

Western Technical College

THE  SSENTIAL EXPERIENCE

2023-2024 Student Planner

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TABLE OF CONTENTS

Academic Information..... 110	Student Services and Activities.....125
Academic Faculty Coach 110	Access Services.....125
Academic Standing..... 110	Campus Shop Bookstore.....125
Closing the College..... 111	Cavalier Campus Shop Return Policy.....126
Television Stations..... 111	Campus Community Safety.....126
Radio Stations..... 111	Campus Safety Department126
Course Delivery Methods 111	Reporting Crimes and
Foreign Language 112	Other Emergencies.....126
Foreign Language Retroactive Credit112	Annual Security and Fire Report127
Foreign Language High School Credit...112	Security Procedures Education128
Foreign Language Course Placement.....112	Missing Persons Procedure129
Grade Appeals Procedure..... 112	Safe Walk Service130
Informal Process 112	Incident Reporting130
Formal Process.....112	Lost and Found130
Grading System.....113	Parking and Permits130
Graduation Requirements 114	Career Services131
Honors List.....114	Care Team131
Honors at Graduation.....114	Cashier’s Office132
Honors Program.....114	Computer Labs.....132
Incomplete Courses..... 115	Counseling and Case
Definitions.....115	Management Services133
Students.....115	Emergency Notifications and
Program/Course Withdrawal.....116	Procedures Information.....133
Progress Reports116	Financial Information.....139
Repeating a Course117	Student Eligibility139
Refund Policies119	Financial Aid Payments140
Successabilities119	Satisfactory Academic Progress
Enrollment Services..... 120	Requirements for
Auditing Classes120	Financial Aid Recipients.....140
Changing Your Program.....120	Financial Aid Warning140
Credit for Prior Learning120	Financial Aid Suspension.....140
Credit for Military Training121	Financial Aid Appeal Process140
Credit by Standardized Tests.....121	Maximum Length of Financial Aid
Credit Transfer121	Eligibility141
Dropping or Adding a Course.....122	Scholarships141
Privacy of Records.....122	Food Pantry - Cavalier Cupboard141
Limited Directory	How to Use the Cavalier Cupboard141
Information Designation123	Food Service142
Registrar’s Office.....123	Market Money.....142
Returning to College.....124	Health Services142
Transferring Credits to Other	Student Health Insurance143
Colleges and Institutions.....124	Wellness Center.....143
Withdrawal From College.....124	Housing On-Campus/Housing Office.....143

Instructional Media Center (IMC)	143	Student Rights and Responsibilities	152
Learner Support and Transition Division ..	144	Alcohol, Tobacco and Other Drugs.....	154
Lockers.....	144	College Violence & Weapon Policy.....	156
Military Related Procedures	144	Computer & Telecommunication Usage....	156
The Space - the Student		Harassment and	
Place of Action, Culture,		Nondiscrimination Policy	157
and Empowerment	145	Policy on Equal Employment and	
MyWestern	145	Educational Opportunity.....	157
Non-Traditional Occupations.....	145	Policy on Harassment and	
Nursing Mother's Room	146	Nondiscrimination.....	158
Service Animal on Campus.....	146	Policy on Sexual Harassment.....	159
Student Activities and Organizations.....	147	Retaliation.....	160
Alumni Association.....	147	Reporting Issues of Harassment	
Campus Events.....	148	or Discrimination	161
Intramural and Rec Sports	148	Hate/Bias Incident Reporting.....	162
Student Government	148	Excused Absence Policy	164
Varsity Athletics.....	149	Sexual Assault Information.....	165
Student E-Mail Account/MyWestern.....	149	Stalking and Relationship Violence	168
Volunteer Opportunities/Community		Student Code of Conduct.....	169
Engagement.....	149	Student Feedback.....	170
Weber Family Veteran Military Student		Student Grievance Procedure.....	170
Center (VMC).....	149	Definitions.....	170
Western Learning Commons.....	150	Informal Level	170
Library Services.....	150	Formal Level.....	171
Math Center	150	Student Rights.....	172
Writing Center.....	150	Title IX/Pregnancy and	
Online Writing Center.....	151	Childbirth Related Concerns.....	172
Peer Tutoring.....	151	Title IX/Sex Discrimination.....	172
Personalized Applied		Important Numbers.....	173
Learning Strategies (PALS)	151		
Wireless at Western.....	151		
Academic Integrity Policy	152		
Academic Integrity Procedure	153		

WELCOME TO WESTERN TECHNICAL COLLEGE!

Welcome to Western Technical College,

Western gives you endless opportunities to succeed, as well as a second chance for others. For those taking their first college courses, continuing their education, or just have a passion for learning, Western is the place for you. Here is where friendships start, passions begin, and life succeeds. Behind every student and staff, there is a story and Western gives the opportunity for each individual to start the next chapter of their life.



Endless opportunities for employment.

Not only does Western offer many jobs for work study or part-time positions for students, but they also offer many educational opportunities to an infinite amount of jobs in today's society. Western has focused on hands-on programs so students have the ability to succeed on the job on day one.

Western hosts infinite opportunities for friendships and opportunities to grow as a person.

Western hosts many sports and clubs for students to join. There is a club for just about any interest here on campus, from Criminal Justice, Robotics, and even Golf! Even with sports, students have the opportunities to grow friendships with their teammates, but also other students and staff. Western's staff is like no other technical college or university. Our staff is amazing. Their stories are so pure, and they care about each and every one of our students. Western has such an amazing outreach program where staff gets the ability to know each of their students.

For myself, Western Technical College was the perfect fit. The instructors made each class feel personalized, even in a classroom full of students. I was given the opportunity to work a part-time position as a security officer on campus, where I am able to share my experiences with others. Western Technical College has given me the opportunity to grow as a person and succeed in life. It has given me the opportunity to experience things that I could not have seen myself doing in the past.

Welcome to Western Technical College where the opportunities await you! Embrace your college experience and make the most out of your education.

Zander Barr,
Western Technical College Student Ambassador

ACADEMIC INFORMATION

Western is accredited by the Higher Learning Commission (hlcommission.org) a regional accreditation agency recognized by the U.S. Department of Education

ACADEMIC FACULTY COACH

Once you are enrolled in a program and have started college, you will be assigned a faculty member who will serve as your faculty coach. Your coach will help you with your goals, share helpful resources, problem solve, schedule the right classes, and generally help you be successful. To learn the name of your academic faculty coach, go to [MyWestern/Self-Service/Class Schedule](#). Some faculty may not be listed. Contact your division office for further information.

ACADEMIC STANDING

Western Technical College expects each student to maintain a level of academic achievement consistent with the college's academic standards and to make reasonable progress. The Academic Standing applies to students enrolled in technical diploma and associate degree level courses, but does not apply to students enrolled in Learner Support and Transition courses.

Students having difficulty maintaining good academic standing are encouraged to seek early assistance from their instructor(s), colleges advisor, the Western Learning Commons, Learner Support and Transition, and/or the Counseling and Case Management Services.

Good Standing

A student achieving a grade point average (GPA) of 2.0 or better at the end of a term of enrollment.

Academic Warning

A student will receive an Academic Warning if less than a 2.0 grade point average is achieved at the end of that term of enrollment. A student will be reinstated to good standing when the student achieves a 2.0 or better grade point average at the end of a term of enrollment.

If a student receives less than a 2.0 term grade point average for two consecutive terms, the student will be placed on academic suspension.

Academic Suspension

A student placed on academic suspension will be notified via email to the student's Western email address and informed of the appeal process. If pre-registered for the upcoming term, the classes will be dropped. Students seeking re-entry will need to complete an academic suspension appeal if it has been less than two years since being placed on academic suspension. Students seeking re-entry more than two years after being placed on academic suspension will need to contact the Welcome Center to speak with an Admissions Coach to begin the re-entry process.

Academic Probation

Should the suspension appeal be approved, a success plan will be cooperatively developed by the student and the Academic Dean. The first term the student returns, the student will be placed on Academic Probation. Successful completion of the plan will result in the student returning to good standing. If the student does not successfully complete the term with a 2.0 or above, the student will not be allowed to return for one year and will need to meet with an Admissions Coach or Advisor after that time to begin the re-entry process.

ADMISSIONS - Western Technical College provides access to post-secondary education to all who are eligible in accordance with statutory requirements, existing policies of the Wisconsin Technical College System (WTCs), and licensing and accrediting organizations.

- An application and application fee are required for individuals to be admitted to the College. The College reserves the right to waive the application fee under certain circumstances.
- Individuals seeking a credential in specified programs must submit their high school transcripts unless waived by the College.
- Students who leave the College for three (3) or more consecutive terms must file a new application and comply with all requirements. In accordance with the College's harassment and nondiscrimination policy, Western follows all local, state, and federal law.

CLOSING THE COLLEGE

The College's general procedure is to remain open at all times as scheduled. At the same time employees and students may experience emergency situations or conditions independently affecting the College as a whole. In these instances, employees and students should not put themselves in peril to come in to work or class. Supervisors and faculty should be understanding and flexible regarding an employee's or student's individual needs during inclement weather. There may be a few situations where it will be deemed prudent to close the College or cancel classes. The College has a prescribed method for evaluation and communication of these changes to staff, faculty, and students.

Students and employees are encouraged to sign up for RAVE, Western's Emergency Notification System at www.getrave.com/login/westerntc.

If all Western locations will be closed, an announcement will be made on RAVE, as well as the website (westerntc.edu), Western's official Facebook page (facebook.com/westerntc) and official Twitter account (twitter.com/westerntc), and the following TV and radio stations:

Television Stations

WXOW – TV 19

WKBT – News 8

WLAX/WEAU FOX

Radio Stations

La Crosse Radio Group (Classic Rock 100.1, Eagle 102.7, 1490 WLFN, Magic 105, Kicks 106.3)

Magnum Broadcasting (Mix 96.1, 94.5 WTMB, 1460 WBOG)

Midwest Family Radio (Z-93, 94.7, WIZM, 95.7, KQ98, WKTY)

WCOW 97.1

WDKM Radio WCWI 106.1

WHTL Radio 102.3

WPR Radio - 88.9

WRJC 92.1 FM and 92.9 Smash Country

WVRQ 102 FM and 1360 AM

If Western chooses to close one or more of the regional locations, an announcement will be made on the website, on Western social media channels, and on local radio stations.

