.
- Must not have refused employment opportunities in the target job or related field.

##### **Retraining guidelines:**

- A college team shall be available to assist the student on retraining courses and services as appropriate.
- Retraining instruction may be with credit courses only.
- Retraining is limited to no more than six (6) credits.
- Retraining instruction may not be in a new occupational program.

##### **Funding guidelines:**

- Only program and material fees are covered by the guaranteed retraining.

### **Religious Belief Policy**

WCTC will provide reasonable accommodation for class absences due to student religious beliefs with regard to examinations and other academic requirements without prejudicial effect on the student's grades. The following are steps needed for accommodations:

- Students must provide written notice to an instructor at least five business days in advance of the anticipated date or dates of absence for which they request accommodation regarding an academic requirement.
- Faculty must permit students to make up any required work without prejudicial effect to grades.
- Instructors are not obligated to schedule make-up assignments before the regularly scheduled requirements.
- However, make-up dates must be scheduled in a "timely" manner to ensure that a student's preparation is not prejudiced.

For information on the appeal process contact the Director of Student Development at 262.691.5295, located in C-119.

### **Student Complaint Procedures**

The procedure is established to facilitate resolving student concerns regarding WCTC policies, personnel or facilities.

Whenever possible, the student should attempt to resolve the issue directly with the staff member involved, as described in Step 1. However, if a student is not comfortable doing so, they should discuss the matter with the staff member's supervisor, thereby proceeding directly to Step 2.

**Step 1**

The student should attempt to resolve the issue through an informal discussion with the appropriate staff member within 30 days of the alleged incident, or most recent occurrence. However, as noted above, if a student is not comfortable doing so, they should discuss the matter with the staff member's supervisor, thereby proceeding directly to Step 2.

**Step 2**

If the complaint remains unresolved, the student should meet with the immediate supervisor of the staff in an attempt to mediate the problem.

**Step 3**

If the complaint remains unresolved, the student should submit, in writing, the nature and cause of the complaint and desired outcome(s) to the department/unit supervisor. A form is available from the Director of Student Development, or designee. The department/unit supervisor or other appropriate staff person will meet with the student and the staff member and respond to both in writing within seven (7) college days. A copy will be forwarded to the Director of Student Development, or designee.

**Step 4**

If the issue remains unresolved after such meeting, the student may, within ten (10) college days after receiving the department/unit supervisor or other staff member's written response, request in writing, to the Director of Student Development, or designee, a hearing with the Board of Review (the process will follow the Student Code of Conduct Board of Review Process found in the Student Handbook). In this instance the Vice President of Learning & Student Services decision will stand, no further appeal is allowed.

## General Studies Curriculum

### Requirements for Associate Degree in Applied Science

Associate degree programs are developed to assist persons preparing for, or advancing in an occupation. In each degree there are two types of courses, occupational and general education. These general education courses are core to the program and relate to the effective functioning of the students in both an occupational and personal setting.

The minimum general education credit requirement for each Associate Degree program is 21 credits. Programs specifically choose the General Education Courses that fit the program.

#### It is further defined by the course categories listed below:

- Communications 6 credits
- Social Science 3 credits
- Behavioral Science 3 credits
- Math and/or Science 3 credits
- Additional General Education 6 plus credits

**Communications**

- 801-195 Written Communications 3 credits\*
- 801-196 Oral/Interpersonal Communications 3 credits
- 801-197 Technical Reporting 3 credits\*
- 801-198 Speech 3 credits

**Social Science**

- 809-103 Think Critically and Creatively 3 credits\*
- 809-166 Intro to Ethics 3 credits\*
- 809-172 Race, Ethnic and Diversity Studies 3 credits\*
- 809-174 Social Problems 3 credits\*
- 809-195 Economics 3 credits\*
- 809-196 Introduction to Sociology 3 credits\*
- 809-197 Contemporary American Society 3 credits\*

**Behavioral Science**

- 809-159 Abnormal Psychology 3 credits\*
- 809-188 Developmental Psychology 3 credits\*
- 809-198 Introduction to Psychology 3 credits\*
- 809-199 Psychology of Human Relations 3 credits\*

**Science**

- 806-139 Survey of Physics 3 credits\*
- 806-143 College Physics 1-3 credits
- 806-144 College Physics 2-3 credits\*
- 806-177 General Anatomy and Physiology 3 credits\*
- 806-178 Life Science Chemistry 3 credits\*
- 806-179 Advanced Anatomy and Physiology 3 credits\*
- 806-186 Intro to Biochemistry 3 credits\*
- 806-187 Calculus Based Physics 1-3 credits\*
- 806-188 Calculus Based Physics 2-3 credits\*
- 806-197 Microbiology 3 credits\*

**Math**

- 804-106 Intro to College Mathematics 3 credits
- 804-110 Elementary Algebra Applications 3 credits
- 804-115 College Technical Mathematics 1-5credits
- 804-116 College Technical Mathematics 2-4 credits\*
- 804-123 Math with Business Applications 3 credits
- 804-199 Introductory Statistics 3 credits
- 804-198 Calculus 1-4credits\*

**General College Courses**

General College Courses are courses designed to provide extra academic preparation for student who, based on the COMPASS test results will have difficulty completing specific General Education courses. These courses carry college credit but may not be counted towards associate degree completion.

