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 2019-20 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 on the myWCTC student portal.
# TABLE OF CONTENTS

**Academic Calendar** .......................................................... 3
**Weekly Calendar** ............................................................ 4-109

**Things to Know**
- Critical Life Skills .......................................................... 110
- Credit for Prior Learning .................................................. 111
- Financial Aid .................................................................. 111-112
- Graduation Requirements ............................................... 112-113
- Registration .................................................................. 113-116
- Service Desk .................................................................. 116
- Technology Resources at WCTC .................................... 117-118
- Testing Services ............................................................. 118

**Life at WCTC**
- Academic Advising ......................................................... 119
- Automated Teller Machine (ATM) ................................. 119
- Bookstore .................................................................. 120
- Career Connections ....................................................... 120
- Child Development Center and Lab School .................... 121
- Counseling .................................................................. 121-122
- Fitness Center ................................................................ 122
- Food Services ............................................................... 123
- Global Education/International ..................................... 123
- Lost and Found ............................................................. 123
- Student Accessibility ..................................................... 124
- Student Development ..................................................... 124-128
- Student Enrichment Center .......................................... 128-130
- Tech Store .................................................................... 130
- Veterans Services .......................................................... 130

**Policies and Procedures**
- Academic Misconduct ..................................................... 131-132
- Academic Standing ........................................................ 132-133
- Alcohol and Drug Policy ............................................... 133
- Bad Weather/School Closings ....................................... 133
- Cell Phones/Electronic Devices ..................................... 133-134
- Classroom Attendance ................................................ 134
- Classroom Recording Policy ........................................ 134-135
- College Safety .............................................................. 135-138
- Evacuation Maps and Emergency Procedures .............. 138-143
- Equal Opportunity at WCTC ......................................... 143
- Family Education Rights and Privacy Act (FERPA) ......... 143
- Grade Appeal Process .................................................... 143-144
- Minors on Campus .......................................................... 144
- Notice of Nondiscrimination .......................................... 144
- Posters and Flyers on Campus ....................................... 144-145
- Religious Belief Policy .................................................... 145
- Retraining Orders/Orders of Protection ........................... 145
- Sex Offender Policy ........................................................ 145-146
- Student Code of Conduct .............................................. 146-148
- Tobacco and Tobacco Look-alike Policy ....................... 149
- Understanding Title IX and Your Rights at WCTC ......... 149-150
- Voluntary and Involuntary Withdrawals ....................... 150

**Index** ............................................................................... 151
**Important Resources** ..................................................... 152
**Map** ............................................................................... 153
WCTC 2019-2020 Academic Calendar

August 21, 2019 .......................... Fall semester starts
August 31 - September 2, 2019 .... College closed - Labor Day
October 8, 2019 ............... Spring priority registration begins
October 28, 2019 ................. Spring registration begins for new students
November 11, 2019 .......... Spring open registration begins
November 27, 2019............ No classes - Thanksgiving break
November 28 - December 1, 2019 .......... College closed - Thanksgiving break
December 16, 2019 ..................... Fall semester ends
December 18, 2019 .......... Winter commencement ceremony
December 24, 2019 - January 1, 2020 ........ College closed - Winter break
January 20, 2020................. Spring semester starts
March 16 - 22, 2020 ............. No classes - Spring break
April 11 - 13, 2020 .......... College closed - Spring holiday
May 16, 2020 ............ Spring commencement ceremony
May 18, 2020 ....................... Spring semester ends
May 23 - 25, 2020 .......... College closed - Memorial Day
June 5, 2020 .......................... Summer term starts
July 3 - 5, 2020 ........... College closed - Independence Day
WCTC recognizes the importance of helping students reach their full potential through the student development process. This includes helping students master complex developmental tasks, achieve self-direction and recognize the importance of cooperative effort.

**Critical Life Skills**

Critical life skills are integrated into all campus activities, including coursework and service areas such as financial aid, student life and internships. This leads to student proficiency in the following areas:

**Citizenship Skills**
Demonstrate local and global awareness, social responsibility and effective engagement with diverse populations.

**Communication Skills**
Communicate effectively in personal, academic and professional interactions using appropriate modalities.

**Critical Thinking Skills**
Evaluate pertinent information to reach an informed conclusion in personal, academic and professional settings.

**Problem-Solving Skills**
Solve personal, academic and professional problems using disciplinary concepts and frameworks.

**Relationship Skills**
Cultivate civil relationships to be effective in personal, academic and professional life.

**Self-Management Skills**
Apply methods of continuous personal, academic and professional improvement.

The listed information is a brief introduction to various resources on the WCTC campus. For comprehensive and detailed information, please visit the myWCTC student portal.
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 dropping a class for any reason, contact the Financial Aid Office. 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 (see page 132 under Academic Standing). 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.

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.

- Your final semester must be in residency at WCTC. Programs may have specific residency requirements.*

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

**Graduation with Honors or Distinction**

To graduate with honors, you must complete all program course requirements with a program grade point average of 3.5 or above - based on a 4.0 scale.

To graduate with distinction, you must complete all program course requirements with a program grade point average of 3.85 or above - based on a 4.0 scale.

Please note, honors' status for the commencement ceremony will be evaluated based on the GPA held at the commencement program deadline for all students who have applied as of this date. For students who apply after the commencement program deadline, the status will be evaluated once the graduation application is received and will not be noted in the commencement program. Students who graduate with honors or distinction, and meet the prescribed deadlines, will be recognized at the ceremony with a gold tassel.

**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. (For more information, see page 127.)

Payment of Tuition and Fees

Payments can be made one of three ways:

- 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

Tuition and fee due dates:

- Fall term: August 15 or 15 days from date of registration (whichever is later)
- Spring term: January 15 or 15 days from date of registration (whichever is later)
- Summer term: Within 15 days of registration
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. <em>Dropping a degree course during this time will result in a “W” (withdrawal) on the your record.</em></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. (See Withdrawal Policy on page 114).

