

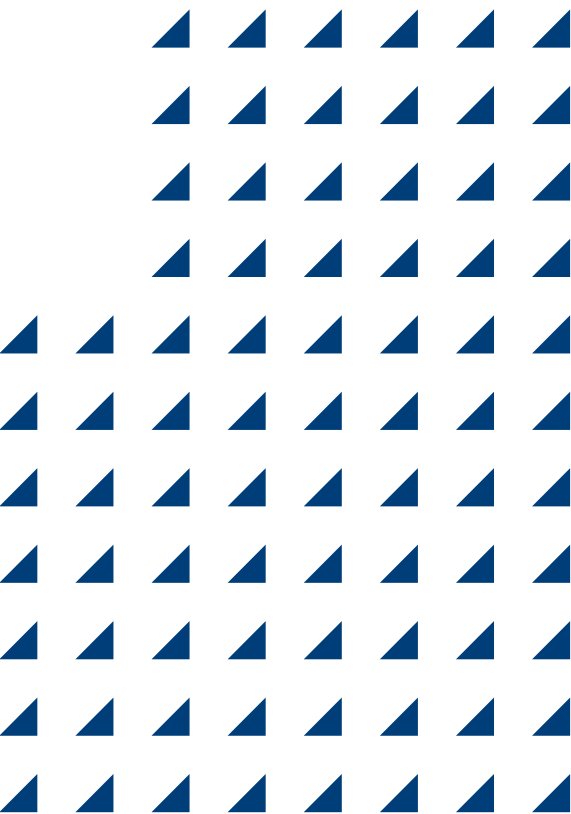


Student HANDBOOK

2023-24

Welcome to

WAUKESHA COUNTY TECHNICAL COLLEGE!



The faculty and staff are excited to have you as a part of the WCTC community, and we're looking forward to helping you achieve your academic and career goals.

WCTC is committed to student success. We're here to help you develop the skills needed to be competitive in today's job market, and our sophisticated, state-of-the-art technology that is integrated into all WCTC programs allows for cutting-edge learning opportunities. We want your experience here to be a positive one, so if you have questions or concerns, be sure to ask!

The 2023-24 WCTC Student Handbook is designed to provide you with an overview of people, places and resources available at the College. Comprehensive details are available at www.wctc.edu.



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

800 Main Street, Pewaukee, Wisconsin 53072

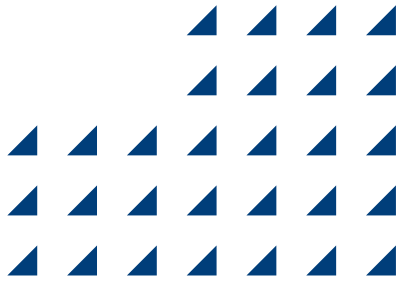


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WCTC 2023-2024 Academic Calendar

AUGUST 21, 2023 Fall semester and Fall Term 1 begin

SEPTEMBER 4, 2023 College closed - Labor Day

SEPTEMBER 12, 2023 Spring priority registration begins

OCTOBER 4, 2023 Spring registration begins for new students

OCTOBER 16 - 22, 2023 No classes - Fall break

OCTOBER 17, 2023 Spring open registration begins

OCTOBER 23, 2023 Fall Term 2 begins

NOVEMBER 23 - 24, 2023 College closed - Thanksgiving break

DECEMBER 16, 2023 Winter Commencement

DECEMBER 18, 2023 Winter interim begins

DECEMBER 23, 2023 - JANUARY 1, 2024 College closed - Winter break

JANUARY 15, 2024 College closed - Martin Luther King Jr. Day

JANUARY 22, 2024 Spring semester and Spring Term 1 begin

MARCH 18 - 24, 2024 No classes - Spring break

MARCH 25, 2024 Spring Term 2 begins

MAY 18, 2024 Spring Commencement

MAY 20, 2024 Summer interim begins

MAY 27, 2024 College closed - Memorial Day

JULY 4 - 5, 2024 College closed - Independence Day

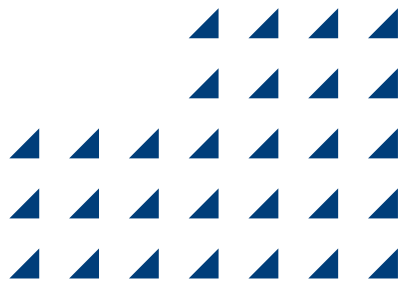


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Academic Advising

College Center, Room C-021
262.691.5400 | wctc.edu/advising

Academic advising is an essential part of the college experience. Collaborate with your academic advisor to develop an academic plan, and gain guidance and support to enhance your success and reach your full potential.

You can expect your academic advisor to:

- Guide, encourage and empower you to take responsibility for your educational choices and develop your educational goals.
- Understand curriculum requirements and academic policies and procedures.
- Help you navigate program requirements while providing you with resources and referrals.
- Provide advice on college expectations, productive study techniques, effective time management and balancing responsibilities.
- Teach the importance of accountability in academic and professional settings, encouraging responsibility and independence.
- Adhere to FERPA regulations.
- Review academic progress and develop a plan to address academic challenges.
- Respect, listen and embrace the diversity of each student.

Find your academic advisor’s contact information [here](#). To schedule an appointment with your academic advisor, select this [link](#).

Academic Support

262.691.5311 | wctc.edu/academic-support

Academic Support offers a variety of resources to help you develop essential academic skills. In-person and virtual support are available. Services include:

- Assistance with any course subject or assignment
- Academic support in math, science, reading, writing, and business/health technology
- General skill-building courses and academic support for specific courses
- Study skills and test-taking strategies
- Assessment and test preparation for WCTC’s admissions testing, the ACCUPLACER®, Nursing Pre-Admission Examination (PAX), apprenticeship testing and the ACT exam
- Academic support services for students with disabilities
- Coordination of peer tutoring, which provides individual assistance to students in select program credit courses; peer tutors are recommended by faculty
- Student success workshops including Take Note, Crush Bad Study Habits and Getting Things Done

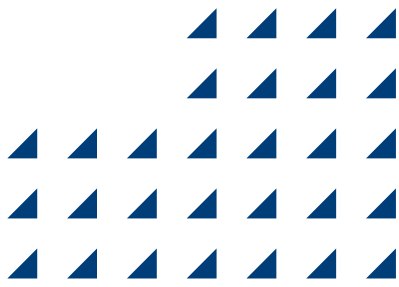


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Automated Teller Machine (ATM)

There is one automated teller machine on the Pewaukee campus, located in the College Center adjacent to the Student Life Office, Room C-121 near the Hub.