#### The following courses are general college courses:

- 831-103 Intro to College Reading 3 credits
- 838-105 Into Reading & Study Skills 3 credits

\*denotes a prerequisite

# Grading and Academic Policies

## Letter Grading Scale

Grades are based upon achievement of course objectives. The following system is used for recording student achievement: All credits are based on semester hours. The following grades are used in calculating both the semester and cumulative GPA as hours attempted and earned.

It is the responsibility of a student to drop or withdraw from a course for personal or academic reasons. A grade will be issued to students who fail to drop or withdraw from a course.

Grades	Percent value	Point value
A	95-100	4.00
A-	93-94	3.67
B+	91-92	3.33
B	87-90	3.00
B-	85-86	2.67
C+	83-84	2.33
C	79-82	2.00
C-	77-78	1.67
D+	75-76	1.33
D	72-74	1.00
D-	70-71	0.67
F	69 or below	0.00

The following are included in hours attempted, but not earned:

AW	Administrative Withdrawal
W	Withdrawal 0.00 (Included in repeat policy)
I	Incomplete

The following is not included in hours earned or attempted:

AU	Audit 0.00
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The following grades are entered for noncredit classes:

S	Satisfactory
NG	No Grade

## Incomplete (I)

An Incomplete (I) may be assigned after the majority of course requirements are fulfilled, but circumstances beyond the student's control prevent course completion. The student must be passing the course. Faculty members may approve or disapprove the request. The student is allowed the following semester (not including summer) to complete the course. It is the responsibility of the student to make arrangements to fulfill all course requirements. Failure to make such arrangements and complete the requirements will result in an "F".

Students who have a recorded incomplete for a course or courses will not be eligible for honors recognition until complete grade records have been submitted. This grade may affect the student's ability to receive financial aid and/or the academic progress requirements of a financial aid award.

## Withdrawal (W)

After the refund period, a *student* may withdraw from a course up to 80% of the course duration. A withdrawal (W) will appear on the academic transcript. The "W" grade is not included in GPA and is not counted in credits earned toward graduation. Students who withdraw after the refund period are fully responsible for tuition and fees. Instructors will not initiate a student requested withdrawal.

An *instructor* may withdraw a student, up to 80% of course duration, for violation of course policy. An instructor will assign a "W". After 80% of course duration a letter grade, other than a "W", will be assigned.

## Administrative Withdrawal (AW)

The college reserves the right to withdraw a student from a course for policy violations or extenuating circumstances. Students whom are expelled will receive the "AW" grade for all credit courses. The grade is included in attempted hours. Students will receive a "NG" grade for all non-credit courses. "AW" and "NG" grades will appear on a transcript. Refunds will be issued at the discretion of the college.

## Non-attendance (NA)

Attendance is recorded in all courses at the conclusion of the second week. Students who have not attended, or stopped attending are dropped from courses.

## Grade Point Average (GPA)

The grade point average (GPA) at the end of any semester is the total number of grade points divided by the total number of credits earned. If the course is repeated, the highest grade achieved and grade points, if any, will be recorded and the grade and any grade points will be counted in determining the eligibility for graduation. Students who repeat a course may experience an adjustment in GPA in a prior term, based on include/exclude rules.

## Grade Dispute Policy

Published annually in the student handbook.

## Academic Standing Policy

### Standards for Academic Success

The WCTC Standards for Academic Success define the requirements students must meet to maintain satisfactory academic progress. They also establish a formal process to identify, notify, and provide assistance to students who fall below academic standards.

WCTC calculates a student's Academic Standing after the end of the fall semester and the end of the spring semester. This calculation includes:

- **Semester Grade Point Average (GPA)** based on coursework completed at WCTC during the semester being evaluated
- **Cumulative GPA** based on all coursework completed at WCTC

**Good Academic Standing**

To remain in Good Academic Standing, a student must maintain:

- Minimum 2.0 Semester GPA
- Minimum 2.0 Cumulative GPA

A passing grade is required in each program course and a minimum cumulative grade point average of 2.0 is required to meet graduation requirements in certificate, associate degree, and technical diploma programs. Additional individual program requirements must be met for graduation, which may include a minimum of 2.0 course grade in certain courses as well as the cumulative grade point average requirements. Students should contact their program counselor for specific information regarding course and program grade point average requirements.

Students who fail to meet the above requirements for good academic standing will be subject to academic warning, followed by academic probation, and finally dismissal. For a detailed description, see [www.wctc.edu](http://www.wctc.edu).

