Mission
Waukesha County Technical College provides accessible career and technical education to strengthen our community through lifelong learning.

Vision
Waukesha County Technical College is the distinct choice for innovative and transformative education.

Values
Commitment
We are committed to creating a learning environment that fosters dependability, effectiveness, responsiveness, stewardship and accountability.

Integrity
We work together promoting a climate characterized by honesty, truthfulness, fairness and trust.

Relationships
We encourage collaboration through teamwork, respecting diversity among our College community.

Communication
We share information and ideas in an open, honest and timely manner throughout the College.

Learning
We provide opportunities for learning technical and critical life skills for members of our College community.

Excellence
We continually improve as we explore innovative, high-quality and flexible learning options.
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 2020-21 WCTC Student Handbook and Calendar is designed to provide you with an overview of people, places and resources available at the College. Comprehensive handbook details are available at www.wctc.edu/policies.
# Table of Contents

**Academic Calendar** ................................................. 3

**Campus Resources**

- Academic Advising .............................................. 4
- Academic Support ............................................... 5
- Automated Teller Machine (ATM) ............................. 5
- Bookstore .......................................................... 6
- Campus Cupboard ................................................ 6
- Career Connections .............................................. 6-7
- Child Development Center and Lab School .................. 7
- Counseling ......................................................... 8
- Compliance and Equity ......................................... 9
- Credit for Prior Learning ...................................... 10
- Financial Aid ...................................................... 10-11
- Fitness Center ..................................................... 11
- Food Services – Hub, Owl Café and Owl’s Nest .......... 12
- Global Education/International ............................... 12
- Library .............................................................. 13
- Lost and Found .................................................... 13
- Mothers’ Room ..................................................... 13
- Multicultural Resource Center ............................... 14-15
- Registration ......................................................... 15-18
- Safety and Security ............................................. 18
- Student Accessibility .......................................... 18-19
- Student Development ......................................... 19-21
- Student Government ........................................... 21
- Student Enrichment Center .................................. 21
- Service Desk ......................................................... 22
- Technology Resources at WCTC ............................. 22-23
- Tech Store .......................................................... 24
- Testing Center ...................................................... 24
- Veterans Services ............................................... 25

**Weekly Calendar** .................................................. 26-128

**Map** .................................................................... 129

The handbook is a brief introduction to various resources on the WCTC campus. For comprehensive and detailed information, please visit [wctc.edu/policies](http://wctc.edu/policies).
WCTC 2020-2021 Academic Calendar

August 17, 2020 ........ Fall semester and Fall Term 1 begin
September 5 - 7, 2020 .......... College closed - Labor Day
October 6 - 9, 2020 ...... Spring priority registration begins
October 12 - 18, 2020 ............... No classes - Fall break
October 19, 2020 ..................... Fall Term 2 begins
October 28, 2020 ............. Spring registration begins for new students
November 11, 2020 ........ Spring open registration begins
November 26 - 29, 2020 ...... College closed - Thanksgiving break
December 12, 2020 ........ Winter Commencement
December 14, 2020 ........ Winter interim begins
December 24, 2020 - January 3, 2021 ........ College closed - Winter break
January 18, 2021 .... Spring semester and Spring Term 1 begin
March 15 - 21, 2021 ........... No classes - Spring break
March 22, 2021 .................. Spring Term 2 begins
May 15, 2021 ....................... Spring Commencement
May 17, 2021 ..................... Summer interim begins
May 29 - 31, 2021 .......... College closed - Memorial Day
July 3 - 5, 2021 .......... College closed - Independence Day
Academic Advising is an essential part of the college experience. Academic advisors and students work collaboratively to enhance student success. We encourage you to check in with your advisor at least once a semester to make sure you're on the right track.

You can expect your academic advisor to:

- Encourage and guide you to define and develop goals and move toward success
- Assist in understanding the purposes and goals of higher education
- Treat you with respect and listen carefully to your questions and concerns
- Provide you with resources and referrals
- Understand and effectively communicate WCTC degree and program requirements
- Be accessible to meet for advising via email, phone and/or in-person appointment
- Connect your academic experience with your personal and professional goals
- Be familiar with college policies and procedures

Your academic advisor is listed in your Academic Profile on the myWCTC portal.
Academic Support

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

Academic Support offers a variety of resources to help you develop essential academic skills. Services include:

- Instructor support in reading, writing, math, science and English as a second language (ESL)
- General skill-building courses, as well as academic support for specific courses
- Study skills and test-taking strategies
- Assessment and test preparation for WCTC’s admission testing, the ACCUPLACER® assessment, the Nursing Pre-Admission Examination (PAX), apprenticeship testing, ACT and TABE testing
- Academic support services for students with disabilities
- Coordination of peer tutoring
- College Success Workshops including Don’t Eat the Marshmallow, Take Note, Crush Bad Study Habits, Getting Things Done and the M&M’s of Math

Academic Support is divided into specialized areas:

- Academic support in dedicated, individualized centers including the Math Center, Reading Center, Science Center, Writing Center, Business and Health Technology Center and English as a Second Language (ESL) Center
- Peer tutoring, which provides individual assistance to students in selected program credit courses; peer tutors are recommended by faculty
- Noncredit pre-college courses including Pre-college Reading and Pre-college Writing
- Credit basic education courses including Individualized Reading Workshop, Fundamentals of Writing and Special Topics in Math (tuition and fees apply)

Learn more about Academic Support services and hours at wctc.edu/academic-support.

Automated Teller Machine (ATM)

There is one automated teller machine on the Pewaukee campus, located in the College Center adjacent to the Student Development Office, Room C-121 near the Hub.
The WCTC Bookstore is your local, independent resource for textbooks, required course materials, 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 Development Office, College Center, Room C-121
262.691.5302
wctc.edu/student-dev

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 Development Office. For more information on hours and pick-up, contact the Student Development Office.

**Career Connections**
Career Center, College Center, Room C-021A
262.695.7848
wctc.edu/career-connections | libguides.wctc.edu/careerconnections

Career Connections can help guide you as you explore career paths that align with your program and prepare for your job search. Get help securing an internship, attending a job fair or finding job opportunities. Plus, take advantage of a wide variety of useful workshops, videos and other resources.
Career and Employment Services

- Book one-on-one appointments with career development specialists.
- Attend career exploration and job search workshops. View upcoming events at wctc.edu/career-calendar.

Internship Program

- Book a one-on-one appointment to plan for an internship at wctc.libguides.com/careerconnections/wctcinternships.
- Prepare for and gain practical work experience through one-credit classes such as Employment Success and Internship.

Student Employment Services

- Find a full-time or part-time job through Handshake at www.joinhandshake.com.

Child Development Center and Lab School

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.

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.
WCTC’s licensed professional counselors provide a welcoming environment for you to clarify concerns, set goals, learn effective coping skills and resolve personal and educational barriers. Counseling Services places a high priority on confidentiality. All communications between student and counselor - including the decision to seek counseling - are confidential to the full extent provided by law.

Counselors offer help in addressing many situations, including but not limited to:

- Anxiety and stress
- Depression
- Loneliness
- Fitting in/feeling accepted
- Lack of motivation
- Transition to college
- Relational concerns with partner, friends, family
- Difficulties with alcohol or other drugs
- Eating disorders
- Grief and loss
- Thoughts of harming self or others

Services are free for current WCTC students. Call or stop in to schedule an appointment. Walk-ins are accommodated for students 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.
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.

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 - Jonathan Pedraza, Manager, Student Development/Deputy Title IX Coordinator 
JPedraza2@wctc.edu | 262.691.5295

Sherry Simmons, Chief Diversity & Compliance Officer 
compliance@wctc.edu | 262.695.3481
Credit for Prior Learning

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.

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.

To review the current Satisfactory Academic Progress Policy, please visit wctc.edu/about/campus-academic-policies.

**Fitness Center**

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

WCTC's Fitness Center is a convenient way to fit in a workout while balancing your academics and busy life. Stay motivated and on track with your fitness goals by joining a class, participating in a challenge or working out on your own.

The Student Government Association allocates the use of student activity fees to support the Fitness Center, allowing credit students to use the facility at no cost. You’ll need a WCTC myCard to access the facility. Get your card at the Service Desk located in the Student Enrichment Center, B-110, and complete the online annual waiver on the Fitness Center portal page. The renewal period begins July 1 for the upcoming academic year.

Fitness Center equipment includes:

- Treadmills
- Elliptical machines
- Upright and recumbent bikes
- Rowing machines
- Cardio climber
- Multi-station weight machine
- Free weights
- Functional equipment including stability and medicine balls, resistance bands and TRX

The Fitness Center also offers a variety of fitness classes in the Group Fitness Studio (Room S-128). These classes run in six-week sessions; registration and fees apply.

