

Academic Advising Student Checklist

Advising
800 Main Street, Room C-021
Pewaukee, WI 53072
262.691.5400 (Phone); 262.691.5123 (Fax)
www.wctc.edu/advising

Important Dates and Deadlines:

- Complete the admissions process: _____
- Mandatory New Student Orientation: _____
- New Student Registration: _____
- Semester begins: _____
- Summer session dates: _____

Login Information:

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

Phase 1: Getting Started

- Admissions:** Complete admissions steps: www.wctc.edu/admissions.
 - **Placement Testing:** Meet with your advisor prior to registration to review your placement scores to determine course registration options.
- Credit for Prior Learning (CPL):** Connect with your advisor to discuss CPL opportunities for which you may be eligible: www.wctc.edu/prior-learning.
 - **AP/IB/Other high school coursework:** If you have taken high school courses that you think may transfer to WCTC, submit required documents to the Admissions office for review.
 - **Transfer credits:** If you have college or military credits, submit your official transcripts to the Admissions office for review.
 - **CLEP/DSST:** Students may be awarded credit by achieving a satisfactory score on an exam for a course.
- Financial aid:** Apply for financial aid by completing the FAFSA online (www.fafsa.ed.gov) using 20 ___ taxes for the 20 ___ / ___ academic year. Apply by April 1 to be considered for maximum grant opportunities. Call 262.691.5436 or email money@wctc.edu with questions.
- Veteran/Military Benefits:** If you have served in the US Military or are a spouse or dependent of someone who served in the US Military, connect with WCTC's veterans' specialist in the Armed Forces Student Center, C-016 (www.wctc.edu/veterans).
- Dislocated workers:** Connect with your agency in addition to your academic advisor.
- Scholarships:** Apply for available scholarships, including the WCTC Foundation Scholarship, at www.wctc.edu/scholarships. Check website for deadlines.
- New Student Orientation:** After program acceptance, sign up for the mandatory New Student Orientation (NSO): www.wctc.edu/orientation. This needs to be completed prior to registration (if required by your program).
- myCard (Student ID):** Upload your photo ID when signing up for the NSO and obtain your card at the NSO. Or, go to the Service Desk, Room B-102.

Phase 2: Registration

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



Academic Advising

Student Checklist *(continued)*

Phase 3: Final Preparation

- Pay tuition:** Students are responsible for all tuition and fees. Official drops must be done by 11:59 p.m. the day before the class begins for a 100 percent refund or during the refund period for a partial refund. Visit www.wctc.edu/tuition.
- Review your course schedule for potential conflicts and to confirm the locations/times of your classes.
- Financial aid recipients: Follow up with the Financial Aid office if you have not been awarded. You may need to enroll in a payment plan. Connect with Financial Aid to confirm your eligibility for a textbook voucher or tuition deferment.
- Take another campus tour to become familiar with classroom locations, Academic Support, library, etc.
- Confirm that you have purchased all books and required supplies before the semester begins.
- Ensure that necessary paperwork is on file (Authorization to Release, i.e. if you want a parent to call on your behalf).

Important Reminders

- No-call/No-show policy:** Attendance is mandatory for the first day of classes or you will be dropped. You will not receive a refund unless you contact Registration at 262.691.5578. Contact your instructor if you have special circumstances.
- Academic standing requires a 2.0 GPA or above. To remain in good academic standing, a student must maintain a minimum 2.0 semester GPA.
- Financial aid recipients:** You will need to maintain a 2.0 GPA or above and successfully complete 67 percent of credits you are enrolled in by the financial aid lock-in date in order to maintain satisfactory academic progress for financial aid.
- Policies and procedures: Please see the Student Handbook.

Important Contact Information

Academic Support	B-110	262.691.7837
Admissions	C-019	262.691.5200
Advising	C-021	262.691.5400
Armed Forces	C-016	262.691.5431
Bookstore	B-104	262.691.5304
Counseling	C-022	262.695.3440
Financial Aid	C-019	262.691.5346
Registration	C-019	262.691.5578
Service Desk	B-102	262.691.5555
Student Accessibility	C-021	262.691.5318
Student Development	C-121	262.691.5302

This document is intended for academic advising purposes only and is subject to change.

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