**Academic Forgiveness**

The purpose of this policy is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances or circumstances beyond the student's control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate or prevent their ability to complete their current objectives.

To be considered for academic forgiveness, the following conditions must be met:

- Student must have at least a two year continuous break from credit-based coursework at WCTC.
- Upon returning, a student must complete a minimum of 12 credits before applying for academic forgiveness. All completed courses must have a minimum grade of C.
- Student has never been granted academic forgiveness at WCTC.

If the above conditions are met, the student must submit an application form for Academic Forgiveness to the WCTC Registrar. The form may be found at [www.wctc.edu/forgiveness](http://www.wctc.edu/forgiveness).

**Upon approval by the Registrar:**

- The student's transcript will be adjusted to indicate the point of forgiveness. All grades of C- and below, including WF, before the point of forgiveness will not count in the GPA, however, the courses and grades will remain on the transcript.
- The student will only receive degree credit for courses in which grades of C or better were earned prior to the point of academic forgiveness, and only for courses which meet current program requirements.
- Total hours for graduation will be based on all course work taken at WCTC, after readmission, as well as former course work for which a grade of C or better was earned, and credits accepted from other colleges or universities.

**The student should note that:**

- Federal financial aid regulations do not recognize academic forgiveness.
- Transfer institutions may not honor the academic forgiveness policy of Waukesha County Technical College.
- WCTC's academic forgiveness policy may be used only once and cannot be revoked, once approved.
- Transcribed credit courses are eligible for academic forgiveness upon completion of 12 credits with a "C" or better. No continuous break is required.

**The President's Honor List**

The President's Honor List, compiled at the end of each fall and spring semester, contains the names of students whose grade point average is 3.5 or above, based on a 4.0 scale, and complete a minimum of 12 credits per semester.

**Graduation with Honors or Distinction**

Completion of all program course requirements and an overall grade point average of 3.5 or above, based on a 4.0 scale will result in graduation with honors. Completion of all program course requirements with a grade point average of 3.85 or above will result in graduation with distinction. Please note: honors status for the commencement ceremony program will be calculated based on the GPA held at the time of the semester in which a student plans to graduate. A final graduation audit will be performed on all course work completed once all grades are in for the last semester only.

**Graduation Requirements**

Students are required to file an application for graduation with the Registration Department. Contact the Registration Department for information on application deadlines and graduation fees.

In order to graduate:

- Students must complete all requirements for the program of study and maintain a cumulative grade point average of 2.0 or above for the courses required and a 2.0 or above in their academic program.
- Students must complete all requirements for the program of study, including 25% of the program coursework taken in residence at WCTC, and a minimum of 25% of the core program courses taken in residence at WCTC. The final semester, applied toward graduation, must be in residency at WCTC. In the ADN nursing program, the final semester is defined as:
  - 543-113 - Nursing Complex Health Alterations 2
  - 543-114 - Nursing Management and Professional Concepts
  - 543-115 - Nursing Advanced Clinical Practice
  - 543-115 - Clinical Transition
- All financial obligations to WCTC must be settled.
- Students may participate in spring commencement if they are due to complete all program requirements during the subsequent summer term. Students must be registered in any outstanding courses by two weeks prior to commencement.

# High School Completion Programs

## High School Completion Locations

- **WCTC Waukesha Campus** 262.695.6500  
327 East Broadway Avenue, Waukesha
- **WCTC Menomonee Falls Campus** 262.695.6208  
Menomonee Falls Community Center  
W152N8645 Margaret Road, Menomonee Falls

## High School Completion Options

- Adult High School
- External Diploma
- High School Equivalency Diploma/GED Certificate  
GED is also available in Spanish.

Attendance at an orientation session is required of all applications for any of the high school completion programs to assist in choosing a program and setting educational/career goals. Orientation sessions are offered days and evenings at the WCTC Waukesha and Menomonee Falls Campuses.

## Adult High School

Designed for ages 18 and older who need only a small number of credits to graduate from high school. High school credit courses for students 16 years or older and in high school are available only under contract with their high school. No course fee is charged for adults. Adult high school courses are also offered for those who need high school credit courses, such as algebra, to be eligible for technical college or four-year college entry.

Individualized courses offered at WCTC Waukesha and Menomonee Falls campuses include English grammar and composition, literature, consumer math, algebra (first and second year), health, civics, and consumer economics. Geometry classes are available at the Waukesha campus; American Problems and Civics are also offered via the internet.

## External Diploma

Life experiences can apply toward a regular high school diploma through the External Diploma program. Individuals from all walks of life participate in this personalized and confidential program. Regular classroom instruction is not required. Once enrolled in the program, students will work independently to complete a series of assessment exercises and demonstrate life skill competencies with support from one of the WCTC learning centers, if needed. A fee will be charged for assessment materials and graduation.