If there is no announcement, the assumption is that school is in session as usual. If the college remains open, most instructors will notify you if individual classes are canceled. If you have concerns about classes or events being canceled, check your instructor's Blackboard page or contact your instructor directly. For more information, review the Emergency Closing Policy and Procedure (A0206 and F0200p2) on www.westerntc.edu.

COURSE DELIVERY METHODS

Western students may choose to enroll in classes offered in a variety of delivery formats. In addition to the traditional (face-to-face) classroom environment, students may enroll in online courses, blended or hybrid courses (that combine classroom time with an online component), computer conferencing (using web-based software over real-time instruction) and IDL (Interactive Distance Learning) courses. All of these formats could also be delivered in a compressed format where classes are delivered in less than the standard term length, which requires an increased workload over a shorter amount of time.

The first time you enroll in an online, blended, or hybrid course, you'll be asked to complete some online training modules before the start of the term to help ensure your success in the online environment. Once you register, information about the one-time training will be emailed to you during the weeks prior to the start of the term.

Additionally, you can visit the website www.westerntc.edu/getready to access some resources you can use to help you make your online learning experience successful.

FOREIGN LANGUAGE**Foreign Language Retroactive Credit**

Western Technical College may award retroactive credit for foreign language studied. You are eligible to earn a maximum of one semester (4 credits) of retroactive credit if you meet the following conditions:

- You are enrolled in a second level language course (Spanish 2).
- You earned grade of 'B' or better in the course.

No letter grade is given for retroactive credit.

Native speakers are not eligible to earn retroactive credit

Foreign Language High School Credit

If you took one full year of foreign language at high school and earned a grade of 'C' or better, you can receive four hours of credit for Western's foreign language requirement (Credit for Prior Learning). You must have successfully completed the foreign language course within the last three years.

Foreign Language Course Placement

If you took Spanish in high school and did not earn a C or better, or if you only took Spanish for only half a year, you may take the college-approved Spanish Placement Test to determine which course (i.e., Spanish I or Spanish II) is most appropriate for you.

GRADE APPEALS PROCEDURE

The following steps are designed to provide a means for students to seek review of final course grades alleged to be subjective or inconsistent. If a student files a written request for review, the student is expected to abide by the final disposition of the review.

In situations where the appeal is based on allegations of harassment: physical, sexual, or emotional, misconduct or discrimination based on any protected characteristic; the student should immediately contact the Manager of Student Life and Integrity/Title IX Coordinator to initiate the harassment and non-discrimination process, rather than file a grade appeal.

Informal Process

The student should contact the instructor to request a grade change via College email. Prior to filing a grade appeal, a reasonable effort should be made to discuss the grade concern amicably with the instructor in an informal manner. If the student has not heard from the instructor within two (2) business days, or the student does not feel comfortable discussing with the instructor, the student can then begin the formal process.

Formal Process

1. The student must submit a written statement no later than 15 business days after the grades are posted. The request must detail the basis for the allegation a grade was improper and the result of subjective or inconsistent grading and must present the relevant evidence. An appeal may be dismissed if it was not made within the 15-business day timeframe. The dean reserves the right to extend deadlines, but only in extraordinary circumstances should the appeal be extended beyond the first regular term.
2. The division dean or designee review the findings to date and act as mediator. The dean may request to meet individually or collectively with those involved in the process and may choose to continue mediation efforts. Each party may bring another person with them as support at any stage in the process. The student or instructor has the option of meeting with the dean without the other party present. If it is resolved to student satisfaction, as a result of mediation, no further additional steps need to be taken. If unresolved, the appeal is transferred to a new dean or designee for consideration.

3. The dean or designee reviews all pertinent information. The information includes any documentation submitted by the student, any information shared by the student during an appeal meeting, the established grading procedure for the course, and any pertinent student assessments for the course using the criteria established by the instructor to make a final appeal decision. The dean's decision may be to deny a request for a grade change or uphold the request for a grade change.
4. The student and the instructor shall be notified in writing of the dean's decision within one week of the appeal meeting. If the dean determines that the course grade was based on factors other than the student's academic performance, the dean may direct the instructor to re-evaluate the student's work, direct the instructor to administer a new paper/exam, or direct a change of the student's registration process (i.e., withdraw, audit, dropped).

The decision of the dean is final. Should the student have evidence of an error, omission, or bias in the formal grade appeal process, they may petition the vice president of learning. In such instances, the student shall file the written appeal, stating the grounds upon which the appeal is based no later than ten calendar days of the date the written decision was delivered.

GRADING SYSTEM

Grades are available online at westernnc.edu, Current Students, MyWestern, Self-Service, Grades Tab. Grades are available as soon as the class has ended and your instructor has posted your grades.

The following Grade Scale is used:

A Excellent

A/B

B Good

B/C

C Average

D Poor

F Failure

W Withdrawal (The "W" grade is not calculated in your grade point average. It is given only when you have officially withdrawn from the course.)

AUD Audit, meaning you did not take the class for credit

T Credit transfer from another institution

TN Transcripted Credit Not Obtained

CR* Credit awarded by Western if you have tested out of a class, have completed self-study courses, or have passed a pass/fail course with a "C" grade or better.

INC Incomplete

Grade Point Averages (Calculating Grade Point Averages)

Each A = 4 grade points per credit

Each A/B = 3.5 grade points per credit

Each B = 3 grade points per credit

Each B/C = 2.5 grade points per credit

Each C = 2 grade points per credit

Each D = 1 grade point per credit

Each F = 0 grade point per credit

(W, T, CR*, or AUD grades are not used in grade point averages.)

ACADEMIC INFORMATION

Your grade point average is determined by multiplying each course grade by the number of credit points for that class. The number of credit points received for all courses are then added together. That sum is then divided by the number of credits taken to get the average.

To show you how we determine your grade point average (GPA), let's use the example of your taking a total of four three-credit courses in which you received one A, one B/C, one C, and one D. For the A, you received 4 grade points for each credit or 12 points.

For the B/C grade, you received 2.5 grade points for each credit or 7.5 points. For the C, you received 2 grade points for each credit or 6 points.

For the D, you received 1 grade point for each credit or 3 points.

Add together the 12 points for the A; the 7.5 for the B/C; the 6 for the C and 3 for the D to get a total of 28.5 credit points.

To arrive at your grade point average, divide that 28.5 points by the number of credits you took (12) for a GPA of 2.375.

The academic Grading Policy and Procedure can be referenced here

<https://info.westerntc.edu/sites/AcademicPolicies/SitePages/Home.aspx>

GRADUATION REQUIREMENTS

Students will be charged a \$.45 per credit graduation fee to all degree, diploma and certificate program courses at registration to cover the cost of the diploma and graduation ceremony. All potential graduate names will be included in the graduation program.

An associate's degree is awarded to students who have completed the curriculum requirements of the Wisconsin Technical College System and who have completed the following program requirements:

1. A minimum of 60 credits with a cumulative GPA of 2.0.
2. All required program course grades (including General Studies) applied toward graduation must be recorded as a "C or better" or as "Pass" (in the case of Pass/Fail) grades.
3. Student must take at least 25 percent of the credits at Western.

A technical diploma is awarded to students who have completed the curriculum requirements of the Wisconsin Technical College System and who have completed the following program requirements.

1. All required program course grades (including General Studies) applied toward graduation must be recorded as a "C or better" or as "Pass" (in the case of Pass/Fail) grades.
2. Student must take at least 25 percent of the credits at Western.

HONORS LIST

Students in an associate's degree or technical program who take 6 credits or more per term at Western, may be named to the Presidents List of High Distinction for having a grade point average (GPA) of at least 3.5 or higher. A list of recipients can be found at www.westerntc.edu/presidents-list.

From here, students on the list can print an official letter for their portfolios.

HONORS AT GRADUATION

An associate's degree or diploma with honors is granted to graduates with a program 3.0 to 3.49 GPA. An associate's degree or diploma with high honors is awarded for a program GPA of 3.5 or higher. Grade point average is calculated as of the end of the previous term.

HONORS PROGRAM

The Honors Program is a community of students and faculty committed to being part of an active learning community that encourages critical thinking, while stressing growth through academics, community service, social and cultural experiences, and leadership development. The a la carte design of the program provides plenty of options for students: special honors assignments in select courses, community service opportunities, attending musical and/or theatrical performances, taking on leadership roles in the college community, discussing a book or movie with other students and faculty, and other opportunities to enhance your education—and your resume. To learn more, visit the program's website at: <https://www.westerntc.edu/honors-program>.

INCOMPLETE COURSES

An Incomplete is a temporary grade, which may be given at the College's discretion due to extenuating circumstances beyond the control of the student which prevent completion of course requirements by the end of the course. All students should be made aware of and have access to the Incomplete ("I") option.

Definitions:

Incomplete Grade: The Incomplete "I" grade may be assigned if a student has made progress towards completing the class but cannot complete required assignments by the end of the course due to extenuating circumstances. Students may not be penalized by faculty during the academic term due to but not limited to the following circumstances:

- pregnancy or childcare;
- health related absences;
- religious observations;
- bereavement (including travel related to bereavement);
- military service or requirements;
- jury duty;
- participation in College sponsored events;
- internet connectivity;
- transportation challenges;
- other state and/or federal regulations

Sub-term/Compressed Formats: Courses less than 15 weeks in length within the trimester calendar.

Students:

- Student and faculty member will discuss the terms for an Incomplete and create a success plan for completion that is recorded in the CRM. Student and faculty decide if the work can be completed within the allotted time, if not a withdraw is recommended if possible.
- Students complete the requirements for the course within the first four weeks of the following term.
- When a student has an Incomplete grade in a prerequisite course, the prerequisite must be completed before the student can enroll in the subsequent course, unless approved by department chair or dean.
- If incomplete courses are not completed within the allotted time, the earned grade will be assigned and the student may have to register for the course again.
- Student should reach out to their college advisor, financial aid advisor, and the Learning Commons for support.
- Course work can be completed while the student is not enrolled.