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.

**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.

**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

## 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.
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.

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
- ALEKS testing for Engineering students
- Apprenticeship testing
- Challenge Exam/Proficiency Exam/Prior Learning Assessment
- CLEP
- Computer Skills Assessment
- DSST
- Keyboarding skills
- Nursing Pre-Admission Exam (PAX)
- Pearson Vue Testing Center
- Placement testing for incoming students
- Proctor services
- Spanish Language Assessment
Academic Advising

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

Academic advisors are ready to help you understand the details of your program, policies, procedures and degree requirements from the time you apply to WCTC through graduation. We encourage you to check in with your advisor at least once a semester to make sure you’re on the right track.

Services include:
- Exploring and understanding programs
- Assisting students with course selections
- Developing degree plans
- Understanding College policies and procedures
- Tracking progress toward graduation
- Connecting to campus resources

For a listing of academic advisors and their programs, visit wctc.edu/advising.

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.

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 accessing Wisconsin TechConnect, the job database for the Wisconsin Technical College System. Plus, take advantage of a wide variety of useful workshops, videos and other resources. Visit Career Connections online at wctc.edu/career-connections or call 262.695.7848 for more information.

Career Development 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 Wisconsin TechConnect at wisconsintechconnect.com.
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 program students and for students at other area colleges who are pursuing a career in the early childhood field. 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.

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.

**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

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
waukesha.lancerhospitality.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 refunds are handled during normal operation hours.

Visit waukesha.lancerhospitality.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

WCTC’s Global Education Center recognizes today’s global workforce needs and prepares you to enter an increasingly interconnected world. The center offers education abroad programs, enrolls international students, hosts globally themed events and helps produce culturally competent and competitive graduates.

The center operates six education abroad programs per year. From performing healthcare checks for children in Guatemala, to exploring architecture in Portugal, to economics courses in Austria, WCTC students may participate in a wide variety of education abroad programs.

Learn more about specific international activities at the Global Education Center or online at wctc.edu/global.

Lost and Found

Several lost and found sites are located throughout the campus. Any found items should be taken to these areas:

Building G, Room G-120
Building H, Room H-101
College Center, Room C-001

Visit myWCTC. wctc.edu to see daily food specials.
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, ADHD, learning, sensory and physical). The SAO also coordinates accommodations and support for students facing temporary barriers due to an accident, surgery or pregnancy.

To request accommodations for classes, programs, activities and the WCTC campus, please contact the SAO to have a confidential conversation about the process for obtaining reasonable accommodations. You will meet with a Disability Specialist to discuss your needs, review your documentation and create a personalized Accommodation Plan. You are responsible for sharing your Accommodation Plan directly with your instructors.

Please note, some auxiliary aids and services may take several weeks to coordinate and implement. You are expected to initiate requests for accommodations prior to the start of classes. Visit wctc.edu/student-accessibility to learn more.

Student Development

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, Multicultural Resource Center (MRC), 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.

**Multicultural Resource Center (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.

The center focuses on diversity, inclusion and student involvement. It promotes cross-cultural communication, awareness and understanding through programs, events and leadership development. The MRC’s goal is to create a community that recognizes challenges and transforms individual attitudes toward difference, while learning to celebrate the rich contributions of all cultures.

**Support Services**

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

- Guidance within the Multicultural Student Mentoring Program
- Personal and social support
- Help with financial aid, academic advising and scholarship questions
- Confidential, one-on-one case management meetings
- Life skills and educational workshops
- Regular student progress reports
- Positive relationships with students, faculty and staff
- Small group meeting space, study area and computer lab

**MRC Student Organizations**

The MRC works closely with WCTC’s multicultural student organizations: the Asian Student Organization, LatinX Student Organization, Black Student Organization, Student Alliance For Equality (S.A.F.E., an LGBTQ organization) and the Campus Christian Ministry Club.
Student Mentoring Program

The center houses the Multicultural Student Mentoring Program (MSMP), which serves underrepresented students at WCTC. It supports students of color, LGBTQ, low-income, first-generation, undocumented students and others to ensure their success at WCTC.

The MSMP offers academic support and access to peer mentors, encourages critical life skills through monthly leadership workshops to promote self-advocacy, promotes community engagement, and encourages participation in leadership conferences and social events - all in an effort to help students feel supported during their time at WCTC.

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

Student Government Association

Student Development Office, College Center, Room C-121
262.691.5388
wctc.edu/student-dev

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.
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.

Student Conduct and Behavioral Intervention Team
Student Development Office, College Center, Room C-121
262.691.5302
wctc.edu/student-dev

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.
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.

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

Academic Support offers a variety of resources to help you develop essential academic skills. Day and evening hours are available. Services include:

- Academic 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, apprenticeship testing, ACT and TABE testing
• Academic support services for students with disabilities
• Coordination of peer tutoring
• Lifelong Learning 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
• Noncredit pre-college courses including Pre-college Reading, Pre-college Writing and Basic Math
• 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 wtc.edu/academic-support.

WCTC 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; books; e-books; DVDs and online films; 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 or over the phone)
- Interlibrary loan (borrowing from other libraries)
- Reserve collection for course-required information
- Customized instruction room for hands-on research training
- APA assistance
- E-readers and tablets for checkout
- Study rooms for groups of 3-5, with various amenities including whiteboards and televisions.