## High School Equivalency Diploma/GED Certificate

Prepare to take and pass five tests in the areas of mathematics, reading, writing, science and social studies. After successfully completing the five tests, students are eligible to receive the Certificate of General Education Development (GED), awarded by the Wisconsin Department of Public Instruction. Students may enroll in basic education courses located at the WCTC Waukesha or Menomonee Falls campuses to prepare for the GED. A High School Equivalency Diploma (HSED)

will be awarded by the Wisconsin Department of Instruction to those who successfully complete the five GED tests and meet other requirements in citizenship, health, career awareness and employability skills.

GED preparation in Spanish is offered at La Casa de Esperanza, 414 Arcadian Avenue, Waukesha. The test is also available in Spanish. La preparación para El Examen De Equivalencia De La Escuela Superior en español (GED), será ofrecido en La Casa de Esperanza. Las pruebas también serán ofrecidos en español. Para mas información llame al 262.695.6521.

# Registration

**Registration Department**  
**College Center, C-019**  
**262.691.5578**

WCTC email is official means of communication at the college. Students receive priority registration time assignments and other important information via WCTC email.

## Three Easy Ways to Register

Web: [www.wctc.edu](http://www.wctc.edu)  
Walk In: College Center, C-019  
Operated Assisted: 262.691.5578  
1.877.463.WCTC (9282)

## Priority Registration

Students pursuing a program at WCTC receive priority registration time assignments via their WCTC email account. Students who register during this period have the greatest likelihood of getting courses required for their program.

## Course Audit

Only credit courses may be audited. Students receive an AU as a final grade.

Audit students may attend class; but are not required to take examinations, nor do they receive credit for the class. Tuition and fees are assessed. An audited course appears on the student's record with a grade of (AU). It does not count toward a degree or a diploma.

To audit a course, an agreement is made between the student and the instructor. Students may elect to change from credit to audit if they adhere to the following guidelines:

- Students may audit a course, with the consent of the instructor, during the first 50% of the semester.
- After 50% of course duration, students may audit if they are passing the course.
- Audit students, who wish to withdraw from a course, must contact Registration to withdraw.
- Students must adhere to the WCTC drop policy and 80% course completion rules.
- Students must adhere to all rules and regulations regarding attendance.
- Audit students may not, at a later date, change to credit status.

## Repeating a Course

Students are allowed to repeat a course once, including courses in which they received a Withdrawal (W). All grades appear on the student's transcript, however only the higher grade will be included in GPA.

Students who wish to repeat a course two or more times must petition the appropriate Dean to receive approval.

## Withdrawal (W)

After the refund period, a *student* may withdraw from a course up to 80% of the course duration. A withdrawal (W) will appear on the academic transcript. The "W" grade is not included in GPA and is not counted in credits earned toward graduation. Students who withdraw after the refund period are fully responsible for tuition and fees. Instructors will not initiate a student requested withdrawal.

An *instructor* may withdraw a student, up to 80% of course duration, for violation of course and/or attendance policy. An instructor will assign a "W". After 80% of course duration a letter grade, other than a "W", will be assigned.

## Student Drop

A student may *drop* a course during the refund period. A drop will not appear on an academic transcript.

## Instructor Drop

An instructor will *drop* a student for non-attendance by the end of the second week.

## Fees and Tuition

Fees for all associate of applied science degree and technical diploma credit courses are calculated on a per credit basis. Non-credit course fees are determined by the length of the class. Consult the WCTC Class Schedule or [www.wctc.edu](http://www.wctc.edu) for course costs.

## Out of State Tuition

Out of state tuition is calculated on a per credit amount, including the resident tuition and material fees. See [www.wctc.edu](http://www.wctc.edu) for more information. Tuition and fees are subject to change without notice.

## Student Activity Fees

All students attending Sky Plaza or Pewaukee Campus pay a student activity fee of six percent of tuition costs. Student activity fees are administered by the WCTC Student Government Association. Each year, Student Government finances projects, events and organizations that are of interest to the student body. Fees are subject to change without notice.

## Methods of Payment for Fees and Tuition

WCTC accepts VISA, MasterCard, Discover Card, cash, personal checks, and money orders/cashier checks. Monthly invoices are issued for unpaid balances. Overdue accounts are subject to late fees.

Fee due dates:

Summer term: Within 15 days of registration

Fall term: August 15

Spring term: January 15

## Installment Plans

The installment plan option is available if all previous debts to WCTC are paid.

- Complete a contract with the WCTC Billing Specialist.
- Additional fees are assessed for installment plans.
- Payments are automatically withdrawn from the student's checking account on a monthly basis. Students choose the date of withdrawal and the number of payments.

Call 262.691.5283 to discuss an installment plan.

## Senior Citizens

Senior citizens (62 and older) are not charged a tuition fee for 400 level courses, but are assessed material and miscellaneous fees.

Senior citizens are charged one half of the tuition and all material and miscellaneous fees for 600 level course.