For more information, please visit the academic policies on the public website.

PROGRAM/COURSE WITHDRAWAL

Students may drop a class online at MyWestern through [PowerCampus Self-Service](#).

It is important to go through the formal procedure for dropping a class as soon as a student decides to drop a class. Students should speak with their instructor, college advisor and/or counselor. A student using financial aid or VA education benefits should receive consultation on the impact of withdrawal to aid or benefits. If a student does not officially drop, the earned grade will be assigned, and the student may forfeit a refund.

An official drop before 11% of total class meetings have met will be classified as a registration adjustment and the course will not be recorded on the student's permanent record. Students are not permitted to officially withdraw during the last 25% of total class meetings.

The student may receive a refund of fees paid if the student withdraws within the stipulated allowable time frame. If the fee has been paid for supplies, equipment, and/or software, the student will not receive a fee refund for that portion of incurred costs.

In the event a student fails a pre-requisite, subsequent courses may be dropped from the student's schedule.

Students who stop attending a class should officially drop the course online at MyWestern through [PowerCampus Self-Service](#), or in person at the Student Success Center at the La Crosse Campus, or at one of Western's Regional Learning Center offices. Faculty may assign an F1 grade for students who stop attending a course. However, the College reserves the right to drop a student for attendance related issues at any time during the term if it is felt to be in the best interest of the student or the College.

Faculty will not drop a student for non-attendance but may assign an FX grade for students who never attend.

Western maintains a record retention schedule of seven years for drop/add. Students are encouraged to review their transcript for accuracy at MyWestern through [PowerCampus Self-Service](#). Students have the right to request corrections on their transcript by contacting the registrar (registration@westerntc.edu) or [college advisor](#).

Failure to comply with the withdrawal procedure may result in a failing grade and/or negatively affect future registration and/or financial aid eligibility. Non-notification of withdrawal does not absolve an individual's responsibility for fee payments.

Drops and withdrawal for military-connected students, see [E0203p Military-Connected Students Procedures](#).

PROGRESS REPORTS

If you are doing unsatisfactory work in a course, you may receive a mid-term notice from your instructor. This notice is sent so you will seek help from your college advisor, instructor, or counselor.

REPEATING A COURSE

To be eligible for graduation, all courses required for successful completion of a certificate or degree program must be repeated if failed (“D” or “F”) or withdrawn (“W”).

Both the original and the repeated grade will appear on the student’s transcript. When a course is repeated, it will be indicated on the transcript. The highest grade earned in the course will be calculated in the student’s grade point average. Refer to divisions for additional repeat policies:

General Studies Division Course/Program Repeat:

- Any student who does not successfully complete (“C” grade or better) any of the following English or Math courses (see below) will be assigned to the Personalized Applied Learning Strategies (PALS) program, administered through the Learner Support and Transition (LST) Division, to identify strategies and techniques for successful completion. If the student is unsuccessful on their second attempt, the LST instructor will work with the student on a revised plan that must be approved by the Dean of LST or designee and communicated to the student’s academic advisor.

English courses include: English Comp 1 or English 1

Math courses include: College Mathematics, Math with Business Applications, or College Tech Math 1A

Health and Public Safety Division Academic Policies:

To address the needs of students, the Division has established the following policies and procedures:

General Policy

- Students whose actions significantly endanger patient safety (which includes, but is not limited to, alcohol/drug usage or sexual misconduct) will be dismissed from the course, program, and/or clinical/internship site immediately.
- All repeat courses must be successfully completed prior to completing sequential courses in the program.
- Students who receive a total of three (3) or more failing grades (“D” or “F”) in program core and/or science courses will be dismissed from the program.
- Students who receive a total of two (2) or more withdrawals from the same program core and/or science course will be considered as earning the equivalent of a failing grade leading toward dismissal from the program.
- Students may appeal their dismissal to the Dean of Health and Public Safety for course and/or program re-entry.
- All re-entry is based on program and/or class capacity.

Procedure for Health Science Course Repeat:

- Any student who does not successfully complete (“C” grade or better) the Health Science courses of General A&P, Advanced A&P, or Microbiology on their first attempt will be assigned to a Personalized Applied Learning Strategies (PALS) program, administered through the Learner Support and Transition (LST) Division, to help identify strategies and techniques for successful completion. If the student is unsuccessful on their second attempt, the LST instructor will work with the student on a revised plan that must be approved by the Dean of Health and Public Safety, or designee, and communicated to the student’s academic advisor.
- Students who do not successfully complete (“C” grade or better) Anatomy and Physiology 1 or Anatomy and Physiology 2 after two attempts will not be eligible to re-enroll in the course. A student wishing to enroll for a third time must schedule an appeal meeting with the Dean of Health and Public Safety, or designee.

Procedure for Program Course Repeat:

The Health and Public Safety Division staff supports cooperation between faculty, counselors, and students to promote an environment in which students can succeed. In keeping with this philosophy, the Division staff utilizes student success plans as an integral part of supporting the learning needs of students.

- Students wishing to enroll in a course for a second time must work with the faculty to create a student success plan.

The re-entry success plan will address the factors contributing to the lack of success and the action plan for the student, which may include the behavior the student is expected to demonstrate and the time frame for the student to progress.

Health and Public Safety Division/Program Re-entry Policy and Process

Students failing a Health and Public Safety Division program may appeal to the Dean of Health and Public Safety. Students will follow the re-entry process and recognize that the Dean reserves the right to deny the student program re-entry.

Students requesting program re-entry are required to follow the following process:

1. Write a letter of intent requesting re-entry into the program that includes:
 - a. Contact information: Name, program, student ID number, address, phone, and email;
 - b. an examination of the student's choices and behaviors that prevented successful completion of courses/program;
 - c. the student's plan for change and improvement for program success; and
 - d. the student's professional goals.
2. Send the letter of intent by USPS mail or email to:
Dean of Health and Public Safety, Western Technical College,
400 Seventh Street North, PO Box C-0908, La Crosse, WI 54601-0908.
Send email to: bergp@westerntc.edu
3. The Division will contact the student to schedule an appeal meeting with the Dean of Health and Public Safety or designee.
4. The student will be notified of the Dean's decision by letter (USPS mail or email). Program re-entry is always dependent on space availability. In situations where re-entry is granted, the Dean will often refer the student to meet with program faculty to develop a program success plan. The success plan may include (but is not limited to the following):
 1. Additional courses for remediation
 2. Competency demonstration
 3. Required meetings with Western faculty or staff.

REFUND POLICIES

Except in the case of cancellation or discontinuance of courses, you must drop a class within the stipulated refund period to receive a refund of refundable fees. In extenuating circumstances, Western may make discretionary judgments and exceptions. The district may also establish a charge per course to be deducted from any refund to defray processing costs.

Refunds are based on the beginning date and scheduled length of classes and the date the class is officially dropped. Refunds are not based on whether or not you attended class.

Student refunds are distributed from the Western Cashier's Office approximately 14 days after the class has been dropped.

The refund for all courses, regardless of length, is:

- 100% if the district cancels the course.
- 100% of refundable fees if the student drops the class before the first class meeting.

The refund for all courses is based on the number of class meetings since the first instructional day of the term.

- 80% if less than 11% of total class meetings have met.
- 60% if 11-20% of total class meetings have met.
- No refund after more than 20% of total class meeting have met.

If financial aid or agency funding pays your fees, other refund procedures may apply. Please contact the Financial Aid Resources and Planning Services or the appropriate funding agency.

For more information, review the Fee Refund Policy and Procedure (B0204 and B0204p) on www.westerntc.edu.

SUCCESSABILITIES

Western believes in every student's potential to positively influence our community. Through extensive research, wide stakeholder involvement, and the stated expectations of the community, the College has refined its focus on student growth and success. To accomplish this, Western has incorporated aspects of soft-skills, employability skills, and college and career readiness skills in the creation of our *SuccessAbilities*. These *SuccessAbilities*, are integrated throughout the curriculum with student assessment occurring as appropriate to the technical program.

Western prepares students for success in a free-enterprise society through human experiences that integrate:

Living Responsibly

Challenges you to adapt to change, respect yourself and others, value the environment, accept ownership of your actions, and grow your community. You will be successful as you:

- Develop Resilience
- Embrace Sustainability
- Foster Accountability

Refining Professionalism

Challenges you to think and communicate as a professional, value collaboration and diversity, and behave ethically. You will be successful as you:

- Improve Critical Thinking
- Practice Effective Communication
- Participate Collaboratively
- Act Ethically

Cultivating Passion

Challenges you to find your purpose and be curious, practice self-reflection, and genuinely connect with others. You will be successful as you:

- Expand a Growth Mindset
- Increase Self-Awareness
- Enhance Personal Connections

AUDITING CLASSES

A student may audit a course (take a course, but not for credit). Students auditing courses must meet the attendance requirements in a course, but are not required to complete assignments, take examinations, or meet other class requirements. The fees for auditing a course are the same as taking the course for credit. Under Section 38.24 (4m), Wis. Stats., an individual age 60 or older may be exempt from program fees for auditing a course. Students eligible for a program fee audit exemption are still required to pay material fees and all other applicable student fees. To audit a course, the course must be marked “audit” at the time of registration and will appear as such on your transcript. You must register in person to audit a class. For registration information, please contact Enrollment Services at registration@westerntc.edu. For audit course fee information, please contact the Cashier’s Office at cashiersoffice@westerntc.edu.

CHANGING YOUR PROGRAM

You may change from one program to another if admission standards are met and space is available in the program. Contact your College Advisor.

CREDIT FOR PRIOR LEARNING

Pathways to earn credit for prior learning, knowledge, and experience:

Credit by Challenge Exams

Students can show the level of knowledge they have acquired in different subject areas through standardized tests developed by Western Technical College and potentially earn credit for class equivalency. Think of it as taking the final exam without taking the course. Challenge Exams are available to students with previous knowledge in a subject area based upon a non-college training program, job experience or self-learning. The exam may be a written, oral, performance-based or practical test, interview or any combination of the above. Not all Challenge Exams are available for every course.