**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, 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.

**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
Academic Misconduct

It is your responsibility to be informed about what constitutes academic misconduct and how to avoid it. Examples of academic misconduct include (but are not limited to):

- Plagiarism (turning in work of another person and not giving them credit)
- Stealing an exam or course materials
- Copying another student’s homework, paper or exam
- Cheating on an exam (copying from another student, turning in an exam for re-grading after making changes or working on an exam after the designated time allowance)
- Falsifying academic documents

You can avoid academic misconduct by:

- Refraining from copying and pasting directly from the Internet.
- Knowing how to cite sources in papers, lab reports or other assignments. (Use the Writing Center for help with APA, MLA and other citation styles.)
• Understanding the expectations and limitations when working in groups. (Determine what aspects of a project - paper, presentation, demonstration - are collaborative or to be completed by individual students.)
• Using campus resources for assistance (e.g. Academic Support).

Consequences of Academic Misconduct

WCTC takes academic misconduct allegations seriously. If an instructor suspects a student has engaged in academic misconduct, the instructor may ask the student to meet for an explanation. If after meeting with the student the instructor believes there was an occurrence of academic misconduct, they will decide on a sanction, which may include a zero on the assignment or exam, a lower grade in the course or failure in the course. Repeated acts of academic misconduct may result in more serious actions such as probation or suspension. See the expanded policy on the myWCTC portal.

Notify the Instructor of a Cheating Classmate

If students know a classmate is cheating on an exam or other academic exercise, they should notify their instructor or exam proctor. If students see a classmate cheating during an exam, they should inform the instructor or proctor verbally or by writing a note to their instructor. As a part of the WCTC community, students are expected to uphold the standards of the College. Additionally, a classmate's dishonesty on an exam may affect the overall grading curve and other students' grades in the class.

Campus Resources

Student Enrichment Center, Math Center, Writing Center: wctc.edu/academic-support

For more information, questions or concerns, contact the Student Development Office at 262.691.5302 or stop by the office in the College Center, Room C-121.

Academic Standing

Standards for Academic Success

WCTC’s Standards for Academic Success define the requirements students must meet to maintain satisfactory academic progress in associate degree and/or technical degree programs AND who have enrolled in six credits or more during the term. These standards also establish a formal process to identify, notify and provide assistance to students who fall below satisfactory academic standards.

WCTC calculates a student's academic status twice a year: after the end of the fall semester and at the end of the spring semester. This calculation includes semester grade point average (GPA) based on coursework completed at WCTC during the semester being evaluated.
Good Academic Standing

To remain in good academic standing at WCTC, a student must maintain a minimum semester GPA of 2.0. Those who fail to meet this requirement will no longer be considered in good academic standing and will be placed on academic warning, probation or dismissal status. Please see the full Academic Standing Policy on the myWCTC portal for additional information.

Alcohol and Drug Policy

As a condition of receiving financial aid funds, the federal government requires that colleges must disclose information to students and have an adopted alcohol and drug program in place. This serves as WCTC’s information for compliance of these regulations, as well as the information published in the WCTC College Safety and Security Resource Guide, found on the WCTC website. It is the policy of this institution that the unlawful manufacture, distribution or possession of illicit drugs, or use or abuse of alcohol on any WCTC campus, or as a part of any WCTC activity is strictly prohibited. Exceptions to this alcohol policy are for an individual situation, which must have written approval from the College President. Anyone who violates the policy is subject both to the institution’s sanctions and to criminal sanctions. Without exception, alcoholic consumption is governed by Wisconsin statutory age restrictions under Chapter 125 et al. Laws prohibit drug possession through Wis. Stat. 161 and mandate penalties up to 15 years of prison and fines.

WCTC policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment.

Bad Weather/School Closings

In the event of conditions affecting the regular opening of WCTC, the following sources will give notices of any closing or cancellation:

- A message on the front page of the WCTC website.
- A text message and email notification from WCTC.
  - If a cell phone number was provided at the time of registration, the WCTC Alerts system will send information about emergency situations at the College or school closings to students via text message and their my.wctc.edu email account.
  - Students may also register additional cell phones and/or email addresses via the WCTC Alerts link on the myWCTC student portal.

Cell Phones/Electronic Devices

Mobile phones and electronic devices may be on during class, but only on the vibrate mode; the ringer must be turned off. Students must leave the room to answer the phone unless prohibited.
by course requirements. Be advised that departmental or course-specific rules may be more restrictive than WCTC’s overall policy. The use of tablets, e-readers, personal computers and music devices in the classroom may be restricted in the same manner as cell phones.

Classroom Attendance

All students are expected to attend classes on a regular, punctual basis. Attendance the first day of class is mandatory. **If students do not attend the first day of class, they will be dropped from the course.** Students with extenuating circumstances should contact their instructor prior to the first class and discuss alternative options. In addition, each academic department and program area has developed its own attendance policy, which will be communicated to students by faculty during the first week of classes. Students are responsible for discussing absences with their instructors and completing makeup work.

Class Absence for Co-curricular Activities

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

Classroom Recording Policy

Students are not permitted to make recordings of classroom lectures or activities using any recording devices (e.g., smartphone, tablet, computer, digital camera or other recording device), or make electronic copies of course materials (e.g., PowerPoints, formulas, lecture notes), unless prior permission from the instructor and/or an approved disability accommodation for recording is obtained.

- If permission is granted to utilize a recording device in a classroom or other setting where other students are present, the instructor will announce to the entire group that a recording will be made. Those with privacy concerns should consult with the instructor.
• Use of student recordings is limited to the student’s personal educational purposes only. Recorded lectures or copied material must be destroyed at the end of the course.
• Distribution (e.g., sharing, making copies, posting online, uploading to YouTube, etc.) of all(any part of a recorded lecture or course materials is strictly prohibited; it is a violation of WCTC’s Student Code of Conduct and is subject to disciplinary action.

College Safety

Campus Security Office
College Center, Room C-222
262.691.5225 or 262.691.5566

Environmental, Health and Safety Office
College Center, Room C-217
262.695.3412 or 262.691.5226

Call 911 in the event of an emergency!