Locker rooms with showers are available. Designated daily lockers are available free of charge, or lockers can be rented. Visit the Fitness Center link under myWCTC Resources for more information.
Food Services — Hub, Owl Café and Owl’s Nest

The Hub
College Center, Room C-125

Owl Café
Building S, Room S-103 (Lobby)

Owl’s Nest
Student Enrichment Center, Room B-108

262.691.5276
wctc.campus-dining.com

Enjoy a wide variety of food and beverages available for purchase at the Hub, Owl Café, Owl’s Nest and several vending machines throughout campus. With hot food, grab-and-go items, tasty treats, Starbucks coffee and more, you’re sure to find the fuel you need to succeed. Requests for vending machine refunds are handled during normal operation hours.

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

Global Education/International

Global Education Center, College Center, Room C-018
262.691.5209
wctc.edu/global | libguides.wctc.edu/global

The Global Education Center provides opportunities to develop intercultural competencies through engagement with diverse people, cultures, and ideas as preparation for a diverse and multicultural workforce. The center offers education abroad programs, enrolls international students, hosts globally themed events and helps produce culturally competent and competitive graduates.

The center operates numerous faculty-led education abroad programs each year. WCTC students may participate in a variety of education abroad programs that satisfy general education requirements, fulfill program-specific courses or provide service learning. Traditional and foreign language education abroad programs are available during the academic year and summer.

Learn more about specific international activities at the Global Education Center or online at wctc.edu/global.
The WCTC Library provides research services and quality information resources to support WCTC and the community. Library materials include trade, scholarly and popular publications; books; e-books; streaming video and DVDs; newspapers; and more. Your myCard student ID card serves as your library card. Access library resources on or off campus at libguides.wctc.edu.

Library services include:

- Research assistance (in person, by email, over the phone or via live chat)
- Interlibrary loan (borrowing from other libraries)
- Reserve collection for course-required information
- Customized instruction room for hands-on research training
- APA citation assistance
- Tablets, laptops and other technology available for checkout
- Study rooms for groups of 2-8, with various amenities including whiteboards and televisions. Reserve study rooms on the Robin room reservation system

Lost and Found

Welcome Center
College Center, Room C-001
262.695.6234
e-mail: welcomecenter@wctc.edu

Mothers’ Rooms

WCTC students who are currently nursing are welcome to use our mothers’ rooms. Please visit the Service Desk located in the Student Enrichment Center (B-108) to request access to mothers’ rooms. Locations include:

Building B, Room B-085
Building S, Room S-134
Building Q, Room Q-397
Inside the Waukesha Campus women's restroom
Multicultural Resource Center

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

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

Support Services

MRC staff work with students in a variety of areas, including:

- Assistance with admissions, placement testing, financial aid and scholarship applications
- One-on-one case management
- Educational workshops
- Course completion
- Progress reports
- Addressing barriers to academic achievement
- Study skills, time management and how to access tutorial assistance
- Leadership development, including the Multicultural Student Mentoring Program
- Personal and social support
- Small group meeting space, study area and computer lab
- Building positive relationships with students, faculty and staff
- Monthly diversity programming

Multicultural Student Mentoring Program

The center houses the Multicultural Student Mentoring Program (MSMP), which serves underrepresented students. It supports students of color, LGBTQ, first-generation and undocumented students to ensure their success at WCTC and empower them to become successful leaders in their communities.
The MSMP provides case management, academic support and access to peer mentors and resources. This program encourages the development of critical life skills through monthly leadership workshops to promote self-advocacy and community engagement – all in an effort to help students feel supported during their time at WCTC.

**Multicultural Student Union**

The MRC houses WCTC’s Multicultural Student Union Organization (MSU), which advocates for the empowerment of marginalized and traditionally underrepresented identities. The MSU works to increase the visibility of the difficulties facing these students at WCTC. It also appoints members to key governance position to ensure diverse representation across campus.

**Annual Programming**

- 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
- Asian Pacific American Heritage Month
- 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 may attend class, but are not required to take examinations.
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.

**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.

**Withdrawal (W)**

After the refund period, you may withdraw from a course up to 80 percent of the course duration. A withdrawal (W) will appear on your academic transcript. The "W" grade is not included in GPA nor counted in credits earned toward graduation. If you withdraw after the refund period, you are fully responsible for tuition and fees.

Instructors may not initiate a student-requested withdrawal; however, an instructor may withdraw a student, up to 80 percent of course duration, for violation of course and/or attendance policy. An instructor will assign a "W." After 80 percent of course duration, a letter grade will be assigned.

**Student and Instructor Drops**

- **Student Drop** – You may drop a course during the refund period. A drop will not appear on your academic transcript.
- **Instructor Drop** – An instructor may drop a student for non-attendance beginning with the first class. If you are dropped by an instructor for non-attendance, you must contact Registration for a refund within the refund period.