Challenge Exams are graded as pass/fail and students must earn a passing grade to be awarded credit. If a student fails a Challenge Exam, the student can either register for that particular course at Western Technical College or wait and retake the exam in one year. If a student successfully passes a Challenge Exam, the grade of CR (credit) is shown on the student’s transcript, but it is not used to calculate the GPA.

Students do not need to be enrolled in the course in order to take the Challenge Exam. If a student passes the Challenge Exam, it is the student’s responsibility to officially drop the course. The student may be eligible for a program/material fee refund/deduction based on Western Technical College’s refund policy. For more information, review the Fee Refund Policy and Procedure (B0204 and B0204p) and the Credit for Prior Learning Procedure (D0106p) on www.westerntc.edu.

Challenge Exam non-refundable assessment fee: \$50

For a list of Challenge Exams visit: www.westerntc.edu/credit-prior-learning.

Contact the Adult Learning Specialist to confirm eligibility and help with preparing for the exam: panzerk@westerntc.edu; (608) 785-9873

Credit by Portfolio

Students can document and submit college-level learning through a portfolio. Portfolios are supporting documentation of college-level knowledge, competency and ability, and proves the students understanding of course competencies. Supporting documentation might include but not limited to:

- Résumé, awards, computer code, videos and written narrative
- Training or industry certificates and documentation
- Supervisor verification written on company letterhead
- Other appropriate forms of verified learning

Credit by Portfolios are graded as pass/fail and students must earn a passing grade to be awarded credit. If a student fails a Credit by Portfolio, the student can either register for that particular course at Western Technical College or wait and resubmit another Credit by Portfolio in one year. If a student successfully passes a Credit by Portfolio, the grade of CR (credit) is shown on the student’s transcript, but it is not used to calculate the GPA.

Students do not need to be enrolled in the course to earn Credit by Portfolio. If a student passes the Credit by Portfolio, it is the student's responsibility to officially drop the course. The student may be eligible for a program/material fee refund/deduction based on Western Technical College's refund policy. For more information, review the Fee Refund Policy and Procedure (B0204 and B0204p) on www.westerntc.edu.

Credit by Portfolio non-refundable assessment fee: \$90

Contact the Credit for Prior Learning and Transfer Specialist to confirm eligibility and help with developing portfolio preparation: panzerk@westerntc.edu; (608) 785-9873

Credit for Military Training

Students with military service may be eligible for academic credit. Western evaluates military training and experience according to the American Council on Education (ACE) standards for recommended college credit. Determination of credit awards is based on equivalent course competencies and approved by college content experts. Students need to submit a Transfer Credit Evaluation request form, official military transcripts, and schedule an appointment to meet with the Veterans Specialist. Military transcripts will be reviewed for possible credit upon admission to the college and declaring a program of study.

Contact the Veteran Military Center to determine military transfer credits and more information: SchultzDustin@westerntc.edu; (608) 789-4767

Credit by Standardized Tests

Students can submit other forms of testing and placement as part of credit for prior learning. Some Standardized Tests include:

- Advanced Placement Tests (AP Courses)
- College Level-Examination Program (CLEP)
- DSST Exams

Contact the Credit for Prior Learning and Transfer Specialist for more information: panzerk@westerntc.edu; (608) 785-9853

Credit Transfer

Students who have earned credits from other educational institutions can request Credit Transfer which can help you save time and money. Credit Transfer from another regionally accredited college, technical college, high school transcribed credit, or university may be awarded for course work when earning a C or higher. Students who wish to transfer credits must be admitted to Western Technical College.

In order to receive credit for a course, request official transcripts from any/all prior educational institutions attended and have them sent directly to:

Western Technical College
Admissions Office
400 7th St N
La Crosse, WI 54601

Western Technical College determines what credits are counted toward program requirements and notifies the student with a Credit Transfer report.

Contact the Transfer Credit/Graduation Assistant for assistance with Credit Transfer: allent@westerntc.edu; (608) 785-9221

For more information, review the academic Credit Transfer Policy, which can be referenced here: <https://info.westerntc.edu/sites/AcademicPolicies/SitePages/Home.aspx>

Credit for Prior Learning Appeals Process

The following steps are designed to provide a means for students to seek review of credit for prior learning decisions:

1. The student must submit a typewritten statement to the transfer evaluator no later than 14 business days following the communication of the decision. The request must detail the basis for the allegation that the decision regarding credit for prior learning was arbitrary and capricious and must present the relevant evidence.
2. The division dean or designee will review the student's statement and may request to meet with the student to gain further information.
3. The dean will make a final decision after full consideration of the information. Within one week of receiving the student's appeal, the dean will communicate the final decision regarding the request for credit for prior learning to the student and the transfer evaluator.
4. The decision of the division dean is final. A student who files a written request for review shall be expected to abide by the final disposition of the review and may not seek further review of the matter under any procedure within the Western Technical College.

For more information, review the Credit for Prior Learning Procedure (D0106p) on www.westerntc.edu.

DROPPING OR ADDING A COURSE

Enrollment is not allowed in a class that has started unless authorized by the dean of the division in which the course is offered.

Before you drop a course, you should first talk with your college advisor or instructor.

If you officially drop a class during the first 10% of the class meeting time, it will not be recorded on your permanent record. If you drop after 10%, but before the last 25% of the course, you will receive a W (withdraw) grade. No student is allowed to officially drop a class with less than 25% of the class remaining, unless such drop or withdrawal is authorized by the dean of the division in which the class is offered. **Faculty will not drop a student for nonattendance, but may assign a failing grade.** However, the College reserves the right to drop a student for attendance related issues at any time during the term if it is determined to be in the best interest of the student or the College.

Failure to comply with the withdrawal procedure may result in a failing grade and/or negatively affect future registration and/or financial aid eligibility. Non-notification of withdrawal does not absolve an individual's responsibility for fee payments.

PRIVACY OF RECORDS

You have certain rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) concerning your school records. The College must have written permission from the student to release any information from the student's educational record except directory information or for identified exceptions under the law. Western has designated the following information as directory information:

- Name
- City
- State
- Dates of attendance
- Credit load
- Previous colleges and schools attended
- Program of study
- Awards, honors, and degrees conferred including dates
- Address (limited directory information only)
- Phone (limited directory information only)
- Email address (limited directory information only)

Currently-enrolled students can withhold directory information by filing a Request to Withhold Directory Information form available on the Western website or in the Welcome Center. This request is valid until you notify the Registrar's Office in writing that it is revoked. Students have the right to inspect and review their records. All requests must be made in writing. All requests will be responded to within 45 days. Contact the Registrar's Office in the Welcome Center.

Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. If you would like additional information released to specific parties (e.g. information concerning your financial aid, tuition, or educational records released to parents, guardians or third parties), a Release of Information Form should be submitted to the Welcome Center. The release is valid until it is revoked in writing.

Limited Directory Information Designation:

Western does not disclose directory information for marketing or solicitation purposes. Western designates address and phone numbers as limited directory only. This information is only eligible for release to Western Technical College Foundation-related activities and/or local, state or federal law enforcement agencies for safety and/or criminal investigative purposes; or as required for compliance with the Solomon Amendment.

The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older. Western is required to release data included in the list of "student recruitment information," which may or may not match Western's identified directory information. If a student has submitted a Request to Withhold Directory Information Form, then no information from the student's educational record will be released under the Solomon Amendment.

Additional information about the Solomon Amendment and the definition of "student recruitment information" can be found at <https://www.westerntc.edu/ferpa>.

REGISTRAR'S OFFICE

The Registrar's Office, in the Welcome Center, is responsible for scheduling registration each term and helping you get credit for previous educational and/or work experience. The Registrar receives and verifies forms about changes in classes, certifies enrollment, and does a final review to make sure you have met all graduation requirements.

The Registrar also:

- Provides official transcripts (copies of your grades),
- Completes forms to help you qualify for special discounts on car insurance, (enrollment verification),
- Processes name and address changes
- Verifies status concerning out-of-state tuition,
- Permanently maintains student records.

The cost for an official transcript is \$8.25. Official transcripts are not released if the student has an outstanding financial obligation.

RETURNING TO COLLEGE

If your attendance is interrupted for two consecutive terms or more, you must file a change or add program application for admission. The application is available via Western's website by clicking "Apply Now". When you return, you will have to meet the program requirements in effect at the time you are admitted to the program.

TRANSFERRING CREDITS TO OTHER COLLEGES AND INSTITUTIONS

Many students will start their college journey at Western with the ultimate goal of finishing it somewhere else. There are many ways that students can use Western as a "stepping stone" toward their academic future. There are many direct transfer agreements, called articulation agreements that allow students to complete a program at Western and then transfer those credits to another institution.

Another option may include taking general classes and building a college GPA at Western, then transferring to your decided school. With this option, the more you can tell us about your plan, the more we can help you make sure your classes will move you in the direction you want to go.

Western has entered into numerous transfer agreements with area colleges and universities to support our students' continuing education. Students interested in transferring credits to other colleges or universities are strongly encouraged to check with the receiving institution prior to enrolling in coursework at Western and to work with an ASLA College Advisor to assist in determining what the best option may be.

For information about specific transfer agreements, articulation agreements and course equivalencies including the Associate of Arts/Science degree with Viterbo University and the Associate of Science Liberal Arts Transfer degree with UW-La Crosse, visit the transfer webpage at www.westerntc.edu/university-transfer. **Also, under the UW Transfer Information System heading, information can be found if** interested in transferring credits from Western to a UW System school. Course transfer information applies to most students, but may vary based upon specific majors or programs. You are strongly encouraged to discuss your specific circumstances with your program faculty mentor and to check the University Transfer webpage for periodic updates.

WITHDRAWAL FROM COLLEGE

If you are considering withdrawing, please take the time to talk to your College Advisor. A variety of services are available to help you through academic, social, emotional, and financial hardship.

If you want to withdraw from college before the end of a term, you need to drop your classes. In addition, you are encouraged to communicate with your instructor and your college advisor.

