ACADEMIC ADVISING
www.wctc.edu/advising
262.691.5400
College Center, Room C-021

Academic advisors can provide you with an overview of your program and help you create your initial course schedule. As you work your way toward your degree, your advisor can keep you updated on your progress, help you develop an academic plan, and provide encouragement, guidance and referrals as needed.

We encourage you to connect with your advisor at least once every semester. You can find your advisor’s contact information in your academic profile on the myWCTC portal.

ACADEMIC SUPPORT
www.wctc.edu/academic-support
262.691.5311
Student Enrichment Center
Building B, Room B-110

Academic Support offers a variety of resources to help you develop essential academic skills, including:

- Academic support in reading, writing, math, science, business - health technology 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
- Peer tutoring
- College Success workshops
- Academic support services for students with disabilities

AUTOMATED TELLER MACHINE (ATM)

College Center, Room C-021

There is one ATM on the Pewaukee campus, located in the College Center adjacent to the Student Development office, room C-121, near the HUB.

BOOKSTORE - TECHEX CENTER

www.wctc.edu/bookstore
262.691.5304
Student Enrichment Center
Building B, Room B-108

The WCTC Bookstore has everything you’ll need for your time as a WCTC student, including new and used textbooks, required course materials, school supplies, school apparel and more. You can use financial aid in the Bookstore during several times throughout the year.

Located next to the Service Desk, the TechEx Center sells Apple, Microsoft and Dell laptops, tablets and accessories. Education discounts are available, and you can use your financial aid for purchases in the tech store.

CAMPUS CUPBOARD

262.691.5302
College Center, Room C-121

All currently enrolled students can access this on-campus food pantry for help with groceries and personal items. If you are in need, bring your student ID to the Student Development Office. Choose a pre-packaged bag or build one yourself; limit one bag per student per week.
CAMPUS SAFETY AND SECURITY
College Center, Room C-222

Campus Police: **262.691.5582**
Village of Pewaukee Police Department: **262.691.5678**
For all emergencies: **Call 911**

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

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

CHILD DEVELOPMENT CENTER AND LAB SCHOOL
www.wctc.edu/child-care
262.691.5220
Building S

WCTC’s Child Development Center is open to children ages six weeks to eight years. At this model laboratory school, Early Childhood Education students have the opportunity to practice learned skills and implement developmentally appropriate activities and lessons. WCTC student childcare discounts are available.

CAREER CONNECTIONS
www.wctc.edu/career-connections
262.695.7848
College Center, Room C-021

Career Connections can help you find a career path that matches who you are and where you want to go. Get help developing a job search strategy, reviewing your resume, practicing interviewing and more. Workshops and individual appointments with a career specialist are available.

COUNSELING SERVICES
www.wctc.edu/counselors
262.695.3440
College Center, Room C-022

WCTC’s team of Licensed Professional Counselors is here to create a safe and welcoming environment for you to clarify concerns, learn effective coping skills and resolve personal and educational barriers. Call 262.695.3440 or stop in to schedule an appointment.
- Services are confidential and free for current WCTC students.
- We accommodate walk-in appointments as staffing permits.
- For urgent help outside of office hours, call 211 or 414.773.0211. For life-threatening emergencies, call 911.
COMPLIANCE AND EQUITY

www.wctc.edu/equal-opportunity
262.695.3481
Human Resources Office
College Center, Room C-217

WCTC’s Office of Compliance & Equity helps students who are pregnant or nursing, and those with concerns about discrimination, harassment, bullying or intimidation. If you observe or are a victim of an incident on campus, please report it online using the “Concerns” application on the myWCTC portal or by email at tellus@wctc.edu.

CREDIT FOR PRIOR LEARNING

www.wctc.edu/prior-learning
262.691.5200

You may be eligible to earn WCTC credits for the college-level knowledge and skills you’ve already acquired through advanced high school classes, previous college coursework, self-study, military training, work or volunteer experience.

FINANCIAL AID

www.wctc.edu/finaid
262.691.5436
Enrollment Center
College Center, Room C-019

WCTC’s Financial Aid Office can help you secure financial aid so you can focus on your studies instead of worrying about how to pay for school. It’s essential that you first fill out the Free Application for Federal Student Aid (FAFSA), or you could miss out on free money. We encourage you to file your FAFSA by the priority date of April 1 to maximize your grant opportunities.