WCTC is committed to providing a safe and healthy environment for the protection and well-being of students, staff and visitors. The College upholds and enforces all applicable federal, state and local safety laws, rules and regulations as well as the College’s safety policies, rules and regulations. Any student wishing to discuss a safety concern can make arrangements to do so by contacting the Campus Security Office or the Environmental, Health and Safety Office.

Campus Security

Pewaukee Campus: When classes are in session, WCTC provides police protection for the Pewaukee campus through the Village of Pewaukee Police Department, Monday through Friday, 7 a.m.-11 p.m.

• To contact the police on duty, call Campus Police at 262.691.5582.
• To contact the Pewaukee Police Department, call 262.691.5678.

WCTC employs security staff at the Pewaukee campus. Contacts include:

• The security staff on duty - 262.691.5566
• Coordinator of Campus Security - 262.691.5225
• Director of Safety, Security and Risk Management - 262.691.5226

Waukesha Campus: WCTC employs security staff at the Waukesha campus.

• To contact the security staff on duty, call 262.212.8019 or contact the Waukesha Police Department at 262.524.3831.
• To contact the Coordinator of Campus Security, call 262.691.5225, or contact the Director of Safety, Security and Risk Management at 262.691.5226 - both at the Pewaukee Campus.

Safety Rules and Policies

It is the responsibility of each student to understand and comply with the environmental, health and safety rules/policies of the College, all safety rules and policies specific to WCTC
courses (as well as any practicum, cooperative, internship or host site safety rules and policies) and applicable local, state and federal environmental, health and safety laws, rules and regulations. Instructors will communicate the safety rules/policies to the students at the start of the course. Students are encouraged to discuss any questions they have regarding rules and/or policies with their instructors. Failure to comply with safety rules may lead to disciplinary action up to and including possible suspension from the program.

**Reporting Hazards**

WCTC conducts routine environmental and safety inspections. However, not all hazards are identified during inspections. If you encounter what you believe to be a hazard, please report it to either Facilities Services at 262.691.5555, the Environmental, Health and Safety Specialist at 262.695.3412 or the Environmental Health and Safety Office at 262.691.5226.

**Accident/Incident Reporting**

All College-related incidents (i.e. behavioral, academic, injuries, illnesses, motor vehicle accidents, property damage, theft, etc.) should be reported to WCTC in a timely manner. To submit incident reports, go to the myWCTC portal, click on the “Concerns” icon and select the relevant report form.

When completing an incident report, provide detailed information and complete all sections pertaining to the incident. Below are forms that should be used for College-related incidents:

- **Early Alert Report**: For any type of academic areas of concern - including academic, emotional, physical well-being or other well-being - that may impact a student’s success in the classroom. Upon submission, these reports are forwarded to Counseling Services and routed to the appropriate staff for follow-up.

- **Academic Integrity and Concerning Behavior**: For behavioral incidents including academic integrity, concerning/threatening behavior or general complaints. Upon submission, these reports are forwarded to the Student Development Office and addressed accordingly.
- **Student Support Referral:** For behaviors of concern (non-policy violations). Upon submission, these reports are forwarded to Counseling Services and Student Development.

- **Discrimination, Harassment, Retaliation or Sexual Misconduct:** For incidents relating to equal opportunity, discrimination, harassment or retaliation. Upon submission, a deputy Title IX coordinator will contact the student to begin an investigation and address it accordingly.

- **Injury/Illness Report:** For injuries or illnesses. Upon submission, these reports are forwarded to the Environmental, Health and Safety Office.*
  - Students are responsible for their own medical expenses incurred for injuries or illnesses. However, students enrolled in classes or in a practicum are covered by the Mandatory Student Accident Only Insurance during the respective spring, summer and/or fall semester (there is no coverage between semesters).
  - Specific information about the accident only insurance can be found at wctc.edu/student-dev.

- **Property, Vehicle Accident, Security or Informational:** For incidents including property damage, motor vehicle accidents, theft or loss of property. Upon submission, these reports are forwarded to the Environmental, Health and Safety Office.*

- **Sharps Exposure Incident Report:** For exposure incidents involving sharps (i.e. needles, scalpels, razors or any device or object used to puncture or lacerate the skin). Upon completion, this report should be signed by the instructor (if applicable) and associate dean or manager.*

- **Spill Form:** For all chemical spills and similar related spills.*

- **General Complaints:** For documenting any observations, concerns or incidents that occur on campus. Upon submission, this report is forwarded to the Student Development Office and addressed accordingly.

*Injury/Illness, Property, Vehicle Accident, Security or Informational, Sharps Exposure Incident and Spill reports are required to be submitted within 24 hours of the incident. Sharps Exposure Incident and Spill reports must be submitted directly to the Environmental, Health and Safety Office at BNeumann6@wctc.edu within 24 hours of the incident.

**WCTC Mass Notification System/Text Alerts**

In the event of an emergency:

- **WCTC Alerts:** The text messaging system will provide staff and students with emergency information alerts and updates. Messages will be sent to WCTC email addresses and registered mobile phones via text message. Staff and students are encouraged to sign up for this service by selecting the WCTC Alerts icon on the myWCTC portal.

- **Alert Beacon®:** Beacons will be activated to communicate emergency information and provide instructions; they will sound, flash and display an emergency text message.
• **Internal and External Speakers:** Internal speakers, located inside buildings throughout campus, will broadcast the message displayed on the Alert Beacon. External speakers, which are outside campus buildings, will broadcast emergency information.

• **Desktop Override:** College computers in offices, labs and classrooms that are active and logged into the network will receive full-screen pop-up alerts.

• **Hallway Monitors:** College wall monitors will display full-screen messages.

• **Panic Buttons:** Panic buttons are located beneath the beacons and are intended for individuals to call for help. When activated, they will send an alert to Campus Police and the Safety Office. If a panic button is activated/pushed, please CALL 911 as well, as the panic button does not connect to 911.