If you withdraw from school during the first 10%, the courses will not be recorded on your permanent student record. If you withdraw after the first 10%, but prior to the last 25% of the term, your record will indicate a W grade in each course in which you are enrolled.

Failure to comply with the withdrawal procedure may result in failing grades and/or negatively affect future registration and/or financial aid eligibility. Non-notification of withdrawal does not absolve an individual's responsibility for fee payments.

ACCESS SERVICES

Access Services is committed to providing students with a level of personal service that makes Western a college of first choice. The college has a long history of serving students with a wide variety of disabilities, working to ensure each student has the reasonable accommodations and services they need to enjoy academic success. We are located on the second floor of the Student Success Center on the main campus in La Crosse. We provide services to all of our regional locations as well. Students should contact us to set up an appointment to discuss possible accommodations.

Examples of accommodations may include:

- Test Accommodations
- Distraction reduced – Extended time – Alternative format – Computer read
- Assistive Technology or equipment
- Coordination of services with faculty
- Peer note-takers
- Alternative format textbooks
- Sign Language Interpreters
- Speech-to-text captioning
- Assistive technology
- FM system
- Amplified stethoscope
- Digital stethoscope
- Multimedia captioning
- Priority registration

CAMPUS SHOP BOOKSTORE

The Cavalier Campus Shop-Spirit Store is located on the first floor of the Kumm Center. Visit us in-store for a wide array of apparel, supplies, gifts and more! Didn't have your size? Can't make it during business hours? Browse apparel online by visiting: <https://westerntc.excelimages.com/>

The Western Technical College Official Online Bookstore is found at <https://westerntc.ecampus.com/>. Here you will find all course materials and textbooks needed for your classes. New, used, rentals and online textbooks will be available for purchase through the eCampus website.

ADDITIONAL APPAREL available for purchase 24hrs a day at <https://westerntc.excelimages.com/>

OFFICIAL ONLINE BOOKSTORE available 24hrs a day at <https://westerntc.ecampus.com/>

STUDENT SERVICES AND ACTIVITIES

CAVALIER CAMPUS SHOP RETURN POLICY

Returns of items in original condition/packaging are accepted within **30 days** of purchase **with receipt**.

****Cash will NOT be refunded on purchases made on Credit/Debit cards or Financial Aid.**

*****RECEIPT MUST ACCOMPANY ALL REFUNDS. NO EXCEPTIONS.*****

For more information, review the Safety and Security Policy and Procedures (F0205, F0205p1, F0205p2, F0205p3, F0201, F0201p, C0103, C0103p) on www.westerntc.edu.

CAMPUS COMMUNITY SAFETY

Campus Safety Department

The Campus Community Safety Department is located on the La Crosse Campus in Coleman Center, Room 131. The phone number is **(608) 785-9191 (59191 on any campus phone)**. Campus Safety is staffed 24 hours a day, 7 days a week, including holidays. Our goal is to promote a safe and welcoming environment to improve the quality of campus life for everyone learning and working at Western Technical College. We do this by working in partnership with the campus community to provide the most professional and effective campus safety services possible.

The Campus Community Safety Department has jurisdiction to operate on Western owned or controlled properties and have the authority to enforce all campus policies. The Campus Safety Department also work closely with federal, state, and local law enforcement agencies to address any concerns at any Western campus location.

Reporting Crimes and Other Emergencies

All students, employees, and visitors are encouraged to report all crimes and other emergencies occurring on any Western campus, in any Western operated facility, or on public property around any campus to Campus Safety **(608.785.9191)** and/or local law enforcement/emergency services in a prompt and accurate manner.

La Crosse Campus: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify Campus Safety **(608-785-9191)**. For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the Campus Community Safety Department, Coleman Center, Room 131, **(608) 785-9191**, any day, all hours. Campus Safety officers are available on the La Crosse campus 24 hours a day, 7 days a week. Campus Safety staff will respond in a timely manner to the incident location to determine if there is a serious or continuing threat to the campus community, and to begin the information collection procedure to investigate the incident. In situations in which local emergency personnel have responded, Campus Safety staff will work as liaison for the College.

Separate Campus locations: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify the main office staff of that campus. For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the main office staff of that campus who will contact the Campus Community Safety Director and/or the Campus Community Safety Coordinator. The Campus Community Safety Director and/or Campus Community Safety Coordinator will work with the main office staff and/or Campus Coordinator to determine if there is a serious or continuing threat to the campus community, and to begin the information collection procedure to investigate the incident. In situations in which local emergency personnel have responded, the main office staff and/or Campus Coordinator will work as liaison for the College.

The main office is staffed during all open hours of the campus. Campus Safety officers are not on duty at the regional locations. Contacts for the regional locations are as follows:

- Black River Falls – Front Desk or **715-284-2253**
- Independence – Front Desk or **715-985-3392**
- Mauston – Front Desk or **608-847-7364**
- Sparta Public Safety – Front Desk or **608-269-1611**
- Tomah – Front Desk or **608-374-7700**
- Vehicle Technology Center – Front Desk or **608-785-9175**
- Viroqua – Front Desk or **608-637-2612**

Confidential Reporting Procedures: If you are a victim of a crime and do not want to pursue action within the College conduct system or local judicial system, you may still consider making a private report to the Student Life Office, Kumm Center Room 100, La Crosse Campus, or **(608) 785-9445**. The purpose of a private report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of yourself and others, and for statistical inclusion in the annual security report. Reports can be made through private reporting and/or the online Incident Report Form: (westerntc.edu/student-rights-and-concerns).

Annual Security and Fire Report

In compliance with the Students Right-to-Know and the *Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990*, Western annually publishes its Annual Security and Fire Safety Report and Policy Statement.

For more information, review the Annual Security Reporting (Clery Act) Policy (F0203) on www.westerntc.edu.

The full report can be viewed at:

<https://www.westerntc.edu/sites/default/files/student-rights/documents/AnnualSecurityReport.pdf> (you may request a hard copy version in the Student Life Office, Room 100 of the Kumm Center, La Crosse Campus).

This report will inform you about:

- Procedures to report incidents and crimes
- Emergency response procedures
- Campus Safety policies and procedures
- Policies and programs related to crime prevention, alcohol prevention, sexual assault/domestic violence/dating violence/stalking response, and campus emergencies
- Crime and fire statistics for the last three years for each of Western's campus locations

STUDENT SERVICES AND ACTIVITIES

Western is dedicated to partnering with students, staff and faculty to ensure a safe and secure campus. Everyone plays an important role in preventing and reporting crime.

Timely Warning Notifications: In the event that a situation arises, either on or adjacent to campus, that, in the judgment of the President and/or members of the Emergency Operations Team (EOT), constitutes a serious or continuing threat to personal safety, a campus-wide Timely Warning Notification will be issued.

A Timely Warning Notification is issued to all members of the campus community when a specific crime, as defined by the Clery Act, has occurred on or in close proximity to any Western owned or operated property and could be a serious or continuing threat to the campus community.

The issuing of a Timely Warning Notification is decided on a case-by-case basis based on all the facts of the crime incident, including the nature of the crime, the continuing risk to the campus community, and the location of the incident. Timely Warning Notifications will be distributed as soon as pertinent information is available, in a manner where the names of victims are withheld in order to protect confidentiality, and with the goal of helping to prevent similar occurrences. The EOT is responsible for developing and reviewing the criteria regarding Timely Warning Notifications.

Timely Warning Notifications will typically include the following information, unless issuing any of this information would compromise law enforcement efforts: date and time of incident; location of incident; nature of the crime; crime prevention and safety tips; Campus Safety contact information; and other information deemed appropriate based on the incident. Western is not required to issue a Timely Warning Notifications for crimes reported to a professional counselor.

For issues or crimes that do not rise to the level of serious or continuing threat to the campus community (ex. pattern of minor thefts or vandalism) but may impact the campus community, Campus Safety Notifications may be issued by the Campus Community Safety Director, Campus Community Safety Coordinator, or their designees.

Notices are typically issued to all students and employees through any one or combination of the College e-mail system, computer announcements, TV monitor message boards, text messaging, public address announcements, social media platforms, classroom/office space announcements, and/or College website (www.westernnc.edu) depending upon the circumstances. All students and employees receive the same notification regardless of their campus of attendance or employment. Timely Warning Notifications will specify which campuses are impacted by the crime incident.

Any person on any Western campus with information warranting a Timely Warning Notification should report the circumstances to Campus Safety, by phone **(608-785-9191)** or in person at Coleman Center, Room 131 (La Crosse campus), and/or the campus front desk/all other campus locations.

For more information, review the Annual Security Reporting (Clery Act) Policy (F0203) on www.westernnc.edu.

Security Procedures Education

Western Technical College provides information to students and employees about College Campus Safety procedures and practices, encourages them to be responsible for their own safety and the safety of others, and informs them about crime prevention through the following programs and publications:

Programs:

- a. Campus Escort Service available daily
- b. Bi-annual Night Walk Lighting Survey
- c. Security surveys
- d. Daily patrols of College facilities by Campus Safety staff at the La Crosse campus
- e. Sexual assault, dating violence, domestic violence, and stalking awareness programs throughout the academic year
- f. Alcohol and Other Drug Prevention programs throughout academic year
- g. New student orientation sessions prior to the beginning of each term
- h. Residence Hall Orientation at the beginning of each term
- i. New Employee Orientation program at the beginning of each term
- j. CPTED evaluations of each facility
- k. Upstander Intervention training

Publications:

- a. Employee Handbook
- b. Student Handbook
- c. Residence Hall Handbook
- d. Student Organization Handbook
- e. Handouts from La Crosse Police Department
- f. College website
- g. Safety emails sent to students, staff and faculty each term

All crime prevention and Campus Security awareness programs encourage students and employees to be responsible for their own safety and the safety of others. Participants in these programs are encouraged to be aware of their surroundings, recognize safety or suspicious issues, and call Campus Safety to report suspicious or concerning behavior. For additional questions regarding crime prevention, contact the Campus Community Safety Director at **608-789-6165** or the Campus Community Safety Coordinator at **608-789-6151**.