## Senior Audit

In compliance with 1999 Wisconsin Act 154, WCTC permits a person who is 60 years of age or older to audit a course with the exception of community-based service classes (600 level courses) and apprenticeship courses. The tuition for classes being audited will be waived, but all material and miscellaneous fees associated with the course will be charged.

Please note:

- Student must be a Wisconsin resident.
- WCTC reserves the right to exclude specific courses and suspend the audit option for courses.
- All other appropriate course-related fees are the responsibility of the student.
- All course prerequisites and other college-related course requirements apply.
- A student's decision to audit must be made at the time of registration which must occur in-person or via operator-assisted registration.
- At the time of registration, the student will be put on an "audit wait list" and will be contacted by WCTC regarding eligibility. Notification of an opening will occur one day prior to the start of class. No credit will be granted for audited courses.

## Returned Check Charge

A service charge is assessed on all returned checks.

## Refund Policy

Students are responsible for drops and withdrawals. Failure to drop a course will result in corresponding fees. Refunds are granted according to the Wisconsin Technical College System Board. Except in the case of cancellation, students must drop a course during the refund period. There is a processing fee for refunds.

### The refund for scheduled courses is as follows:

100 percent - day prior to course start date

80 percent - less than 11 percent of the course duration

60 percent - 11 to 20 percent of the course duration

No refund - after 20 percent of course duration

Course cancellation refund - 100 percent of all paid course related fees.

If one course is dropped and another added during the 80 percent refund period for the course, the student will receive 100 percent of the fees charged for the course dropped.

### **Refund Appeal Process**

Extenuating circumstances may exist which prohibit a student from attending or completing a course. Appeals may be directed to the Billing Specialist for review and decision.

### **Active Duty Refund**

Contact Financial Services for an active duty refund.

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## **Resources for Business and WCTC Foundation, Inc.**

### **Corporate & Community Training**

**262.695.7828**

**[www.wctc.edu/cct](http://www.wctc.edu/cct)**

Workforce development translates into economic development. Investing in the education and training of employees is a cost-effective means to ensure an organization's competitiveness in a global marketplace. Waukesha County Technical College's Corporate & Community Training Department provides learning opportunities and technical resources that help companies increase efficiencies, improve production and strengthen customer relationships.

### **Customized Training**

An account manager in the Corporate & Community Training Department (CCT) is a direct link to customized training and college resources. Experienced instructors lead the training using the latest equipment and teaching practices.

In the last fiscal year, thousands of area employees have used WCTC's affordable and relevant instruction to improve their skills in academic, business, construction, engineering, industrial, information technology, manufacturing, math, nursing, safety, science, transportation and other technical fields. CCT instructors provide training delivered at the location and time of day that will meet a company's individual need.

### **Technical Assistance**

CCT instructors are available on an hourly or project basis to serve as consultants, mentors or coaches to address a company's important and urgent issues. CCT has a wide range of expertise and resources encompassing manufacturing, welding, sales, customer service, quality, lean principles, six sigma, printing, management, computer applications, communication, strategic planning, graphic design, and leadership, to name a few.

### **Workshops**

CCT offers an extensive array of workshops for businesses seeking specific training on topics that include leadership, sales, customer service, six sigma, TQM, ISO, management, lean principles, business communication and a variety of

industry specific workshops. The workshops also provide an outstanding opportunity for companies to evaluate the training they may wish to have customized and delivered on site at a future date.

### **Small Business Center**

**College Center, C-022**

**262.695.3468**

**[www.wctc.edu/smallbusiness](http://www.wctc.edu/smallbusiness)**

The Small Business Center is community-service of WCTC focused on helping entrepreneurs start/grow small businesses throughout southeastern Wisconsin. The Center provides a variety of support services including free counseling, low-cost educational courses, technical assistance programs, business plan assistance, mentorships, financing partnerships, free networking groups, access to the Wisconsin Entrepreneurs' Network (WEN), referrals to other resource providers and more.

### **Global Education and Trade Center**

**College Center, C-210**

**262.691.5551**

Available to all Wisconsin residents, the Global Education and Trade Center is home to the largest, most comprehensive Global Trade Resource Center in the state, featuring a wide variety of global trade development materials and data bases, customized market research, a video tape collection on global trade topics, an on-site training program to develop export-readiness, and trade-related seminars and programs.

Working across the College with faculty and staff, the Center also coordinates study abroad opportunities for students interested in short-term experiences as part of a group or long-term individual programs. International professional development programs for faculty and staff are also supported by the Center.

Through a strategic partnership arrangement, outreach offices of the Wisconsin Department of Commerce - International Division and Forward Wisconsin are located within the Global Education and Trade Center and are available to the business community.

### **WCTC Foundation, Inc.**

**College Center, C-213**

**262.691.5202**

**[www.wctc.edu](http://www.wctc.edu)**

The WCTC Foundation's mission is to obtain, manage, and convey, as appropriate, private resources to assist WCTC in achieving its goals and to coordinate private fundraising activities.