### Evacuation Maps and Emergency Procedures

Evacuation maps and emergency procedures are posted throughout campus in classrooms and offices. These maps identify exit routes, severe weather shelters and designated evacuation staging areas.

Emergency procedure postings contain a summary of recommended steps to be followed during specific emergencies.

An icon has been developed that links to the emergency procedures document; please take time to become familiar with these procedures. You will find this icon on your campus computer’s desktop and on the myWCTC portal. This icon links directly to WCTC’s emergency procedures.

The emergency procedures are consistent in intent, but may vary by campus to address the specific needs of each campus. The emergency procedures document contains the following information:

#### Emergency Evacuation

Emergency evacuation is required in case of fire, chemical spill or bomb threat. Upon hearing/seeing the audible/visible alarm, everyone should immediately evacuate the building and proceed to the designated parking lot location for their building. Do not use elevators or walk through other buildings to get to the designated area; use only outside sidewalks.

Evacuation maps are posted throughout campus in offices and classrooms. Familiarize yourself with the evacuation procedures for every classroom and other areas on campus that you frequent. Take different routes to and from classrooms and areas you frequent on campus. Note the different exits that exist in case the route you normally take becomes unavailable, and know where the exits lead. Please review the emergency maps for each floor of the building or buildings you are in, as the maps are specific to each floor.
Severe Weather

When the National Weather Service issues a tornado warning for Waukesha County, the College will activate the Severe Weather Policy. At this time, individuals should immediately proceed to a designated shelter area. Shelter areas are identified on the campus evacuation maps posted in classrooms and offices.

Weapons on Campus

The use, concealment, creation, manufacture or possession of weapons, parts of weapons, facsimile firearms and/or potentially dangerous devices - whether functional or not - in College buildings and facilities (owned or leased) or at College-sponsored activities held on public or private property off campus is strictly prohibited, except as permitted hereafter.

This includes any type of firearm or firearm parts, whether or not a permit is obtained; ammunition; switchblade; knife (excluding eating utensils); jackknife with a blade longer than three inches; metal knuckles; explosives; compressed gas-operated weapons; electric weapons as defined in state statutes; archery equipment; knives which open by gravity, thrust or movement; martial arts weapons; and any other device which, based on the manner it is used or is intended to be used, is calculated or likely to produce bodily harm.

Exclusions include:

- **Sworn law enforcement personnel**: A weapon or potentially dangerous device may be used or possessed, concealed or otherwise on the campus, grounds, facilities or buildings or at College-sponsored functions held on public or private property by a certified sworn police officer, provided it is in accordance with all applicable laws, regulations and employment requirements.
- **Students and employees in instructional programs**: Possession, transport or use of weapons by individuals who are required to carry a weapon as part of their employment or education program such as Criminal Justice/Law Enforcement students and instructors, provided it is in accordance with all applicable laws, regulations, employment and educational requirements.
The methods of handling such weapons or potentially dangerous devices for training purposes shall be governed and controlled by the policies of the WCTC Criminal Justice-Law Enforcement Department.

Violation: Students, employees or visitors who are found to be in violation of this policy shall be asked to comply with the College policy. In addition, those persons may be:

- Referred to Campus Police and/or law enforcement authorities.
- Removed from the campus, subject to College disciplinary procedures, up to and including termination of employment or expulsion from the College, as well as civil and/or criminal penalties.

(The State of Wisconsin revised or amended statutes may supersede this policy and the current laws shall be adhered to at that time.)

**Violence on Campus**

Staff and students must be vigilant to the risk of violence on campus. Be aware of your surroundings and any possible dangers. If you observe or are made aware of any of the behaviors listed below, contact Campus Police at 262.691.5582 or call 911.

**ALWAYS CALL 911 FOR EMERGENCIES.**

- Unusually aggressive, odd or scary behavior of students or coworkers
- Threats of violence or retribution, either serious or said jokingly
- Employees or students who are distraught or suicidal
- Overheard comments or rumors of some kind of planned or intended violence
- Presence of gangs or cults that have a history or suggestive behavior of violence
- Fights or other acts of violence on campus
- Presence of guns, other weapons or suspicious objects

In any active threat or violence on campus situation, you have three options: RUN, HIDE OR FIGHT.
YOU MUST FIRST ASSESS YOUR SITUATION AND MAKE YOUR DECISION TO RUN, HIDE OR FIGHT BASED ON THIS ASSESSMENT.

There is no specific order for “Run, Hide, Fight.” Just because “run” is first does not mean that this is always going to be the best option. Only you can determine which option is best based on your situation and surroundings.

Run

Based on the assessment of your situation, your first option in a campus violence situation may be to run.

- If you know the location of the hazard and have a safe escape route, you should run.
- Warn other occupants as you leave the building.
- Drop all belongings and keep your hands visible.
- Once outside, get as far away from the building as possible.
- Contact 911 to notify them of what you observed.
- DO NOT re-enter the building until you have been given the “all clear” by police or Campus Security.

Hide

Based on the assessment of your situation, your first option in a campus violence situation may be to hide.

- Stay in your current location or seek the nearest safe location.
- If it's safe to do so, gather anyone stranded in the corridors into your classroom or office.
- Lock, secure and barricade doors and windows.
- Turn off all electronics and silence all cell phones.
- Get out of sight, away from doors/windows.
- Remain calm and quiet.
- After the door has been closed, locked or barricaded, DO NOT open it.
- Monitor communication systems for further info or instructions.
- Stay in your safe place until the “all clear” is given.

Fight

Based on the assessment of your situation, your first option in a campus violence situation may be to fight. This is only your first option if you cannot run or hide and an active threat has entered your room or area.