Missing Persons Procedure

If a member of the Western community has reason to believe a student may be missing or is concerned for a student's safety, the community member should contact Campus Community Safety (**608-785-9191**). All possible efforts will be made to attempt to locate the student, including but not limited to, contacting the student directly, asking local law enforcement for a check of their welfare, and communicating with known friends and family.

Students residing in campus housing will be informed annually that they each have the option to identify a person to be designated as a confidential missing person contact to be notified by Western no later than 24 hours after the time the student is determined to be missing by the designated College officials authorized to make that or the local law enforcement agency in which the student went missing. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement, and that it may not be disclosed outside of a missing person investigation.

STUDENT SERVICES AND ACTIVITIES

Safe Walk Service

A staff member or Campus Safety officer is available for any student wishing to be accompanied to their vehicle for safety reasons. If you would like this service, call **(608) 785-9191**, or contact the main office on any other Western campus.

Incident Reporting

All students and employees are encouraged to report incidents that occur on or about any Western location. To report non-urgent situations, employee or student injury, allegation of student conduct, minor crime, suspicious activity, safety concern, or other issue, student may complete one of the online reporting forms (westernnc.edu/student-rights-and-concerns)

Every submission will be reviewed and appropriate action taken.

Lost and Found

Lost and found is located in the Student Life Office, Kumm Center, Room 100, La Crosse Campus **(608) 785-9445**. Staff will try to locate owners of items labeled with names. At the end of each term, usable items that have not been claimed will be donated to charity.

Parking and Permits

Parking in Western lots is available on a first-come, first-serve basis with a valid parking permit. To park in any stall in a Western lot, including spots designated for people with disabilities, you will need to purchase a permit. During construction on campus, parking may be limited. A parking permit gives permission to park on campus but does not necessarily guarantee an available spot. All permits are available throughout the year in the Student Life Office, Kumm Center, Room 100 or [online through the Campus Shop Bookstore](#). Permits can be purchased by the term or for the full academic year. All permits are non-transferable. Any vehicle parked in Western lots without a valid parking permit will be ticketed. Parking permits are required in all La Crosse campus parking lots and the ramp from 7:00 a.m. to 4:00 p.m., Monday thru Friday.

- Overnight parking is not permitted in any Western parking lots or the parking ramp, with the exception of the Western Residence Hall lots with valid Residence Hall permit. Unauthorized vehicles parked overnight will be ticketed.
- Students living in the Residence Hall are required to purchase a reserved parking permit that is valid in Residence Hall parking only.
- Student and visitor parking with valid permit is available in all lots except the Residence Hall lots and any specially designated spaces (visitor parking, 15-minute parking, loading, etc.). Employee parking is available in specific lots only. <https://www.westernnc.edu/parking-map> A map of parking lot designations is available on the college website (westernnc.edu/parking-permits)
- Student Parking Permit Costs for 2022-2023:
 - Student Annual permit - \$35.00
 - Student Fall Term or Spring term only permit - \$25.00
 - Student Summer term only permit - \$10.00
- Day permits are available to park in general lots at a cost of \$2 per day.
- If you have an appointment on campus, please check with the Student Success Center for a temporary permit.

Parking is only allowed in valid parking stalls. Vehicles parked in fire lanes and other non-designated spots will be ticketed.

Motorcycles and scooters may park free of charge in designated motorcycle parking areas in lot C only. Motorcycles or scooters parking in regular stalls are required to display a permit. Motorcycle-specific permits are available upon request with the purchase of a parking permit.

Permits are to be hung from the rear view mirror and must have the number visible from the outside of the vehicle. Failure to properly display permit will result in vehicle being ticketed. There is a \$10 replacement fee for lost parking permits.

Because space in the parking lots is limited, many students park on city streets. The parking map shows which streets are pay-to-park, 2-hour free parking and unlimited free parking around campus. If you do park on the city streets, please remember to abide by city parking laws and be respectful of our neighbors.

Parking Appeals

If you feel you have received a parking citation (ticket) in error, you may have grounds to appeal the citation to the Parking Appeals Board. To appeal a parking citation, you must submit an online appeal form within 15 calendar days of the date the citation was issued. More information can be found on the Parking Appeals page on the college website (westerntc.edu/parking-appeals).

CAREER SERVICES

Career Services assists students from the very beginning of their educational experience, throughout their time at Western, and even after graduation as alumni. If you're unsure about what field you want to go into, or even what career options are out there, Career Services is a great place to start. We also offer:

- Résumé/Cover Letter/Portfolio Critiques
- Job Search Assistance
- Interview Strategies/Perfect Interview™
- Career Fairs and Networking Tips
- Mentoring/Job Shadows/Informational Interviews
- Career Advising and Assessments/College Transfer Advising
- Handshake Job and Internship Board
- Non-Traditional Occupations
- LinkedIn Profile Creation and Review

Handshake

Handshake, Western's job and internship posting platform, is used statewide by all 16 technical colleges. All Western students and alumni can create an account at www.joinhandshake.com using their Western student email address.

The Career Services Office is in the Student Success Center, room 222. Office hours are Monday, Tuesday, Thursday, and Friday from 8:00 a.m.-4:00 p.m., and Wednesday 8:00 a.m.-6:00 p.m. For more information, please call **(608) 785-9440** or visit us at www.westerntc.edu/career-services.

CARE TEAM

Western is committed to serving students in extreme distress or engaging in harmful behaviors through a lens of support, advocacy, and well-being. The purpose of the CareTeam is to provide a centralized system for faculty, staff, students and parents to refer high-risk student situations. The ultimate objective is to assist students and the Western campus community to move from a state of distress and increased risk to a condition of safety and security.

STUDENT SERVICES AND ACTIVITIES

Students in distress can look a variety of different ways. Some examples of students who might benefit from a CareTeam intervention are students who are experiencing pain, anxiety, sorrow or struggling with sadness, depression, suicidal thoughts or actions, thoughts of harming others, repeated classroom disruption, and those exhibiting signs of an eating disorder or threatening behavior. Again, distress can look different for every individual, so it's best to reach out if you sense something. Call Western's Counseling and Case Management Department at **608.785.9553** if you believe a student is in distress and needs assistance and complete the CareTeam referral at <https://www.westerntc.edu/care-team>.

CASHIER'S OFFICE

The Cashier's Office, located in the Welcome Center, is responsible for student billing. All student billing is generated electronically. Western Technical College does not send paper bills. Students may view their student account balance and statements in Self-Service. Go to www.westerntc.edu and click on Current Students, MyWestern and then login to Self-Service and click on the MyWestern links and the Direct Deposit Information link.

The Cashier's Office is also responsible for collecting tuition payments. You can make tuition payments in-person, via mail, via the drop box located outside the Student Success Center or via the internet (www.westerntc.edu), click on Current Student, MyWestern and then login to Self-Service and then click on the Finances and Make a Payment links. Western accepts cash, checks (a \$30 fee will be charged for each returned check), credit cards (Visa, MasterCard, Discover, or American Express) or online ACH payments from checking or savings accounts.

The Cashier's Office also distributes all student refunds. Student refunds are distributed on a weekly basis. Students may elect to receive an electronic refund deposited directly into their bank account. To receive an electronic refund, students need to complete a Direct Deposit Authorization Form. Go to www.westerntc.edu and click on Current Students, MyWestern and then login to Self-Service and click on the Direct Deposit Authorization link. Students who do not complete a Direct Deposit Authorization Form will receive a paper check mailed to the current address on file in the student information system.

If you have questions regarding your student account, billing, payments or the distribution of student refunds, call the Cashier's Office at **(608) 785-9121**.

Cashier's Office Hours: Monday – Thursday 7:30 a.m. – 5:30 p.m. and Friday 7:30 a.m. – 4:00 p.m.

ATMs

An Automated Teller Machine (ATM) is located outside the Western Campus Shop, Kumm Center, Room 104.

COMPUTER LABS

Western Technical College has both PC and Mac computers with a variety of software and program-specific applications. Scanners and color printing are available in some locations. The Learning Commons has several computers with the specialty software which is used for the Business Education and Integrated Technology programs, in addition to Mac computers. Hours vary during the summer and school breaks. Hours are posted on the door or call **(608) 785-9142** or online at www.westerntc.edu/learning-commons.

The Coleman Center has two computer labs available for students to use: C-120 is located on the first floor, while C-261 is located directly above it on the second floor. These labs each have several PC computers, a printer, and are unstaffed.

The Health Science Center, located on the UW-La Crosse campus on the corner of La Crosse and Badger Streets, has a computer lab on the second floor in room H-2058. PC computers and a printer are available.

Registered students have access to computers and a Wi-Fi hotspot at all Western regional locations. Please call ahead for operating hours and to ensure that the computers are not reserved for testing.

COUNSELING AND CASE MANAGEMENT SERVICES

Counseling and Case Management Services consist of trained professionals who are committed to helping you reach your goals at Western. The counselors provide assistance for:

- Personal or emotional difficulties, such as stress, anxiety, and depression
- Balancing school and life
- Family or relationship issues
- Career counseling; transitioning to Western
- Academic challenges
- Assistance and referrals made for alcohol or drug issues

If the Western counselors feel that more services or resources are needed, we are fortunate to have a network of community partners available to make a referral to the appropriate agency

Counseling Services are located in the Student Success Center. For more information or to make an appointment with a counselor, call **(608) 785-9553**. Visit us at www.westerntc.edu/counseling-and-case-management-services to learn more.

ELIGIBILITY

To request accommodation services, schedule an appointment with the Manager of Access Services. You will need to bring documentation of your disability (see guidelines below). At this meeting, you will discuss the classes you have registered for and the accommodations you need. It is recommended that you contact Access Services at least three weeks prior to the start of your course(s).

Documentation Guidelines:

1. A diagnosis of your current disability; the date of the diagnosis.
2. A description of the diagnostic criteria and/or diagnostic test used. Scores must be included if applicable.
3. How your disability affects a major life activity.
4. How the disability affects your academic performance.
5. A description of the expected progression or stability of the impact of the disability over time.
6. A history of previous accommodations, assistive devices, auxiliary aides and their impact.
7. The credentials of the diagnosing professional(s).