The WCTC Foundation Board is comprised of volunteer business and community leaders who are actively interested in the educational advancement of WCTC students. Their vision is to provide leadership and resources, in creative partnership with WCTC, for public/private collaborations to deliver occupational learning that is valued by the Waukesha County community and southeastern Wisconsin.

In support of its mission, the Foundation proactively cultivates relationships to implement the following key strategies:

- Provide WCTC students with financial assistance in the form of scholarships or other grants.
- Secure philanthropic support for WCTC students and programs through monetary and in-kind contributions.
- Generate awareness of WCTC through sponsored events, activities, and programs that are beneficial to WCTC.

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## Student Organizations

**Student Life Office**  
**College Center, C-121**  
**262.691.5302**

A variety of student activities, events and leadership opportunities are available for personal and professional development on-campus. These co-curricular experiences will also help develop Critical Life Skills.

Employers recognize the importance of leadership and campus involvement. They seek out students who excel academically and who are also involved in professional organizations, community service projects, social activities, and campus leadership.

### Student Government Association

The Student Government Association (SGA) represents the needs, interests and concerns of all WCTC students. The SGA, comprised of an executive board and a group of student senators, serves as a coordinating unit for all students to meet the following goals:

- Representing the students' voice in college government
- Providing a liaison between the administration, faculty and the students
- Promoting citizenship and leadership among students
- Encouraging improvement of WCTC and its surrounding communities by the students
- Acquiring and disseminating accurate information to the students
- Communicating accurate information to the student body concerning the promotion of education within the community
- Developing social, cultural, and recreational activities for the student body
- Coordinating and funding student organizations and activities

### Student Organizations

Joining a student organization at WCTC can help students make professional contacts, meet new people, make lifelong friends, and learn more about their profession. Additionally, involvement in student organizations helps hone leadership, team building, decision-making, communication and problem solving skills.

Many of WCTC's student organizations tie directly into a specific academic program area. The college also has several special interest organizations. Each organization has a staff/faculty advisor and membership of 10 or more students. The Student Government Association provides financial

support to the organizations funded from student activity fees. Organization members identify all functions of their organization such as the constitution, programming, membership guidelines, and participation in state and national activities.

### New Student Orientation

The New Student Orientation (NSO) program is designed to orient newly admitted students to WCTC, connect to the campus and begin developing an understanding of the WCTC community. The program is a great way for new students to meet WCTC staff and current student leaders.

### WCTC OneCard

Use as a student ID at WCTC and in the community to access certain services on campus, to serve as a second form of identification, and to receive discounts in local and metro area businesses. See the Student Life Office for details.

### WCTC Fitness Center

Fitness Center members have access to athletic and recreational facilities available on a regularly scheduled basis. The Fitness Center has state-of-the-art equipment including treadmills, lifecycles, recumbent bikes, cross-trainers, rowing machines, stair climbers, a multi-exercise weight machine, free weights and more. Membership is required to use the Fitness Center; students registered for six credits or more can receive a free membership.

### The Daily Grind Coffee Shop

Located in the Student Lounge, C-121, The Daily Grind serves assorted coffees, cold beverages, pastries and sandwiches. With a variety of seating options, The Daily Grind is the ideal spot to meet and relax between classes.

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## Student Records

### Student Identification Numbers

WCTC issues all students a unique nine digit student identification number. This unique nine digit number will replace the use of a social security number as the student identification number. Although Wisconsin legislation mandates a unique identification number, this legislation does not eliminate the need to collect and report the social security number of students for specific purposes.

### Privacy and Access to Student Records

Students have the right to review their records and seek to have their records amended. They also have the right of privacy of their educational records. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides students with guidelines for the correction of inaccurate or misleading data.

The following information is public information and may be released to specified institutions and agencies: name, age, WCTC ID number, date of birth, citizenship, address, telephone, email address, name, address, and telephone of parent/guardian/spouse, residence status, academic program, height and weight of student athletes, dates of attendance, degree status and date conferred, full or part-time status, honors, major,

previous school attended, scholarships, academic, and non-academic year in college. Students have the right to inform WCTC that all of the above information should not be released without their prior consent. To withhold directory information students need to complete a Withhold Directory Information Form and submit to the Records Department.

Please consider carefully the consequences of any decision made to withhold directory information, as any future requests for such information from non-institutional persons or organizations such as prospective colleges and employers will be refused. WCTC will honor an individual's request to withhold directory information until removed by the person, but cannot assume responsibility to contact a student for subsequent permission to release information.

**Prior Consent Not Required for Records Release-  
Release of Personally Identifiable Information to  
Other Colleges**

Should a Waukesha County Technical College (WCTC) student seek to enroll in another college or university to complete a course or degree, WCTC may share personally identifiable data with that college or university's education officials without the student's prior approval. WCTC maintains a record of all releases of student records. A student may request to view a copy of what was shared with the other college by contacting the College Registrar at 262.691.5266.