- Fight back only as the last resort when your life is in imminent danger.
- Organize others and formulate a plan.
- As a group, throw books, furniture and electronics. Find anything you can use as a weapon against the assailant.
- Act as aggressively as possible to overpower or disarm the assailant.
- Once the police arrive, make sure your hands are visible, fingers opened and follow their directions.
Criminal Activity/Concerning Behavior

Everyone plays a role in making WCTC a safe environment. The College asks students to be alert to criminal activity and concerning behaviors on campus. If you observe either of these activities on campus, please report the incident to Campus Police at 262.691.5582 or 911.

ALWAYS CALL 911 FOR EMERGENCIES.

Personal Protective Equipment

Personal protective equipment (PPE) is required and must be worn in any classroom, laboratory or shop where hazardous work is being performed. PPE can provide protection to the student’s eyes and face, head, hands, feet, ears/hearing and respiratory system.

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

- First offense: A warning and instruction not to return to the area until wearing proper PPE.
- Second offense: Suspension from class for a minimum of one class session. The student must meet with a counselor or associate dean before being readmitted to the class; upon being readmitted, proper PPE must be worn.

Further violations may require a meeting with the Dean and may result in Student Code of Conduct violations.

Hazard Communication

The Hazard Communication Standard was designated to alert individuals about hazardous chemicals by providing them access to information on the physical and health hazards of chemicals, safe handling precautions and emergency and first aid procedures. The standard is also known as the “Right to Know Law.”

This requires chemical manufacturers and importers to determine the health and physical hazards of chemicals and report these hazards on a Safety Data Sheet (SDS) and container label. A SDS must be available for all hazardous
chemicals present on the campus. Students will have access to information regarding the chemicals through WCTC's SDS online management program, MSDSonline, which is available on the myWCTC portal.

Contact the Environmental, Health and Safety Office for questions regarding chemicals used in class or those in which there may have been exposure.

**Equal Opportunity at WCTC**

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

Accordingly, as provided by Chapter 38 and the Wisconsin Fair Employment Law (Sec.111.31 - 111.395, Wis. Stats.), the College will provide equal opportunity in all of its practices to all persons protected by statuses of state and federal law.

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

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. See more information at wctc.edu/FERPA.

These rights include:

- The right to inspect and review the student's education records within 45 days from the day the College receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before WCTC discloses personally-identifiable information from the student's education records, except to the extent that FERPA authorizes such disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College.

**Grade Appeal Process**

Students who wish to dispute a grade received on a test, essay, homework, performance, computer program project, etc. may do so informally by discussing the matter with the
instructor who issued the grade. When a student believes that the final grade he or she has received in a course is inaccurate or unjustified, the student may appeal the grade through the grade appeal process.

If a student receives a failing final grade due solely to attendance reasons, the grade is not appealable. Sanction for Academic Ethics violations that result in a failing course grade can only be appealed through the Academic Ethics Violations appeal process. It is the student’s responsibility to have an ongoing discussion with the instructor about the status of their grade.

Learn more about the grade appeal process on the myWCTC portal.

Minors on Campus

Students who bring their children with them are prohibited from leaving a child under the age of 16 years unattended while in facilities or on grounds owned or used by Waukesha County Technical College. Students are not permitted bring their children into the classroom unless specifically authorized to do so by the instructor and only in order to enhance the learning process.

Notice of Nondiscrimination

Waukesha County Technical College prohibits discrimination or harassment based on any status protected by applicable state or federal law.

WCTC prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Posters and Flyers on Campus

All posters and flyers to be posted on campus bulletin boards must be approved through the Student Development Office (Room C-121). Only posters pertaining to campus activities, classes or services of a direct nature to student interests
will be posted. All posters must be no bigger than 8.5 inches by 11 inches and must be in the designated area marked on the boards. Posters that are not approved and/or do not follow the guidelines will be removed immediately. Additional information on the campus posting policy can be obtained from the Student Development Office.

**Religious Belief Policy**

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

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

For information on the policy, contact Student Development at 262.691.5302.

**Restraining Orders/Orders of Protection**

Any student who has a restraining order or other order of protection against another person is encouraged to provide a copy of any temporary, protective or restraining order which is granted, as well as a copy of any protective or restraining order which is made permanent to the Campus Security Coordinator, Director of Student Development or designee of either. Both departments will work with the student(s) involved with any of the previously mentioned orders to create a safety plan.

Find the most comprehensive, updated copy of the Restraining Order Policy on the myWCTC portal, or call the Student Development Office at 262.691.5302 or Campus Security at 262.691.5225.

**Sex Offender Policy**

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Waukesha County Technical College Campus Security Department will provide a link to the Wisconsin Department of Corrections Sex Offender Registry.

WCTC will issue a statement advising the campus community of where state-provided law
enforcement information concerning registered sex offenders may be obtained as required by legislation. Sex offender students who are required to register in a state must provide notice of conviction to identified staff at WCTC.

Sex offender registry information shall be used for:

- The purposes of the administration of criminal justice.
- Screening of current or prospective employees or volunteers.
- The protection of the general public and children, in particular.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable to the fullest extent of the law.

The Wisconsin Department of Corrections is responsible for maintaining this registry, which can be found on the Wisconsin Department of Corrections Sex Offender Registry website at http://offender.doc.state.wi.us/public.

**Student Code of Conduct**

**Preamble**

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

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

**Core Values of Student Conduct at Waukesha County Technical College**

**Integrity:** WCTC students exemplify honesty, honor and a respect for the truth in all of their dealings.

**Community:** WCTC students build and enhance their community.

**Social Justice:** WCTC students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

**Respect:** WCTC students show positive regard for each other, for property and for the community.

**Responsibility:** WCTC students are given and accept a high level of responsibility to self, to others and to the community.
WCTC students are responsible for knowing the information, policies and procedures outlined in this document. WCTC reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check the myWCTC portal for the updated versions of all policies and procedures. By accepting admission to WCTC, a student accepts its rules and acknowledges the right of WCTC to take conduct action, up to and including suspension or expulsion.