CONTACT:

Kris Follansbee,

Access Services Manager

Academic Resource Center

608-785-9875

follansbeek@westerntc.edu

www.westerntc.edu/access-services

EMERGENCY NOTIFICATIONS AND PROCEDURES INFORMATION

Western has designated procedures to follow in case of most emergencies that could happen on campus. Although not every conceivable situation is addressed, the guidelines below can assist students, staff, faculty and visitors cope with most campus emergencies. All students, staff faculty and visitors are expected to follow the established procedures to the best of their ability. Copies of the Emergency Procedures Guide are located in every classroom and office on all Western campuses and are published annually in coordination with emergency drills. Western maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies.

STUDENT SERVICES AND ACTIVITIES

Upon the confirmation of an emergency event that involves an immediate threat to the health or safety of members of the Western community, the College will immediately notify the campus community of the significant emergency or dangerous situation. Notifications may be withheld if they would compromise the efforts to safely contain the emergency or assist victims. The notification will be issued through any one or combination of the College e-mail system, computer announcements, TV monitor message boards, text messaging, public address announcements, classroom/office space announcements, College website (www.westerntc.edu) and social media platforms, and/or local media agencies, depending upon the circumstances. Face-to-face communication may also be used to communicate emergency information.

(www.westerntc.edu) and/or local media agencies, depending upon the circumstances.

Students and staff/faculty are encouraged to update personal contact information with the College, including cell phone numbers in order to be included in the RAVE alert emergency notification system. Students and employees can register their cell phones and/or home phones to receive emergency communications at: www.getrave.com/login/westerntc.

Western will initiate a test of its emergency response and notification procedures on at least an annual basis. Documentation of the test and/or any drills will be maintained in the Campus Community Safety Office (Coleman Center, Room 131).

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

EMERGENCY RESPONSE

In all life-threatening emergencies, 911 should be notified first with a follow up call to Campus Safety **(608) 785-9191**. Emergencies occurring at campuses other than La Crosse, notification to the main office staff should be made after contacting 911.

Upon report of an emergency event, Campus Safety will act as first responders at the La Crosse, Apprenticeship and Industry Training Center, and Vehicle Technology Center campuses. At the remaining campuses, the Campus Coordinator or designee will act as a first responder in consultation with the Campus Community Safety Director or Coordinator. The role of the first responder is to confirm there is a significant emergency.

In the event of an emergency:

- Take note of safety signs and evacuation routes
- Follow instructions of supervisors, faculty, and/or emergency response teams.

A. ACTIVE SHOOTER – “RUN-HIDE-FIGHT”

Run – If it is safe to do so, the first course of action that should be taken is to run out of the building and move far away until you are in a safe location. Students and staff should be trained to:

- Leave personal belongings behind.
- Visualize possible escape routes (including physically accessible routes for students and staff with disabilities and others with access and functional needs).
- Avoid elevators.
- Take others with you but do not stay behind if others will not go.
- Call 911 when safe to do so
- Let emergency responders know where you are located.

Hide – If running is not a safe option, hide in a safe as place as possible. Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows. In addition:

- Lock the doors or barricade the doors with heavy furniture;
- Close and lock the windows, and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices.
- Remain silent.
- Use strategies to silently communicate with first responders, if possible.
- Hide along the wall closest to the exit but out of the view from the hallway.
- Remain in place until given an all clear by identifiable law enforcement.

Fight – If neither running nor hiding is a safe option, as a last resort consider trying to disrupt or incapacitate the armed intruder by using aggressive force and items in your direct environment such as fire extinguishers, chairs, etc. Note: confronting an active shooter is never a requirement of any campus employee’s job. How each individual chooses to respond if directly confronted by an armed intruder is up to that person.

B. BLOODBORNE PATHOGENS EXPOSURE

- Contact the Campus Safety office at **59191 from a college phone** or **(608) 785-9191**
- Don’t touch it. Treat all human blood and bodily fluid as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- Always wear gloves when touching blood or bodily fluids, mucous membranes or non-intact skin of an individual or when handling items or surfaces with blood or bodily fluids.
- If exposed to blood or bodily fluids, wash the exposed body part with soap and water or flush with water for 15 minutes if exposed to eyes, nose or mouth.
- Appropriate personnel will be called for clean-up and disposal of contaminants.
- Report the incident to superior or instructor. Complete an online incident report form.

C. BOMB THREAT

- Call Campus Safety at **59191** (college phone) or **(608) 785-9191**
- If you receive a call, try to keep caller on the line and note everything you hear and are told.
- If you find a document or graffiti that communicates a threat, do not touch or move it.
- If a suspicious object is found and there is possible imminent danger, CALL 911, follow evacuation procedures and do not move, jar or touch the object.
- Immediately report the location and description of the object to Campus Safety at **59191** (college phone) or **(608) 785-9191**.
- Information about the College’s response to the threat will be communicated to students and staff in the most appropriate media (i.e. email, text message, website, etc.)

D. CHEMICAL SPILL/LEAK/ODORS

Known or Unknown Substance Spill

- Avoid direct contact with the material.
- Evacuate the area/building.
- Contact Campus Safety at **59191** or **608-785-9191**.

Natural Gas Leak or Unknown Odor

- Follow evacuation procedure to evacuate the building.
- Call 911 and report the incident.
- Contact Campus Safety at **59191** or **608-785-9191**.

E. EVACUATION

An evacuation occurs when a building/fire alarm sounds or is announced via phone system, emergency notification system, email, website or other communication device.

Leave the building immediately by the nearest marked exit and alert others to do the same.

- Close, but do not lock the doors.
- Turn off the lights.
- Take any personal belongings such as purses or backpacks with you.
- Assist people with disabilities in exiting the building.
- Do not use elevators to exit the building.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to the building unless instructed to by authorized personnel.

If you are unable to leave the building due to a physical disability:

- Go to the nearest inside area where there are no hazards.
- Call 911 or contact Campus Safety at **(608) 785-9191**.
- If possible, signal out the window to on-site emergency responders.

To evacuate persons who are mobility impaired:

- Inform individual of situation.
- Always ask how you can help.
- Move debris if necessary/possible to allow safe escape route.
- If unable to exit, move individual to designated evacuation location and inform emergency personnel.

F. FIRE EMERGENCY

1. Call 911 and give exact location
2. Pull nearest fire alarm to evacuate building
3. Immediately evacuate the building by the closest available exit
4. DO NOT use elevators
5. If stairway contains smoke or fumes, use an alternative stairway exit
6. Once outside move to a clear area at least 500 feet from the affected building
7. DO NOT RE-ENTER building until an “all clear” signal is given

NOTE:

If you become trapped in building and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor as the air will be less toxic. Shout at regular intervals to alert emergency crews as to your location.

G. LOCKDOWN

A lockdown will be announced via phone system, emergency notification system, email, website or other communication device.

- Go into a room (or stay in your classroom/office).
- Close and lock all doors and windows – interior and exterior. If you cannot lock the door, barricade it with desks, chairs, etc.
- Turn off all lights.

- Move all persons away from windows and doors.
- Occupants should be seated below window level (if possible).
- Remain silent. Turn off all radios and other devices that emit sound. Silence cell phones.
- If possible, one person in each room should write down the names of everyone present in that room.
- Everyone is to stay in their room and remain quiet until all clear notification is given by law enforcement, emergency management and/or college staff.
- **DO NOT SOUND FIRE ALARM.** Once in a lockdown, if the fire alarm sounds, **DO NOT EXIT** your safe area unless there is obvious danger from smoke and/or fire in your location. A hostile intruder may use the alarms in order to increase the amount of victims.

H. MEDICAL EMERGENCY

In the event of a severely injured, ill, or unconscious student:

- Call 911. Always error on the side of safety.
- Notify Campus Safety at **59191** (college phone) or **(608) 785-9191**.
- If possible, have someone meet and escort emergency responder to the scene.
- Automated External Defibrillators (AEDs) are available in each building and with Campus Safety personnel.

Questionable severity:

- If you are not sure how ill or injured a person is, call 911 immediately, then notify Campus Safety at **59191** (college phone) or **(608) 785-9191**. Always error on the side of safety.
- A person may refuse transport in an ambulance without incurring a cost, and if so must sign off with the ambulance personnel.
- If a person refuses transport and signs off with the ambulance personnel, but still needs transportation to a medical facility for treatment; only a friend, classmate, family member, taxi cab, or Western Campus Safety personnel may transport to the medical facility. Once a person signs off with ambulance personnel, there is no longer considered to be a medical emergency.
- (EXCEPT: If a student/visitor is a minor (under 18 years of age), call 911 for any medical situation.)

Person is conscious and alert but may need minor medical attention:

- Ask if student needs an ambulance, if person says no, encourage the person seek medical follow-up.
- A friend, classmate, family member, taxi cab, or Western Campus Safety personnel may transport to the clinic.
- Notify Campus Safety at **59191** (college phone) or **(608) 785-9191**.
- (EXCEPT: If a student/visitor is a minor (under 18 years of age), call 911 for any medical situation.)

I. SEVERE WEATHER/TORNADO

When it has been determined that severe weather is in the area (emergency notification such as siren), please follow the emergency procedure outlined below.

- Close all doors and proceed to the nearest designated shelter in your building.
- Assist people with disabilities to designated shelter
- **DO NOT USE AN ELEVATOR**
- **DO NOT OPEN WINDOWS OR GO OUTSIDE**

STUDENT SERVICES AND ACTIVITIES

- Keep away from windows and doors and any glass fixtures
- Sit as low to the ground as possible and cover your head
- Wait for an announcement of the “all clear” before returning to your work area or classroom

Tornado Watch: Conditions are right for a tornado. Continue with normal activities, but monitor the situation.

Tornado Warning: A tornado has been sighted. Move calmly to the designated shelter area.

J. SHELTER-IN-PLACE

Shelter-in-Place is used when chemical, biological, or radiological contaminants may have been accidentally or intentionally released into the environment. A Shelter-in-Place will be announced via phone system, emergency notification system, email, web site, or other communication device.