FITNESS CENTER

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

WCTC’s Fitness Center is a convenient way to fit in a workout around your class schedule. Join a fitness class, participate in a fitness challenge or work out on your own. All students must sign a waiver to gain access to the fitness center.

FOOD SERVICES

Find entrees, grab-and-go options, coffee, snacks and more at one of our on-campus dining options:
• The Hub: College Center, Room C-125
• Owl Café: Building S, Room S-103 (lobby)
• Owl’s Nest: Student Enrichment Center, Room B-108
GLOBAL EDUCATION
wctc.edu/global
262.691.5209
Global Education Center
College Center, Room C-018

WCTC’s Global Education Center provides opportunities to engage with diverse people, cultures and ideas as preparation for a diverse and multicultural workforce. The center offers study abroad programs, enrolls international students and hosts globally themed programs on campus.

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

The WCTC Library offers quality information resources and services for students, including books, newspapers, journals and online databases. Laptops, Kindles and iPads are also available for checkout.

LOST AND FOUND

Several lost and found sites are located throughout the campus, including Building G (G-120), Building H (H-101) and the College Center (C-121).

MOTHERS’ ROOMS

WCTC students who are currently nursing are welcome to use our mothers’ rooms. Locations include:
- Building B, Room B-085
- Building S, Room S-134
- Building Q, Room Q-397
- Inside the Waukesha Campus women’s restroom

MULTICULTURAL RESOURCE CENTER
www.wctc.edu/mrc
262.691.5175
College Center, Room C-012

WCTC’s Multicultural Resource Center (MRC) works to create an accepting, inclusive campus culture through programs, events and leadership development. The MRC offers all students, especially those from traditionally underrepresented groups at WCTC, a safe place to call their own.

PRINTING – WEPA KIOSKS
www.wctc.edu/technology

WEPA printing is a cloud-based service that allows you to upload documents from any device and print from any of 23 kiosks across campus. You are provided an initial one-time allotment of $35 for printing. You can add additional printing funds to your myCard online or at the library. View printing prices, instructions and a WEPA kiosk map on the myWCTC portal.
STUDENT DEVELOPMENT
www.wctc.edu/student-dev
262.691.5302
College Center, Room C-121

Student Development organizes events, activities and leadership opportunities to help you grow personally and professionally. This area serves as a resource for Student Government Association, student clubs, the Multicultural Resource Center, commencement, student awards, New Student Orientation, complaints and concerns.

STUDENT GOVERNMENT ASSOCIATION
www.wctc.edu/sga
262.691.5302
College Center, Room C-121

The Student Government Association (SGA) represents your needs, interests and concerns as a WCTC student. SGA organizes activities and events, promotes citizenship and leadership, and provides a bridge between College administrators, faculty and students. All students are welcome to join! Email SGA@wctc.edu to learn more.

STUDENT ACCESSIBILITY
www.wctc.edu/student-accessibility
262.691.5318
College Center, Room C-021

Student Accessibility coordinates accommodation services at no cost for WCTC students who have a documented disability that substantially limits a major life activity. These may include walking, talking, learning, hearing or seeing. We can help you develop an individualized accommodation plan. Call 262.691.5318 (voice/relay) or email SAO@wctc.edu to get started.

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

There are three easy ways to register for classes – online, in person and by phone. If you are pursuing a program, you will receive priority registration time assignments through your WCTC email account.

Registering during this timeframe gives you the greatest likelihood of getting courses required for your program. Newly admitted students may register during New Student Orientation. If you are not enrolled in a program, you can register during the open registration period. Find details and dates online.
Protecting Your Password
No one from WCTC will ask you to verify your password or ask you for answers to personal security questions; never share this information. Your initial myWCTC password is your student ID number. You are highly encouraged to change your password immediately using "Manage my Password" on the myWCTC portal.

Service Desk
For campus technical support, the Service Desk is available to help with your technology-related questions or challenges.

Wi-Fi on Campus
WCTC’s secure wireless network will require your WCTC username and password to log in.

The Testing Center offers a secure and confidential environment for a variety of exams, including the ACCUPLACER, ALEKS, DSST, PAX for nursing and others, as well as external testing clients. Students with testing accommodations can request to take their exams in the Testing Center.

WCTC provides one-on-one assistance to veteran students and their spouses or dependents who may be taking classes at WCTC. In the Armed Forces Student Center, veteran students can find campus and community resources, as well as information about benefits and financial assistance.

Find complete details, policies, procedures and forms on the myWCTC portal or in your student handbook.