Bookstore

Building B, Room B-108
 262.691.5304 | wctc.edu/bookstore | wctcbookstore.com - shop online

The WCTC Bookstore is your local, independent resource for textbooks, required course materials, device rentals, school supplies, school apparel, general merchandise and other services for WCTC students. Every dollar spent at the bookstore is recycled back into the WCTC community through programs like student scholarships.

Campus Cupboard

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

Currently enrolled students may access the Campus Cupboard, WCTC’s on-campus food pantry, for nutritional assistance. Students must show a current myCard student ID in order to pick up a pre-packed bag of groceries, which contains breakfast, lunch and dinner items; limit one bag per week per student. Bags are available for pick up at the Campus Cupboard located in the Student Life Office. For more information on hours and pick-up, contact the Student Life Office.

Career Connections

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

Career Connections can help you create and customize your career plan and prepare for your job search. Get help securing an internship, attending a job fair or accessing Handshake, our free online job database.

CAREER AND EMPLOYMENT SERVICES

- [Schedule](#) one-on-one appointments with career specialists.
- [Explore](#) free career and employment resources online.
- Find a full- or part-time job through Handshake at joinhandshake.com.
- Attend job and internship fairs and other employer [recruitment events](#).
- Take advantage of in-person, virtual and on-demand career exploration and employment [workshops](#).
- Register for 890-102 Career Development, a one-credit course designed to help you make informed career decisions and find your path to job satisfaction.
- Ask us about on-campus career opportunities.

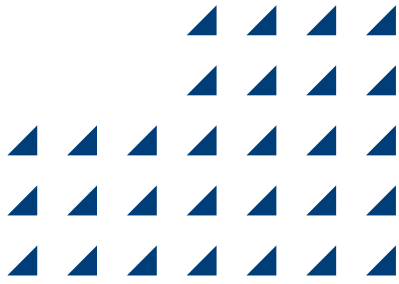


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INTERNSHIP PROGRAM

- Schedule one-on-one appointments to plan for your [internship](#) or to gain other related work experience.
- Register for 890-108 Employment Success and other internship courses to prepare for internships and to gain practical work experience.

Child Development Center

Building S, Room S-128
262.691.5220 | wctc.edu/child-care

WCTC’s Child Development Center (CDC) is open to children of WCTC students, faculty, staff and the community. Small classroom sizes and high teacher-to-child ratios allow children to experience frequent, individualized learning experiences. This program is accredited by the National Association of Education for Young Children and is rated a 5-star program through the Wisconsin Department of Children and Families. In partnership with Pewaukee Lake Elementary, the CDC offers a DPI-licensed 4K program during the school year. Summer, before- and after-school programming is available for school-aged children up to age eight.

This campus-based center serves as a lab school for WCTC Early Childhood Education associate degree students and for early childhood students at other area colleges. Throughout the academic year, faculty and students use the CDC for research and competency-building opportunities. Students gain hands-on experience interacting with young children and implementing developmentally-appropriate activities and lessons.

WCTC student discounts are available. Full- and part-time enrollment available with sibling discounts provided. Learn more about the CDC’s curriculum, enrollment process and more at wctc.edu/child-care.

Compliance and Equity

WCTC prohibits all forms of illegal discrimination, harassment, intimidation and coercion on campus and at College-related activities and functions. Sexual harassment, assault and other forms of sexual misconduct are considered a form of gender-based discrimination. WCTC seeks to create and maintain a campus free from incidences of sexual misconduct through education, programming, training for students and staff, clear policies and consistent sanctions for any violation of these policies.

These prohibitions are included in College policies and procedures, s. 36.12, Wisconsin Statutes, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended. A summary of the laws and policies implemented by the College can be found online at wctc.edu/sexual-misconduct.

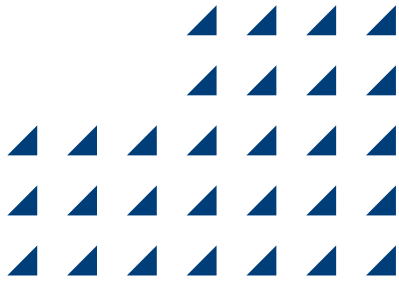


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Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Title IX requirements cover sex discrimination, sexual harassment, sexual misconduct, sexual violence, and pregnant and parenting students. WCTC is responsible for taking immediate and effective steps to respond to sexual misconduct and violence. Sexual violence may include physical sexual acts performed against a person’s will, or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion.

TITLE IX COORDINATOR

Individuals with questions or concerns about sex discrimination, sexual harassment, sexual misconduct, sexual violence, being a pregnant and/or parenting student, transgendered or in the process of transitioning may contact the following resources:

Student Contact - Jonathán Pedraza,
Dean of Students/Deputy Title IX Coordinator
JPedraza2@wctc.edu | 262.691.5295

Dennis Jackson, Director of Cultural Engagement and Compliance
compliance@wctc.edu | 262.691.5082

Credit for Prior Learning

Enrollment Center, College Center, Room C-019
262.691.5200 | wctc.edu/prior-learning

Save time, save money and accelerate your degree through credit for prior learning (CPL). You may be able to earn WCTC credit for the college-level knowledge and skills that you have acquired through advanced high school classes, previous college coursework, self-study, military training, work or volunteer experience. Visit wctc.edu/prior-learning for detailed information on CPL opportunities, processes, policies and fees.

Dining Services - Hub

The Hub College Center, Room C-127
262.691.5276 | wctc.campus-dining.com

Enjoy a wide variety of food and beverages available for purchase at the Hub. With hot food, grab & go items, tasty treats, Starbucks Espresso drinks, Frappuccinos, Refreshers, coffee, cold beverages and more, you’re sure to find the fuel you need to succeed.