**Red Flags Rule**

Federal Trade Commission's Fair and Accurate Credit Transactions Act of 2003 (Section 114) created the Red Flags Rule. This regulation requires colleges to have an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with opening a covered account or existing account and to provide administration of the program. The WCTC's program will:

- Identify relevant red flags for covered accounts it offers or maintains and incorporate those red flags into the program.
- Detect red flags that have been incorporated into the program.
- Respond appropriately to any red flags that are detected to prevent and mitigate identity theft.
- Ensure the program is updated periodically to reflect changes in risks to students and to the safety and soundness of the creditor from identity theft.

**WCTC Transcripts**

WCTC will not issue an official transcript without the student's written permission. Official transcripts may be withheld if students have outstanding financial obligations to WCTC. Unofficial transcripts are available at MyWCTC.

Complete a Transcript Request Form and mail or fax the request to the Records Department.

- There is a fee for each transcript issued. There may be an additional charge for same day service.
- Processing time is 3-5 business days upon receipt of the request.

- Official transcripts may be withheld if students have outstanding financial obligations to WCTC.
- Unofficial transcripts are available at MyWCTC.

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## Student Support Services

**Bookstore**

**K Building, located between I and E Buildings**

**262.691.5304**

**[www.wctcbookstore.com](http://www.wctcbookstore.com)**

The WCTC Bookstore sells new and used textbooks along with reference, bargain, and general reading books. Customers will also find a wide variety of supplies, electronics, and student-licensed software. In addition, the Bookstore offers WCTC apparel, gift merchandise, medical scrubs & supplies, culinary supplies, snack foods, and beverages. Fax services, and Metro Bus passes can also be obtained at the Bookstore.

Besides cash, the WCTC Bookstore accepts Visa, MasterCard, and Discover. Personal checks, with a preprinted address, are also accepted. Checks must be made out for the exact amount and payable to the WCTC Bookstore – no third party checks. A valid driver's license or student ID is also required for checks as well as Bookstore vouchers.

**How to Find Textbooks**

Books are arranged in numerical order using the six-digit subject-course number and not by the CRN. The Campus section begins in the right-hand corner at the rear of the store, followed by Accelerated, and Internet. Always bring the student's class schedule along when buying textbooks. Books can also be found online by going to WCTC's website at [www.wctc.edu](http://www.wctc.edu), or by going directly to [wctcbookstore.com](http://wctcbookstore.com).

**Book Buyback**

Used books are purchased from students at the end of each semester during the week of final exams (fall, spring, and summer). If a book is being used for the upcoming semester, and the Bookstore has not yet reached its quota, the student will receive half of the original new price regardless of it being new or used. However, the student must have all of the accompanying material that the book originally came with, and the book must be in adequate condition. A receipt is not required to resell textbooks at buyback.

**Refunds**

All refunds must be accompanied by a receipt and returned within one week from the first day of the class or by the date posted in the WCTC Bookstore. Returns are made to the same form of payment of the original purchase. Textbooks returned to the Bookstore will receive a full refund provided the book is returned in the same condition as purchased. Returns made outside of the times above require additional documentation.

**Co-op/Internship Program****Located in the Workforce Development Center****262.695.7803****[www.wctc.edu/ses](http://www.wctc.edu/ses)**

The Co-op/Internship Program is designed to give students practical work experience related to their program major. The experience provides an opportunity to apply skills and concepts learned in the classroom to a real work experience and demonstrate application of the Critical Life Skills. As part of the experience, students are evaluated by faculty and a workplace supervisor and attend seminars that reinforce the learning that occurs in the workplace. For more information, visit [www.wctc.edu/ses](http://www.wctc.edu/ses).

The Student Employment Services Department and Co-op/Internship Program are equal opportunity and affirmative action employment centers.

**Community Nursing Clinic****S Building****262.695.1888**

The Community Nursing Clinic, a joint venture between WCTC and Oconomowoc Memorial Hospital, offers a full-service health center for students, staff and the community. Services include complete physical examinations, treatment of illness, emergency care, health counseling, women's health care, wellness evaluations, immunizations, vision and hearing checks, blood pressure monitoring, weight management and more. The Community Nursing Clinic is staffed by nurse practitioners who are able to write prescriptions if needed. Appointments are appreciated. All health information is confidential.

**Counseling Services****College Center, C-019****262.691.5400**

WCTC counselors are credentialed and certified professionals who are available to assist students with academic, personal and career counseling needs. The counseling staff are dedicated to assisting students in accomplishing their educational goals. All programs have assigned counselors who have in depth knowledge about the demands and requirements of the specific instructional area. Counselors function as student advocates, assist in crisis intervention and provide referrals to external agencies as needed. Counselors are also involved in retention activities and provide seminars and workshops that foster student success.