The WCTC community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Student Development Office is committed to an educational and developmental process that balances the interests of individual students with the interests of the WCTC community.

A community exists on the basis of shared values and principles. At WCTC, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community and responsibility.

Each member of the WCTC community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify the five core values listed above by engaging in violation of WCTC’s Student Code of Conduct rules, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

The student conduct process at WCTC is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the
student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision maker. No student will be found in violation of WCTC policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Find the most comprehensive, updated copy of the Student Code of Conduct on the myWCTC portal or call the Student Development Office at 262.691.5302.
Tobacco and Tobacco Look-alike Policy

Tobacco or tobacco look-alike use is prohibited inside all College-controlled vehicles, buildings, grounds and parking lots. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco and electronic cigarettes (e-cigarettes). All sales and advertising of tobacco products on College campuses are prohibited. This includes the distribution of samples of tobacco products or coupons redeemable for tobacco products.

Understanding Title IX and Your Rights at WCTC

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  
Director, Compliance & Equity  
compliance@wctc.edu  
262.695.3481

Voluntary and Involuntary Withdrawals

Waukesha County Technical College's Student Code of Conduct authorizes the Vice President of Student Services, Student Development Office, and/or the Manager of Safety, Security and Risk Management to remove a student from the College. In addition to disciplinary action that may be taken under other College policies and procedures, the College reserves the right to request or require students to withdraw from the College for behavior that significantly disrupts the ability of other students, faculty or staff to participate in the educational programs or employment opportunities offered by the College. This policy was developed to support student academic success. This policy does not supplant any academic performance or discipline-based withdrawal or dismissal policies maintained by academic units.

For comprehensive information about WCTC’s Voluntary and Involuntary Withdrawal process, please see the Student Handbook on the myWCTC portal under the Student Resources section.