There are several vending machines throughout campus. Requests for vending machine refunds are handled during normal operation hours.

Visit wctc.campus-dining.com for on-campus dining hours, menus and more.

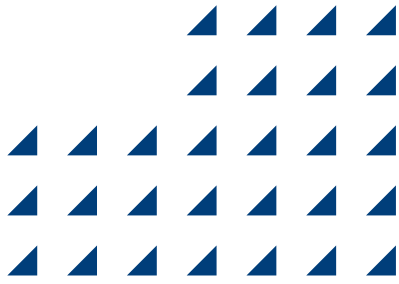


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Financial Aid

Financial Aid Office
 Enrollment Center, College Center, Room C-019
 262.691.5436 | wctc.edu/finaid

For students who are admitted into an eligible program, federal and state funds are available to help meet the costs of attending WCTC. There are four different types of financial aid:

- Grants - Money from the federal and state government that does not need to be repaid.
- Scholarships - Money from private organizations and businesses that does not need to be repaid.
- Direct Loans - Money borrowed from the federal government that must be repaid after leaving college.
- Work-study - Job opportunities on and off campus to earn available federal money.

Most aid is need-based. Financial aid awards are determined based on estimated costs to attend WCTC and what students and their families can contribute. Students who do not demonstrate financial need may still be eligible for unsubsidized loans, non-work-study employment opportunities and scholarships.

In order to determine eligibility, students must file a Free Application for Federal Student Aid (FAFSA). Apply online at fafsa.gov.

FINANCIAL AID RESPONSIBILITIES

Before making schedule changes for any reason, contact the Financial Aid Office. Dropping or withdrawing from a course can drastically impact your financial aid eligibility. Students who stop attending classes prior to the 60 percent point of the semester do not earn all of their financial aid. The Financial Aid Office is required to calculate how much aid was earned, and a portion must be returned to the federal government. As a result, students may owe money to WCTC and the federal government.

MILITARY EDUCATIONAL BENEFITS

Programs are available to help veterans, reservists and National Guard students. Students may qualify for monthly GI Bill benefits, long-term loans or reimbursement grants. For further information, contact the local County Service Veterans Office or WCTC’s Armed Forces Student Center located in C-016 at 262.691.5431 or email veterans@wctc.edu. For a detailed description of the various benefits along with a step-by-step explanation of how to apply, visit wctc.edu/veterans.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID RECIPIENTS

The U.S. Department of Education requires students to maintain satisfactory academic progress in order to remain eligible for financial aid. These standards are more stringent than WCTC’s Standards for Academic Success. They apply to transfer credits, current coursework and previous academic history - even if financial aid was not received for those credits. WCTC is required to review qualitative progress (Grade Point Average) and quantitative progress (Pace of Completion) after each term, including summer.

Please visit wctc.edu/academic-progress.

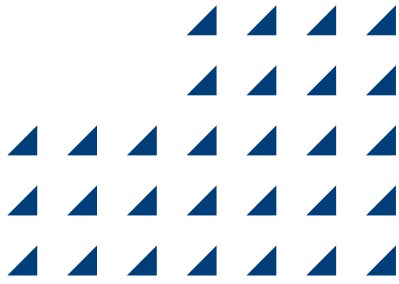


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Fitness Center

262.691.5549 | wctc.edu/fitness

Stay motivated and on track with your fitness goals. We have a Group Fitness Studio (S-128) where a variety of fitness classes are offered. Access a current group class schedule on the Fitness Center webpage. Registration and fees may apply.

To access the Group Fitness Studio you'll need a myCard; get yours in the Student Enrichment Center (Building B), and complete the annual waiver online at wctc.edu/fitness. The renewal period begins July 1 for the upcoming academic year.

Global Education/International

Multicultural Engagement Center, Room C-125

262.695.3424

global@wctc.edu | wctc.edu/global | libguides.wctc.edu/global

The Global Education Center provides the WCTC community with opportunities to develop intercultural competencies through engagement with diverse people, cultures and ideas as preparation for a global, multicultural and collaborative workplace and society. The center offers education abroad programs, enrolls and advises international students, hosts globally themed events, and helps infuse international content into curriculum, all helping to produce culturally competent, competitive graduates. Education abroad programs can help you meet requirements for general education or program courses and provide service learning. Traditional and foreign language opportunities are available year-round.

Graduation Requirements

Registration and Records

Enrollment Center, College Center, Room C-019

262.691.5578

wctc.edu/grad-app

Students are required to file an electronic application for graduation with the Registration department. Learn more and apply for graduation at wctc.edu/grad-app.

In order to graduate:

- You must complete all required courses in your program of study and maintain a program grade point average of 2.0 or above. Programs may have specific grade requirements for coursework.*
- You must complete all requirements for your program of study, including 25 percent of the program coursework taken in residence at WCTC. For certificates of 12 credits or less, you would be required to take a minimum of one of the certificate courses at WCTC. Credit for prior learning is not included in coursework taken in residence at WCTC.
- Your final semester must be in residency at WCTC. Programs may have specific residency requirements.

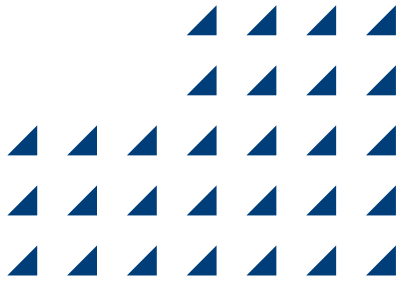


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Contact your academic advisor for specific information regarding grade/residency requirements.

Graduation with Honors or Distinction

To qualify for honors recognition at the graduation ceremony, you must meet the following requirements:

Honors: Program GPA of 3.5 to 3.84

Distinction: Program GPA of 3.85 to 4.00

- Graduation honors will be evaluated based on completed program coursework at the time of the commencement booklet deadline. This honor will be indicated in the commencement booklet and by the gold tassel worn at the ceremony.
- Students applying after the commencement booklet deadline will be evaluated based on completed program coursework at the time the graduation application is received. These graduates will not have their names in the booklet, but will wear a gold tassel at the ceremony.
- Certificates are not eligible for honors.