*Note: You will be Instructor Dropped from a course if you do not attend the first class. It is your responsibility to contact the Enrollment Center during the refund period in order to qualify for a tuition refund.*
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 transcripted 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 myWCTC portal
- Over the phone: MasterCard, Discover or VISA
- In person: MasterCard, Discover, VISA, cash or check
- Mailed to: WCTC Student Accounts, 800 Main St., Pewaukee WI 53072

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 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.

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

You may drop a credit course up to the 80 percent completion date of the total course meetings. After that date, you will receive a grade equivalent to what was earned for the course.

If you drop one course and add another during the 80 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-222
Campus Police: 262.691.5582
Village of Pewaukee Police Department: 262.691.5678
For all emergencies: Call 911

WCTC Alerts

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

Security Reports

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

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, attentional, learning, chronic health, sensory and physical).
To ensure access to classes, programs, activities and the WCTC campus, please contact the SAO to have a confidential conversation about the process for requesting reasonable accommodations. You will meet with a disability specialist to create a personalized Accommodation Plan, which you are responsible for sharing directly with faculty. Request services as soon as possible once you enroll! Some auxiliary aids and services may take several weeks to coordinate and implement.

Visit wctc.edu/student-accessibility to learn more.

**Student Development**

College Center, Room C-121  
262.691.5302  
wctc.edu/student-dev | libguides.wctc.edu/studentdevelopment

The Student Development 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.

Student Development 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.

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 Development 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.

To learn how to get involved, stop by the Student Development Office or visit wctc.edu/student-dev.

Check your WCTC Email to receive important reminders and dates.
Student Organizations
Student Development Office, College Center, Room C-121
262.691.5302
wctc.edu/student-dev

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.

Learn how you can get involved at wctc.edu/student-dev.

Student Health Insurance
Student Development Office, College Center, Room C-121
262.691.5302
wctc.edu/student-dev

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 Development Office.

Mandatory Student Accident Only Insurance
Student Development Office, College Center, Room C-121
262.691.5302
wctc.edu/student-dev

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 Risk Manager with questions.
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 Development Office staff. For comprehensive information about WCTC’s Code of Conduct, please see the Student Code of Conduct link of the expanded Student Handbook, which is available on the myWCTC portal under the Student Resources section.

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 a group of student senators representing each school on campus. It 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.

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

- Group study rooms, quiet study areas and a speech lab
- Computer workstations, some with specialty software
- Photocopier with color capability, WEPA printing kiosks, scan station and fax service
- Owl’s Nest coffee shop
- Laptop checkout kiosk
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

Never share your password or answer personal security questions for any reason. WCTC staff will never request this information. Your initial myWCTC password is your ID number, but you are highly encouraged to create a more secure password using "Manage My Password" on the WCTC portal.

Technology Resources at WCTC

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.
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.

**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.

**myWCTCapp**
Use the myWCTCapp for easy access to campus info, maps, news, events and more. Stay connected and receive important College announcements.

The myWCTCapp is available for download on the Apple App Store and Google Play.

**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 complemented with Office 365, which includes 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, Owl Cafe and Owl’s Nest, financial aid purchases in the bookstore, WEPA printing and more.

Check myCard balance on the myWCTC portal under My Applications.

**WEPA printing**
WEPA print kiosks are located throughout the WCTC campus. This cloud-based service allows you to upload documents from any device and print from any of 23 kiosks across campus. View printing prices, instructions and a WEPA kiosk map on the myWCTC portal.
Tech Store

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

WCTC’s Tech Store, located in the TechEx Center, is your one-stop location to shop, service 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 Center

Testing Center, College Center, Room C-020
262.695.6215
wtc.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
- ALEKS testing for math placement
- Apprenticeship testing
- Certiport
- Challenge Exam/Proficiency Exam/Prior Learning Assessment
- CLEP
- Computer Skills Assessment
- DSST
- Keyboarding skills
- Make-up testing (arranged by instructor)
- Nursing Pre-Admission Exam (PAX)
- Pearson Vue
- Placement testing for incoming students
- Proctor services (for distance learners and online courses)
- Scantron/Castle Worldwide
- Spanish Language Assessment
Veterans Services

Armed Forces Student Center, College Center, Room C-016
262.691.5431 or 262.691.5284
wctc.edu/veterans

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

The listed information is a brief introduction to various resources on the WCTC campus. For comprehensive and detailed information, please visit www.wctc.edu/policies.
The student handbook is published by the Office of Student Development. For additional questions, call 262.691.5302 or email studentdevelopment@wctc.edu.

Equal Opportunity Affirmative Action Employer/Educator

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