The listed information is a brief introduction to various resources on the WCTC campus. For comprehensive and detailed information, please visit the myWCTC student portal.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bad Weather/School Closings</td>
<td>133</td>
</tr>
<tr>
<td>Behavioral incidents</td>
<td>136</td>
</tr>
<tr>
<td>Bookstore</td>
<td>120</td>
</tr>
<tr>
<td>Campus Cupboard</td>
<td>128</td>
</tr>
<tr>
<td>Campus Security</td>
<td>135</td>
</tr>
<tr>
<td>Canvas</td>
<td>117</td>
</tr>
<tr>
<td>Career Connections</td>
<td>120</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>133–134</td>
</tr>
<tr>
<td>Cheating Classmate</td>
<td>132</td>
</tr>
<tr>
<td>Child Development Center and Lab School</td>
<td>121</td>
</tr>
<tr>
<td>Class Absence</td>
<td>134</td>
</tr>
<tr>
<td>Classroom Attendance</td>
<td>134</td>
</tr>
<tr>
<td>Classroom Recording Policy</td>
<td>134–135</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>127, 146–148</td>
</tr>
<tr>
<td>College Safety</td>
<td>135–138</td>
</tr>
<tr>
<td>Consequences of Academic Misconduct</td>
<td>132</td>
</tr>
<tr>
<td>Counseling</td>
<td>121–122</td>
</tr>
<tr>
<td>Course Audit</td>
<td>113</td>
</tr>
<tr>
<td>Credit for Prior Learning</td>
<td>111</td>
</tr>
<tr>
<td>Criminal Activity</td>
<td>142</td>
</tr>
<tr>
<td>Critical Life Skills</td>
<td>110</td>
</tr>
<tr>
<td>Discrimination</td>
<td>137, 144, 149</td>
</tr>
<tr>
<td>Drop a Course</td>
<td>114</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>133–134</td>
</tr>
<tr>
<td>Email</td>
<td>117</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>138–143</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>143</td>
</tr>
<tr>
<td>Evacuation Maps</td>
<td>138–139</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act</td>
<td>143</td>
</tr>
<tr>
<td>Fee due dates</td>
<td>115</td>
</tr>
<tr>
<td>Fees</td>
<td>115</td>
</tr>
<tr>
<td>FERPA</td>
<td>143</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>111–112</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>122</td>
</tr>
<tr>
<td>Food Services</td>
<td>123</td>
</tr>
<tr>
<td>Global Education</td>
<td>123</td>
</tr>
<tr>
<td>Grade Appeal Process</td>
<td>143–144</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>112–113</td>
</tr>
<tr>
<td>Harassment</td>
<td>137, 149</td>
</tr>
<tr>
<td>Hazard Communication</td>
<td>142–143</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>127</td>
</tr>
<tr>
<td>Hub</td>
<td>123</td>
</tr>
<tr>
<td>Illness</td>
<td>137</td>
</tr>
<tr>
<td>Incident Report</td>
<td>136–137</td>
</tr>
<tr>
<td>Injury</td>
<td>137</td>
</tr>
<tr>
<td>Insurance</td>
<td>125, 127, 137</td>
</tr>
<tr>
<td>Insurance Fees</td>
<td>115, 127</td>
</tr>
<tr>
<td>International</td>
<td>123</td>
</tr>
<tr>
<td>Internship Program</td>
<td>120</td>
</tr>
<tr>
<td>Mandatory Student Accident Only Insurance</td>
<td>127, 137</td>
</tr>
<tr>
<td>Mass Notification System</td>
<td>137–138</td>
</tr>
<tr>
<td>Minors on Campus</td>
<td>144</td>
</tr>
<tr>
<td>Multicultural Resource Center (MRC)</td>
<td>125–126</td>
</tr>
<tr>
<td>myCard</td>
<td>117</td>
</tr>
<tr>
<td>myWCTC</td>
<td>117</td>
</tr>
<tr>
<td>myWCTCapp</td>
<td>117</td>
</tr>
<tr>
<td>myProfile</td>
<td>117</td>
</tr>
<tr>
<td>Nondiscrimination</td>
<td>144</td>
</tr>
<tr>
<td>Office 365</td>
<td>117</td>
</tr>
<tr>
<td>Online Learning</td>
<td>118</td>
</tr>
<tr>
<td>Orders of Protection</td>
<td>145</td>
</tr>
<tr>
<td>Owl Café</td>
<td>123</td>
</tr>
<tr>
<td>Owl's Nest</td>
<td>123</td>
</tr>
<tr>
<td>Peer Tutoring</td>
<td>129</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>142</td>
</tr>
<tr>
<td>Posters and Flyers on Campus</td>
<td>144</td>
</tr>
<tr>
<td>Print kiosks</td>
<td>117</td>
</tr>
<tr>
<td>Property, Vehicle Accident</td>
<td>137</td>
</tr>
<tr>
<td>Refund Schedule</td>
<td>116</td>
</tr>
<tr>
<td>Registration</td>
<td>113–116</td>
</tr>
<tr>
<td>Religious Belief Policy</td>
<td>145</td>
</tr>
<tr>
<td>Repeating a Course</td>
<td>114</td>
</tr>
<tr>
<td>Reporting Hazards</td>
<td>136</td>
</tr>
<tr>
<td>Restraining Orders</td>
<td>145</td>
</tr>
<tr>
<td>Retaliation</td>
<td>137</td>
</tr>
<tr>
<td>Service Desk</td>
<td>116</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>139</td>
</tr>
<tr>
<td>Sex Offender Policy</td>
<td>145–146</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>137, 149</td>
</tr>
<tr>
<td>Sharps Exposure</td>
<td>137</td>
</tr>
<tr>
<td>Spill Form</td>
<td>137</td>
</tr>
<tr>
<td>Student Accessibility</td>
<td>124</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>146–148</td>
</tr>
<tr>
<td>Student Conduct and Behavioral Intervention Team</td>
<td>127</td>
</tr>
<tr>
<td>Student Development</td>
<td>124–128</td>
</tr>
<tr>
<td>Student Email</td>
<td>117</td>
</tr>
<tr>
<td>Student Employment Services</td>
<td>120</td>
</tr>
<tr>
<td>Student Enrichment Center</td>
<td>128–130</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>126</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>127</td>
</tr>
<tr>
<td>Student Mentoring</td>
<td>126</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>127</td>
</tr>
<tr>
<td>TechEx Center</td>
<td>116</td>
</tr>
<tr>
<td>Technology Resources</td>
<td>117–118</td>
</tr>
<tr>
<td>Tech Store</td>
<td>130</td>
</tr>
<tr>
<td>Testing Services</td>
<td>118</td>
</tr>
<tr>
<td>Text Alerts</td>
<td>137–138</td>
</tr>
<tr>
<td>Title IX</td>
<td>149</td>
</tr>
<tr>
<td>Tobacco and Tobacco Look-alike Policy</td>
<td>149</td>
</tr>
<tr>
<td>Tuition</td>
<td>115</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>130</td>
</tr>
<tr>
<td>Violence on Campus</td>
<td>140–142</td>
</tr>
<tr>
<td>Ways to Register</td>
<td>113</td>
</tr>
<tr>
<td>Weapons on Campus</td>
<td>139–140</td>
</tr>
<tr>
<td>WEPA printing</td>
<td>117</td>
</tr>
<tr>
<td>Wi-Fi on Campus</td>
<td>118</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>114, 150</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>123</td>
</tr>
<tr>
<td>Service</td>
<td>Location/Buildingdf</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Advising</strong></td>
<td>College Center, Room C-021</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>Building B, Room B-104</td>
</tr>
<tr>
<td><strong>Counseling</strong></td>
<td>College Center, Room C-022</td>
</tr>
<tr>
<td><strong>Career Connections</strong></td>
<td>College Center, Room C-012</td>
</tr>
<tr>
<td><strong>Enrollment Center</strong></td>
<td>College Center, Room C-019</td>
</tr>
<tr>
<td><strong>Fitness Center</strong></td>
<td>Building S, Room S-107</td>
</tr>
<tr>
<td><strong>Global Education/International</strong></td>
<td>College Center, Room C-018</td>
</tr>
<tr>
<td><strong>General Information</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Multicultural Resource Center [MRC]</strong></td>
<td>College Center, Room C-125</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>Campus Security Office</td>
</tr>
<tr>
<td><strong>Student Accessibility</strong></td>
<td>College Center, Room C-021</td>
</tr>
<tr>
<td><strong>Student Enrichment Center</strong></td>
<td>Business Building, Room B-110</td>
</tr>
<tr>
<td><strong>Student Development</strong></td>
<td>College Center, Room C-121</td>
</tr>
<tr>
<td></td>
<td>Student Government Association</td>
</tr>
<tr>
<td><strong>Testing Center</strong></td>
<td>College Center, Room C-020</td>
</tr>
<tr>
<td><strong>TechEx Center</strong></td>
<td>Building B, Room B-108</td>
</tr>
<tr>
<td><strong>Title IX</strong></td>
<td>College Center, Room C-217D</td>
</tr>
<tr>
<td><strong>Veterans/Military</strong></td>
<td>Armed Forces Student Center, College Center, Room C-019</td>
</tr>
<tr>
<td><strong>Waukesha Campus</strong></td>
<td>327 E. Broadway Waukesha, Wisconsin 53186</td>
</tr>
</tbody>
</table>
WCTC prohibits discrimination or harassment based on any status protected by applicable state or federal law.

The student handbook is published by the Office of Student Development. For additional questions, call 262.691.5302 or email studentdevelopment@wctc.edu.