Library

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

The WCTC Library provides research services and quality information resources to support WCTC and the community. Library materials include trade, scholarly and popular publications; print books, e-books and streaming audiobooks; streaming video and DVDs; newspapers and more. Your myCard student ID serves as your library card. Access library resources on or off campus at libguides.wctc.edu.

Library services include:

- Reference and research assistance (in person, by email, over the phone, by text, or online via live chat or Zoom)
- Interlibrary loan (borrowing from other libraries)
- Reserve collection for course-required information
- Customized instruction room for hands-on research training
- APA and MLA citation assistance
- Laptops, iPads, MacBook Pros, mobile Wi-Fi hotspots, headphones, mice and calculators available for checkout
- Study rooms for groups of 2-8, with various amenities including whiteboards and large monitors. Reservable at wctc.libcal.com/reserve/studentgroupstudyrooms.
- Cell phone charging stations
- Access to more than 70 research databases

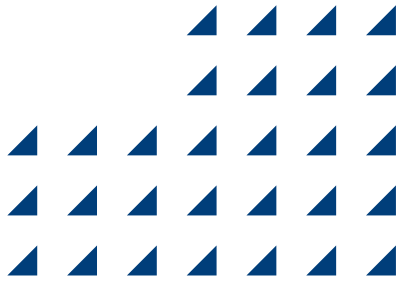


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Lost and Found

Welcome Center, College Center Atrium, Room C-001
262.695.6234 | welcomecenter@wctc.edu

Mental Health Counseling Services

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

WCTC offers free, confidential mental health counseling services for all students.

Counseling can empower you to accomplish your mental health and wellness goals. It can also improve your ability to be successful academically, make healthy decisions, grow your sense-of-self, and enhance relationships.

Counselors offer help with many concerns, including but not limited to:

- Alcohol and Other Drugs
- Anxiety
- Depression
- Eating Disorder Behavior
- Identity & Sense of Belonging
- Life Balance
- Loneliness
- Relationships
- Self-Confidence
- Stress
- Thoughts of Harming Self or Others
- Trauma

All student appointments, personal information and files are strictly confidential. Counseling records are not part of your academic record.

Services are free for current WCTC students. Call or stop in to schedule

an appointment. Walk-ins are accommodated as staffing permits. Students who urgently need support outside of office hours are encouraged to contact 211 or 414.773.0211. For life-threatening emergencies, call 911.

Mothers' Rooms

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

In order to gain access to the Mothers' Rooms on campus, please see below:

Students: Text "Access code" to 262.500.4048. A code will be provided to you

Visitors to the Pewaukee Campus: Contact Campus Security at 262.229.7008

Visitors to the Waukesha Campus: Contact Campus Security at 262.212.8109

Building B, Room B-085
Building S, Room S-136
Building Q, Room Q-397
Building W, Room W-104
Building H, Room H-235

Waukesha Campus,
Room WK-139

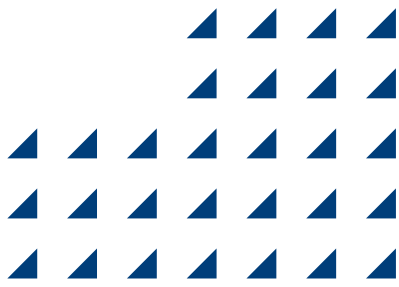


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Multicultural Engagement Center

College Center, Room C-125
 262.691.5359
mrc@wctc.edu | wctc.edu/mrc

The Multicultural Engagement Center (MEC) seeks to prepare all students and staff to work actively toward equity by providing knowledge, dispositions, and skills for acceptance and inclusion among diverse groups. The MEC offers all students, especially those from traditionally underrepresented groups at WCTC, a safe place to call their own.

Support Services

MEC staff work with students in a variety of areas including:

- Assistance with placement testing, financial aid and scholarship applications
- Educational workshops and monthly diversity programming
- Course completion
- Student progress reports
- Addressing barriers to academic achievement
- Study skills, time management and how to access tutorial assistance
- Leadership development, including the Multicultural Student Engagement
- Scholarship Program.
- Personal and social support
- Small group meeting space, study area, and computer lab
- Building positive relationships between students, faculty and staff

MULTICULTURAL STUDENT ENGAGEMENT SCHOLARSHIP PROGRAM

The center houses the Multicultural Student Engagement Scholarship Program (MSESP), which serves underrepresented students. It supports students of color, LGBTQ, first-generation, and undocumented students to ensure their success at WCTC and empowers them to become successful leaders in their communities.

The MSESP provides case management, academic support, peer mentoring, leadership workshops and conferences, social events and opportunities for community engagement – all in an effort to help students feel supported during their time at WCTC.

MULTICULTURAL STUDENT UNION

The MEC works closely with WCTC’s Multicultural Student Union (MSU) organization. MSU advocates for the empowerment of marginalized and traditionally underrepresented identities, and works to increase the visibility of the difficulties facing these students at WCTC.

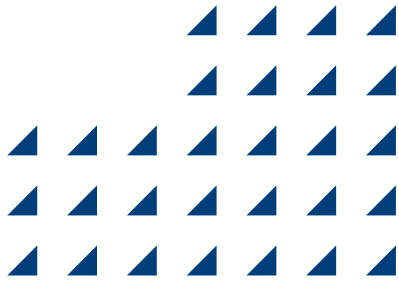


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ANNUAL PROGRAMING

- Hispanic Heritage Month
- LGBT History Month
- Native American Heritage Month
- Martin Luther King Jr. Day
- Black History Month
- Women’s History Month
- Cesar Chavez Day
- Celebrate Diversity Month
- Asian Pacific American Heritage Month
- Juneteenth
- LGBT Pride Month

Registration

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

WCTC offers students three easy ways to register - online, in person and by phone. If you are pursuing a program at WCTC, you will receive priority registration time assignments through your WCTC email account. Registering during this timeframe gives you the greatest likelihood of getting into courses required for your program.

COURSE AUDIT

Only credit courses may be audited. If you audit a course, you will receive an "AU" as a final grade on your student record. This does not count toward a degree or diploma, and you do not receive credit for the class. Tuition and fees are assessed, and audited courses may affect financial aid. Audit students who wish to withdraw or drop from a course must submit a Drop/Withdrawal form available at www.wctc.edu/drop.