**Learning Place****B Building, B-176****262.691.5318**

The Learning Place is a source for academic assistance to help reinforce material learned in a WCTC classroom. The Learning Place features a math lab, science/health lab, writing lab, reading lab, and ESL/language lab. Students can work with an instructor to receive assistance on math, written communication or health/science homework. Practice worksheets to reinforce learning and work in small groups are also available. The Learning Place also offers peer tutoring to provide assistance in specialized areas that are beyond the expertise or availability of Learning Place instructors. Peer tutors have taken the class previously and have been recommended by faculty.

**Library****College Center, second floor****262.691.5316**

Open 67 hours a week, the WCTC Library houses a comprehensive collection of print and electronic resources as well as a variety of services that support the curriculum, life skills, cultural enrichment and recreational reading. The library provides general and e-mail reference assistance, interlibrary loan, tours and orientations, printing, copying, access to group study rooms, electronic and print reserve material and more in a welcoming, comfortable environment.

The library also features an open computer lab and in-house laptops for student use in a wireless setting. An online catalog highlights the WCTC collection and also provides access to the collections of other state technical college and the UW System libraries. Students have on-site and remote access to 60 research databases containing thousands of full-text journals.

For a more extensive listing of resources and services and library hours, check out the library web page at [www.wctc.edu/library](http://www.wctc.edu/library).

**Student Employment Services****Located in the Workforce Development Center****262.695.7811****[www.wctc.edu/ses](http://www.wctc.edu/ses)**

WCTC's Student Employment Services provides valuable information on job openings with area employers and arranges for employers to recruit and interview students and graduates on the WCTC campus. Over 12,000 job postings are received annually from employers and available for viewing at [www.wctc.edu/ses](http://www.wctc.edu/ses).

Graduates and students within one semester of graduation are eligible for e-mail notification that provides information on specific program related jobs.

The Student Employment Services Office is an equal opportunity and affirmative action employment center.

**Students with Disabilities****WCTC Learning Place****B Building, B-178****262.691.5210****For deaf or hard of hearing students:****262.691.5148 (Interpreter's office)****or WIS Relay 800.947.6644****Sorenson VR 866.327.8877**

Students with a documented disability may be eligible for special services such as transition services for students graduating from high school, course selection assistance, academic support services, note taking, testing accommodations, assistive technology, interpreting services for deaf or hard of hearing and assistance with setting up accommodations. Certain accommodations, such as books on tape and other auxiliary aids, may require advanced notice to the Special Services Office.

**Tiny Tech Child Care Center**  
**357 Morris Street, Pewaukee**  
**262.691.5220**

WCTC Tiny Tech child care is a state licensed campus based child care and early learning facility conveniently located across from the Pewaukee campus. The center serves as an early childhood education lab and child care center that provides quality experiences to children of WCTC students, staff and the community while they attend class or work. The center is open year round, Monday through Friday, 7:00 a.m. to 5:30 p.m.

WCTC Tiny Tech serves children 6 weeks through 12 years of age. Flexible enrollment and student rates are available to WCTC students.

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## Transfer of Credit

### Credit Transfer to Four-year Colleges/Universities

WCTC holds full accreditation from The Higher Learning Commission of the North Central Association of Colleges and Schools – the highest accreditation agency for two- and four-year colleges and universities.

Students who are interested in continuing their education may wish to transfer credits to a senior college. Transfer agreements can change so check in advance with the transfer coordinator at the four-year college to verify credit transfer opportunities. In those cases where credit transfer is available, satisfactory grades (C or above) are generally required. The college to which a student plans to transfer makes the final determination.

### “2 + 2” Agreements

WCTC and various four-year colleges and universities have formed partnerships and signed agreements that enable WCTC graduates in selected programs to transfer credits, often with junior-level standing. These agreements were designed to make the transfer process easier and to give credit for past learning without duplication of effort. Some of the four-year colleges and universities that have signed specific “2 + 2” agreements with WCTC for specific program areas include the following:

Alverno College  
Cardinal Stritch University  
Concordia University  
Carroll College  
Marquette University  
Milwaukee School of Engineering  
Mount Mary College  
University of Phoenix  
University of Wisconsin-Green Bay  
University of Wisconsin-Milwaukee  
University of Wisconsin-Platteville  
University of Wisconsin-Stout

A partial listing of program areas with signed “2 + 2” agreements between WCTC and selected four-year college(s) include the following:

Accounting  
Architectural Drafting/Construction  
Criminal Justice – Law Enforcement  
Electrical Engineering Technology  
Financial Planning  
Graphic Design  
Global Business  
Hotel and Restaurant Management  
IT-Network Specialist  
IT-Programmer/Analyst  
Marketing  
Mechanical Engineering Technology  
Printing and Publishing  
Retail Management

To find out more about WCTC program credit transfer agreements, check out the WCTC website.

### Note:

**Every college and university prescribes its own standards for transfer; students must verify their records and transfer options with the college or university they wish to attend.**