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

- A course may be audited, with instructor consent, during the first 50 percent of the semester.
- After the first 50 percent of the course, students may audit if they are passing the course.
- Students must adhere to WCTC’s drop and withdrawal policies.
- Audit students who wish to withdraw or drop from a course must contact Registration.
- Students must adhere to all rules and regulations regarding attendance.
- Audit students may not change to credit status at a later date.

3 EASY WAYS TO REGISTER

1. Online (recommended):

- [Log into myWCTC.](#)
- Select "Register for Classes."
- From the Registration menu, select "Register for Classes."
- Select term and click "Continue."
- Enter the class CRNs on the "Enter CRNs" tab and click "Add to Summary."
- Click "Submit" to complete registration.

2. Phone: Call 262.691.5578 to register.

3. In Person: Stop by the Enrollment Center on the first floor of the College Center to register in person. Bring your [registration form](#).

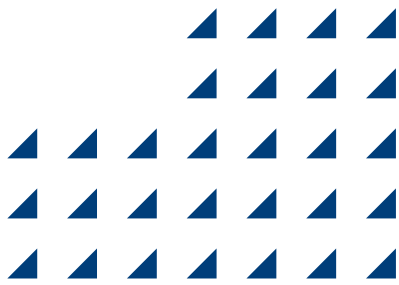


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REPEATING A COURSE

Two times - Students are allowed to take a class twice, including courses in which they receive a withdrawal (W). All grades appear on the student's transcript, but only the higher grade will be included in the grade point average.

Three or more times - Students are required to receive the Dean's approval by submitting a Seeking Course Enrollment - Third Attempt form.

COURSE WITHDRAWALS

After the Refund Period but Prior to the Course's Last Day to Withdraw Deadline:

- A student who withdraws from a course during this period will receive a grade of W (Withdrawal) on their transcript. The grade of W will not be considered in the student's GPA calculation; however, it will count as an attempt and appear on the student's transcript. The student will be responsible for the tuition and fees associated with the course.
- Students are responsible for withdrawing themselves through the proper administrative form. Failure to withdraw by the course's last day to withdraw deadline will result in the student receiving an earned grade.
- A student may be prohibited from continuing in a course for violation of course requirements and expectations, including but not limited to regulatory/licensing requirements, adherence to safety protocols in laboratory or other settings, compliance with attendance policies, and/or negatively impacting other students in the classroom. If a student is prohibited from continuing in a course, it is the responsibility of the student to initiate their own drop or withdrawal within the designated drop/withdrawal period or the student will earn a grade for the course.

Students who stop attending a course will not be withdrawn by instructors. It is the responsibility of the student to withdraw themselves from the course. Students who fail to withdraw from a course prior to the last day to withdraw deadline will earn a grade.

WITHDRAWAL APPEAL

If an extenuating circumstance occurs after the 75 percent mark of the course that prevents you from successfully meeting your course requirements, you can request a Withdrawal Appeal by filling out the Appeal for Tuition and/or Course Withdraw form online. Conditions of the extenuating circumstance must be presented for the request to be considered.

COURSE DROPS

Prior to the Start of the Course or During the Course Refund Period:

- Students who drop a course prior to the start date of the course or through the course refund period (the first 20% of the course) will not receive a grade. The course will not be counted as an attempt and will not display on the student's academic transcript. The tuition refund amount is calculated based on the Wisconsin Technical College System Refund Policy. Students are responsible for dropping themselves through the proper administrative form. Students who do not drop prior to the start of the course or during the course refund period will be responsible for the tuition and fees associated with the course. The student may withdraw from the course or will earn a grade.

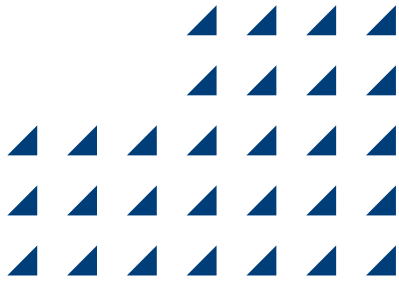


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Non-Attendance During the First Week of the Course:

- Students who do not attend during the first week of the course will be dropped by the instructor. Instructors are required to submit an Instructor Drop form for students who do not attend during the first week. When instructors drop a student for non-attendance, the course will not be counted as an attempt and will not display on the student’s academic transcript.
- Students who are dropped for non-attendance must also drop themselves through the proper administrative form during the course refund period to receive a refund. Refunds will be calculated based on the Wisconsin Technical College System Refund Policy. Students who do not submit the proper administrative form within the course refund period will be responsible for the tuition and fees associated with the course.

To officially withdraw or drop a course, a student should submit a Drop/Withdrawal form available at www.wctc.edu/drop.

FEES AND TUITION

Fees for all credit courses are calculated on a per-credit basis. Noncredit course fees are determined by the length of the class. Tuition and fees are subject to change without notice. View course costs and more at wctc.edu/tuition.

OUT-OF-STATE TUITION

Out-of-state tuition is calculated on a per-credit amount, including the resident tuition and materials fees.

STUDENT ACTIVITY FEES AND INSURANCE FEES

All students attending the Pewaukee Campus pay a student activity fee of 6 percent of tuition costs. Student activity fees are administered by the WCTC Student Government Association (SGA), and the money is used to finance projects, events and clubs that are of interest to students.

Students taking credit classes on campus will be automatically enrolled in and billed for; the WCTC Mandatory Accident Only Insurance Plan. High school students enrolled in transcribed credit courses are not eligible.

PAYMENT OF TUITION AND FEES

Payments can be made:

- Online: MasterCard, Discover, VISA or electronic transfer from checking or savings account through "Student Account Center" on the WCTC portal
- In person: cash or check
- By mail: WCTC Student Accounts, 800 Main Street, Pewaukee, WI 53072

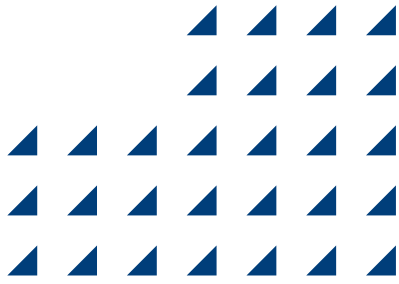


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Tuition and fee due dates:

- Fall term: August 15
- Spring term: January 15
- Summer term: May 15
- For registrations on or after the tuition due date, payment is due within two weeks of registration.

Payment plans are available in your Student Account Center for current term tuition and fees. Students with unpaid balances will receive a monthly statement through the Student Account Center. Email notification will be sent once a statement is available. Past due accounts are subject to possible late fees, account holds and further collection activity.

REFUND SCHEDULE

Refunds are processed according to the Wisconsin Technical College System refund policy. The refund amount is based on the date of official drop, course start date and course duration.

Refunds are based on a course's total potential hours of instruction completed. Potential hours are calculated at 12 a.m. for the current day.

REFUND SCHEDULE

% of hrs completed	Refund
Through 11:59 p.m. the day prior to the class start date	100%
Prior to 11% of the total course meetings	80%
From 11% through 20% of the total course meetings	60%
More than 20% of course meetings. <i>Dropping a course during this time will result in a "W" (withdrawal) on your record.</i>	0%

You may withdraw from a credit course up to the 75 percent completion date of the total course meetings. After that date, you will receive a grade equivalent to what was earned for the course. (See Withdrawal Policy on page 12).

If you drop one course and add another during the 75 percent refund period, you will receive 100 percent credit for the tuition and fees of the dropped course IF the add and drop are done at the same time. This needs to be handled in person or by phone with the Registration Office.

Safety and Security

College Center, Room C-042
 Village of Pewaukee Police Department: 262.446.6070 | Campus Police: 262.691.5582
 For all emergencies: Call 911

[Safety & Security Procedures](#)

WCTC ALERTS

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

SECURITY REPORTS

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

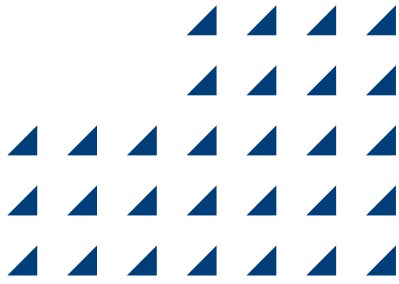


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Service Desk

TechEx Center, Building B, Room B-108
262.691.5555 | wctc.edu/technology

The Service Desk, located in the TechEx Center, is available to help with any technology-related challenges. Contact the Service Desk by email at servicedesk@wctc.edu, by phone at 262.691.5555, via myChat on the WCTC portal or through a MyServiceSuite request ticket.

 **SERVICEDESK@WCTC.EDU**
 **262.691.5555**



SECURITY AND PROTECTING YOUR PASSWORD

Watch for a verification code sent via email or text when you first set up your WCTC account. Use this code to verify your account, then create a strong, unique password. Never share your password or answer personal security questions for any reason. WCTC staff will never request this information. You may also create or change to a more secure password using "Manage My Password" on the WCTC portal.

Student Accessibility

College Center, Room C-021
Voice/Relay: 262.691.5318
SAO@wctc.edu | wctc.edu/student-accessibility

WCTC and the Student Accessibility Office (SAO) are committed to providing equitable access to learning opportunities for students with documented disabilities (e.g. mental health, learning, vision/hearing loss, physical, temporary limitations, etc.)

If you have accessibility needs for classes, programs and/or activities on campus, contact the SAO to learn more about the process for requesting reasonable accommodations. You will meet with a Disability Specialist who will review your documentation and talk with you about your needs. Together, you will create an individualized Accommodation Plan, which you will share with your instructors. Some auxiliary aids and services may take several weeks to coordinate; request services as soon as possible once you are enrolled.

Visit wctc.edu/student-accessibility and complete the online Accommodations Request Form to get started.

Student Government

Student Life Office, College Center, Room C-123
wctc.edu/sga

The Student Government Association (SGA) represents the needs, interests and concerns of all students at WCTC. The SGA is made up of an executive board and

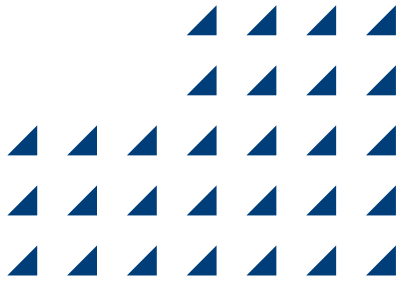


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a group of student senators representing each school on campus.

Student Government aims to:

- Represent the students' voice in College government.
- Provide a liaison between the administration, faculty and students.
- Promote citizenship and leadership among students.
- Encourage improvement of WCTC and its surrounding communities.
- Acquire and disseminate accurate information to the student body.
- Develop social, cultural and recreational activities for the student body.
- Coordinate and fund student organizations and activities.

Student Enrichment Center

Building B, Room B-110

The Student Enrichment Center is a student learning and study environment that supports a variety of learning needs. The Library and the IT Service Desk are housed in this space. Resources include:

- Group and quiet study areas
- Computer workstations with access to specialty software
- Printing and scanning stations, and fax service

Student Life

College Center, Room C-121

262.691.5302

wctc.edu/student-life | libguides.wctc.edu/studentlife

The Student Life Office plays an integral role in daily life on campus. It supplements your academic experience by offering a wide variety of out-of-classroom experiences that enable you to excel in your career.

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

Student Life offers numerous activities and leadership opportunities to assist in your personal and professional development. Co-curricular experiences are important and can help you develop critical life skills. Through these experiences, you can gain knowledge and tools to become a more effective leader on campus, in the community, at work and at home.

Student Life oversees: Student Government Association, student organizations, New Student Orientation, Student Awards, Student Conduct, Behavioral Intervention Team, Campus Cupboard and Commencement. The office also serves as a resource regarding student health insurance.

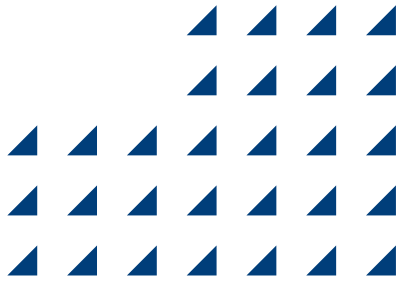


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STUDENT ORGANIZATIONS

Joining a student organization can help you get the most out of your college experience. You'll make professional contacts, meet new friends, learn more about your profession and hone your leadership, team-building, decision-making, communication and problem-solving skills.

WCTC has many student organizations that are associated with academic programs and several that are not program-related. Each organization has a staff or faculty advisor and student membership of 10 or more students. The Student Government Association provides financial support to each club through student activity fees.

STUDENT HEALTH INSURANCE

Individual students are expected to provide for their own health insurance needs. Information and brochures from companies not affiliated with WCTC that offer special student insurance rates can be obtained in the Student Life Office.

MANDATORY STUDENT ACCIDENT ONLY INSURANCE

All students enrolling in credit classes will be automatically enrolled in and billed \$6 per semester for the Waukesha County Technical College Mandatory Accident Only Insurance Plan. Students enrolled in classes or in a practicum program are covered by the Mandatory Student Accident Only Insurance during the respective semester. Please contact the College's Director of Safety, Security and Risk Management with questions.

STUDENT CONDUCT AND BEHAVIORAL INTERVENTION TEAM

WCTC's core values of student conduct include integrity, community, social justice, respect and responsibility. WCTC, as a community, expects and requires student behavior to reflect the College's high standards of scholarship and conduct. Issues surrounding student conduct and behavior are handled by Student Life Office staff. For comprehensive information about WCTC's Code of Conduct, visit wctc.edu/conduct.

Technology Resources

ONLINE LEARNING

A wide variety of online courses offer a convenient, flexible learning option. Students in online courses must be disciplined, self-motivated and capable learners, and are required to complete the mandatory WCTC Online Learning Orientation. First-time online course takers will receive an email with orientation details after registration. Additionally, the web-based Canvas learning management system is used to complete homework, communicate with the instructor and more.

WI-FI ON CAMPUS

Log into WCTC's secure wireless network using your WCTC username and password.

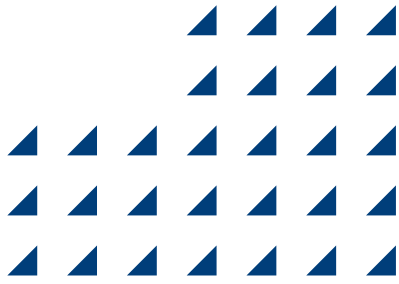


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Technology Resources at WCTC

MYWCTC

Newly-enrolled students are assigned a username and password to access their accounts, register for classes, access campus computers and log into numerous online learning resources. Find all of the basic tools you'll need on the myWCTC portal.

To log in, click "MyWCTC" in the upper right corner of the WCTC website and enter your username and password.

CANVAS



Canvas allows students and instructors to interact while taking online classes, or to use online materials and activities to complement traditional classroom-based courses. Instructors may use this system in a variety of ways.

Canvas is available 24/7 through the myWCTC portal under My Applications. An app is available for download on the Apple App Store and Google Play.

DEGREEWORKS



DegreeWorks is a planning resource for students to take control of their path and track their academic progress. This resource is available for all WCTC program students who started during or after the fall 2022 academic semester.

DegreeWorks is available through the myWCTC portal.

MYPROFILE



Use myProfile to view all of your academic information, including your grades, GPA, graduation information, advisor contact information, academic standing, enrollment status, class schedule and much more.

STUDENT EMAIL & OFFICE 365



Important College communications are regularly sent through student email accounts. Correspondence with instructors should be through myWCTCmail or the college's online Canvas system. Additionally, the student email is paired with Office 365, free online access to the Microsoft Office Suite including Word, Excel, PowerPoint and OneDrive Storage.

Email can be accessed by logging into the myWCTC portal and then clicking on the myWCTCmail app under My Applications.

WCTC ALERTS



Sign up for WCTC Alerts to get important notifications, like College closings, through text or email on a personal device. (Carrier text rates may apply.)

Sign up for WCTC Alerts on the myWCTC portal under My Applications.

MYCARD



The WCTC student photo ID card - or myCard - is used to access services on campus such as the Fitness Center, library, Hub, financial aid purchases in the bookstore and more.

Check myCard balance on the myWCTC portal under My Applications.

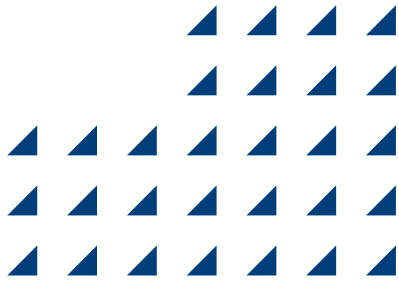


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Tech Store

TechEx Center, Building B, Room B-108
 262.695.6570 | wctc.edu/bookstore
techex.wctc.edu - shop online

WCTC’s Tech Store, located in the TechEx Center, is your one-stop location to shop and protect electronic devices. Education pricing discounts are available, and financial aid can be used for Tech Store purchases. The store is conveniently located next to the Service Desk, which is available to help with any technology-related challenges.

Testing Services

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

The Testing Center provides a secure and confidential testing environment for College students and community members. The center adheres to the guidelines and policies set by WCTC and our testing partners.

Testing services offered include:

- Accommodated testing
- ACCUPLACER® placement test
- ALEKS testing for math placement
- Apprenticeship testing
- Challenge Exam/Proficiency Exam/Prior Learning Assessment
- CLEP
- DSST
- Make-up testing (*arranged by instructor*)
- Nursing Pre-Admission Exam (PAX)
- Pearson Vue (GED testing)
- Proctor services (for distance learners and online courses)
- Scantron certification exams
- Spanish Language Assessment
- ServSafe Food Protection Manager exam

Veterans Services

Armed Forces Student Center, College Center, Room C-016
 262.691.5431 or 262.691.5284 | wctc.edu/veterans | [Military Policies](#)

WCTC is proud to serve veterans from all branches of the military and provide support, resources and a comprehensive education for a rewarding career in their chosen field. The College is approved on the state and federal levels to provide training to veterans, active service members, survivors and dependents of a deceased or disabled veteran. Numerous types of military financial aid and other benefits are also available, as well as priority registration for classes. The Armed Forces Student Center is an access point for a number of resources:

- Veterans specialists to assist with education benefits and campus and community resources
- Vet-to-vet support
- TV and lounge area
- Small computer lab and quiet study area
- Resource room
- Veterans Alliance - Student Veterans of America (SVA) student organization

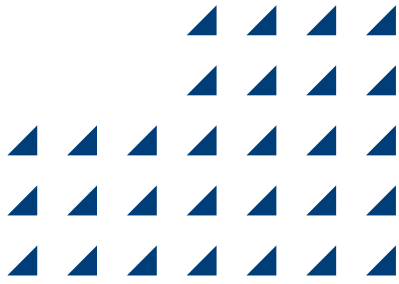


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- Academics Ethics Code of Conduct [Document](#)
- Academic Standing..... [Policy](#)
- Admissions Policy..... [Policy](#)
- Age Requirements for Enrollment [STU-310-01](#), Revised Oct 2021
- Credit for Prior Learning [STU-110](#), Revised Dec 2016
..... [STU-110-01](#), Revised Dec 2016
- Classroom Attendance..... [Policy](#)
- Diplomas and Certificates..... [STU-300](#), Revised Sep 2016
- Family Educational Rights and Privacy Act (FERPA) [Policy](#)
- Grade Appeal Process..... [Policy](#)
- Grading Policy..... [Policy](#)
- Involuntary Withdrawal..... [STU-101](#), Revised Aug 2017
..... [STU-101-01](#), Revised Aug 2017
- Registration..... [STU-310](#), Adopted Dec 2018

Campus Policies and Information

- Alcohol and Drug Policy..... [Policy](#)
- Accommodations for Disability..... [STU-501](#), Revised Aug 2017
- Accommodation of Student Religious Beliefs [STU-500](#), Revised Aug 2004
..... [STU-500-01](#), Revised Aug 2004
- Closed Captioning [STU-501-02](#), Revised Aug 2019
- Club Activities..... [STU-740](#), Revised May 2017
- Equal Opportunity/Notice of Nondiscrimination [Document](#)
- Inoculations..... [STU-120](#), Revised May 2017
- Internet Policy..... [Document](#)
- Military Active Duty Policies & Procedures [Policy](#), Adopted May 2022
- Release of Public Records Policy..... [Information](#)
- Student Code of Conduct [Document](#)
- Student Complaint Procedure..... [Procedure](#)
- Student Identification Card..... [STU-300-01](#), Adopted Sep 2018
- Student Involvement in Decision Making..... [STU-700](#), Revised Aug 2017
- Student Rights..... [STU-400](#), Revised Aug 2004
- Title IX..... [Statement](#)
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- Academic Progress and Return of Financial Aid [Policy](#)
- Educational Loan Lenders [STU-200-02](#), Revised Oct 2007
- Financial Aid/Scholarships..... [STU-200](#), Revised Mar 2017
..... [STU-200-01](#), Revised Mar 2017
- Payment Options..... [Information](#)
- Rights and Responsibilities [Document](#)
- Tuition Refund Policy..... [Policy](#)

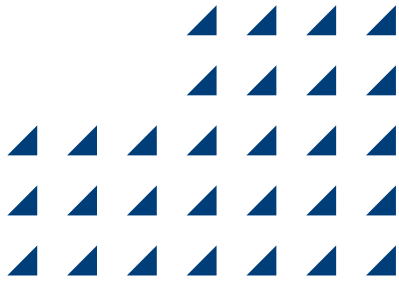


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General Campus Information and Policies

- Automated Teller Machine (ATM)
- Bad weather
- Cell phones/Electronic Devices in Classroom
- Classroom Recording
- Gifts or Favors (Acceptance)
- Lost and Found
- Minors on campus
- Messages
- Mothers' Rooms
- Parking
- Posters and Flyers on Campus
- Public Transportation
- Religious Belief Policy

Safety & Security Procedures

- Accident/Incident Reporting.....[Procedure](#)
- Criminal Activity/Concerning Behavior.....[Procedure](#)
- Cooperation with Law Enforcement Agencies..... [STU-600](#), Revised May 2017
- Hazard Communication/Reporting.....[Procedure](#)
- Emergency Preparedness.....[Information](#)
- Personal Protective Equipment..... [Policy](#)
- Policy Prohibiting Sex Harassment and Sex Discrimination..... [STU-602](#), Adopted July 2020
- Procedure for Investigating and Resolving Sexual Harassment and Sex Discrimination... [STU 602-01](#), Adopted July 2020
- Restraining Orders and Orders of Protection.....[Procedure](#)
- Sexual Misconduct..... [Policy](#)
- Sex Offender on Campus..... [STU-105](#), Approved Mar 2017
- Sex Offender..... [STU-105-01](#), Approved Mar 2017
- Student Equal Opportunity, Sexual Misconduct, Harassment, and Discrimination..... [STU-601](#), Revised July 2020
..... [STU-601-01](#), Revised July 2020
- Weapons on Campus..... [Policy](#)

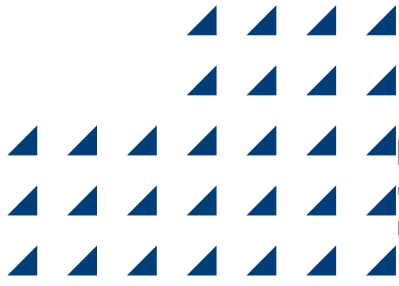


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WCTC Pewaukee Campus

A	Building A	L	Building L
AJN	Anthony J. Natalizio Center	PB	Pole Barns (PB1/PB2/PB3)
B	Building B	Q	Harry V. Quadracci Education and Technology Center
C	College Center	RTA	Richard T. Anderson Education Center
D	Heat Plant	S	Building S
E	Building E	T	Building T
F	Fire Training Area	V	Building V
G	Harry V. Quadracci Printing and Graphics Advanced Manufacturing Center	W	Building W
H	Building H		
I	Building I		
IMC	Terry Lutz Integrated Manufacturing Center		
K	Building K		

WAUKESHA COUNTY TECHNICAL COLLEGE
 Hands-on Higher Ed
 800 Main Street, Pewaukee, Wisconsin 53072



Campus Evacuation Maps

[View maps](#)