- Do not leave the building.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- When possible, move to an interior room above the ground floor with the fewest windows or vents. Avoid overcrowding a room or selecting a room with mechanical equipment such as a venting system or pipes.
- If you are told there is a danger of explosion, close the window shades, blinds or curtains.
- Write down the names of everyone in the room/facility.
- Listen for an official announcement from college or emergency personnel officials and stay where you are until you are notified all is safe or you are told to evacuate.
- Wait for an announcement of “All Clear” before returning to your work area or leaving the building.

K. THREATENING/VIOLENT BEHAVIOR

Immediate Threat (violent outbursts, weapons seen, physical altercation, etc.):

- Call 911 – give name, location and description of situation
- Call Campus Safety **59191** from college phone or **(608) 785-9191**
- Calmly describe persons actions and appearance
- Do not personally intervene
- If possible, keep others from entering area
- Campus Safety personnel or designee will immediately report to location

Moderate Threat (raised voices, verbal altercation, suspicious behavior, etc.):

- Call Campus Safety **59191** from college phone or **(608) 785-9191**
- Report incident with specific location and what is occurring
- Calmly describe person’s actions and appearance
- Do not personally intervene
- Campus Safety personnel or designee will immediately report to location

Concern of Potential Threat or Violence:

- Contact Campus Community Safety Director at **608-789-6165** or Campus Safety at **608-785-9191**
- Or, meet with Campus Safety, Coleman Center Room 131
- Describe incident and/or concern
- Or, submit Care Team referral at <https://www.westerntc.edu/care-team>

All incidents or reports of threatening/violent behavior will be investigated and assessed with appropriate actions taken.

FINANCIAL INFORMATION

Fee Payment

Degree Classes

Fall 2023 Term: Payment for classes is due in full on October 20, 2023. A \$35 late fee will be assessed on any past due balance over \$50.00.

Spring 2024 Term: Payment for classes is due in full on February 23, 2024. A \$35 late fee will be assessed on any past due balance over \$50.00.

Summer 2024 Term: TBD

Professional Development Classes: Payment is due in full at time of registration.

Student Activity Fee

Every student pays an activity fee calculated at 5.6% of tuition. The Student Government determines annually the distribution of these fees, which are used to support student programs such as the Wellness Center, Student Government, athletics, professional organizations, and campus events.

Graduation Fee

A graduation fee of \$0.45 per credit will be charges on all degree classes. This fee helps cover the cost of graduation.

Health Services Fees

Every student pays a health services fee calculated at 1.4% of tuition. This fee helps cover the cost of preventative health services at the Student Health Center.

Security Fee

Every student pays a security fee calculated at 2.5% of tuition. This fee helps cover the cost of campus security.

Student Accident Insurance Fee

Every degree seeking student pays an accident insurance fee of \$4.50 per term. This fees covers a student in the event of any accident on campus, attending a practicum or clinical program, or attending a recognized student activity.

Financial Aid

Application Process

Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.ed.gov/sa/fafsa>

To electronically sign the FAFSA, students (and parents if applicable) will need to create an FSA ID at <https://studentaid.gov/fsa-id/>

- Financial aid years run fall, spring, summer. A new FAFSA must be completed annually.
- The FAFSA is available beginning October 1 for the following fall term.
- Submit all documents requested by the Financial Aid Resources and Planning Services. Students will be notified of documents needed through the financial aid portal, MyFinAid, which can be accessed by logging into your MyWestern.

Student Eligibility

- To qualify for financial, students must:
- Have a high school diploma, GED or HSED certificate, or complete a high school education in a home-school setting that is treated as a home-school under state law.
- Be accepted in a program as a regular student working toward an associate degree or technical diploma in a financial aid eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid social security number.
- Meet satisfactory academic progress.
- Not be in default on a federal student loan nor owe a federal student grant repayment.
- Register with Selective Service (if applicable).

STUDENT SERVICES AND ACTIVITIES

Financial Aid Payments

Textbook / Supply Charging

Students who have been awarded financial aid, accepted financial aid and have enough funds available to cover the student's account balance will be allowed to charge their require textbooks and supplies through ECampus using financial aid funds. The student must also authorize Western to use any credit balance from financial aid funds in excess of tuition/fees, room/board to pay for other educational institutional charges by answer "yes" to the first question on the MyFinAid Questionnaire. If the student accepted loans, they must also complete the Master Promissory Note for a Sub/Unsub Loan (MPN) and Entrance Counseling. Textbook/supply charging will start approximately two weeks before the beginning of each term. Eligible students can charge through 3:00 p.m. the Date of Record (Census Date) which is the 2nd Friday of the term. For additional information about charging textbooks/supplies visit www.westerntc.edu/charging-books.

Financial Aid Online Services

Students can access their financial aid portal, MyFinAid, 24/7. Information regarding documents requested, the Master Promissory Note for a Sub/Unsub Loan (MPN), the Entrance Counseling, and student awards is available in MyFinAid. Student may also visit www.westerntc.edu/financial-aid for additional information on federal and state financial aid.

Satisfactory Academic Progress Requirements for Financial Aid Recipients

Federal regulations require that colleges monitor the academic progress of students. Continued eligibility for financial aid for each academic term is based on the following satisfactory progress standards of Western:

- Successfully complete 67 percent of cumulative credits attempted.
- Successfully maintain a cumulative grade point average (GPA) of 2.0 or higher
- Successfully complete the program before attempting more than 150 percent of the credits required for graduation.

Financial Aid Warning

Students will be placed on warning if their cumulative GPA falls below a 2.0, or if they do not successfully complete at least 67 percent of all credits attempted. Student will be removed from warning at the end of the following term if they attain a cumulative GPA of 2.0 or higher and successfully complete at least 67 percent of all credits attempted. Students may apply for and receive financial aid, if eligible, while on warning.

Financial Aid Suspension

Students will be suspended if, following a warning term, their cumulative GPA is below 2.0 or they have not successfully completed at least 67 percent of all credits attempted. Once a student is suspended, they are ineligible to receive financial aid unless an appeal is granted.

Financial Aid Appeal Process

Students who believe their circumstances merit reconsideration may appeal their suspension by submitting a Financial Aid Appeal. Students will receive an e-mail with the decision of the appeal and further instructions. If the Financial Aid Appeal is approved, the student will be placed on probation.

Return of Title IV Funds - Federal Regulation 34 CFR 668.22 specifies how a school must determine the amount of Title IV program assistance a student earns if they withdraw from school. The Title IV programs offered by Western Technical College that are covered by this law are as follows: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG). For more information, visit www.westerntc.edu/eligibility.

Satisfactory Academic Progress (SAP) - Federal regulations require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy. Title IV financial aid programs include: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct Parent PLUS Loan, and Federal Work - Study. The requirements of this policy apply to all students as one determinant of eligibility for financial aid. For more information, visit www.westerntc.edu/eligibility. Students will receive an email notifying them of failure to meet SAP standards.

Maximum Length of Financial Aid Eligibility

Student eligibility for aid is related to the number of required credits to earn their degree. Maximum eligibility for financial aid is determined by taking the number of required program credits X 150%. (Example: an associate degree requires the completion of 64 credits. $64 \times 150\% = 96$. Students are not eligible for aid at the point when the remaining credits needed for graduation exceeds 96 less all attempted credits.) Credits transferred from other colleges toward a program at Western will count toward the maximum number of attempted credits.

Scholarships

More than 500 scholarships ranging from \$150 to \$2,500 are available for qualified students through Western Technical College Foundation. Some are program-related and others are open to all students. Western also provides access to many other scholarships granted by local and regional organizations. Online application submission and more information is available at www.westerntc.edu/scholarships.

For assistance or more information, contact Western Foundation Office at foundation@westerntc.edu, (608) 785-9261 or Coleman Room 130.

FOOD PANTRY – CAVALIER CUPBOARD

Located in the Learning Commons, the Cavalier Cupboard is designed to meet the immediate food needs of Western students by providing them with access to hygiene baskets (in the 1st and 2nd floors female identifying restrooms of the Student Success Center), snack baskets (in the SPACE, Learning Commons, Student Life, General Studies, Sparta Public Safety Training Facility, and the Vehicle Technology Center), donated perishable and non-perishable food items, hygiene items, school items, diapers, and information on local food programs/resources. This service is open to all registered Western students with a valid student ID. Students are able to choose their own products each visit based on their personal and household needs. We encourage students to take enough items to cover one week for their household.

The Cavalier Cupboard is affiliated with the Hunger Task Force of La Crosse. To learn more about the Cupboard, please visit <https://www.westerntc.edu/food-pantry>.

How to use the Cavalier Cupboard

- First-time users need to register using a client in-take form at The SPACE in the Student Success Center, Room 222.
 - The personal information in this form will be kept confidential. We will only report utilization of the pantry to gain future donations.
- After the in-take form is completed, a staff member will walk with you to the Cavalier Cupboard to gain entry.
- Student IDs will be activated by the Student Life Office within a couple of days. If it has yet to be activated or if you have issues accessing the Cupboard, please come to The SPACE.
- Students who have registered and have access via their student ID can swipe into the Cavalier Cupboard during business hours. You MUST have your student ID card with you to swipe into the Cavalier Cupboard. The Cavalier Cupboard is open 8:00 a.m.-4:00 p.m. Monday-Friday. Evening access is only granted to those who have already completed the sign-up process. If you have questions about our service, contact CavalierCupboard@westerntc.edu, (608) 785-9594, or visit us in The SPACE (located on the 2nd floor of the Student Success Center, room 222). Please visit www.westerntc.edu/life-resources for more information about community resources in La Crosse and the surrounding areas.

STUDENT SERVICES AND ACTIVITIES

FOOD SERVICE

The **Union Market** is located on the first floor of the Kumm Center and handles all of Western's on campus food service to staff, students, and faculty. Our goal is to serve a wide variety of fast, fresh, made-to-order food to meet everyone's dietary needs. Whether you're on the run between classes, or have some time to stop and watch TV in our dining area, we are confident that there is something for everyone. The Union Market is comprised of five restaurants under one roof along with our wide variety of made-in-house grab-n-go options. Options include Hub's Burgers and Sandwiches, Cavalini's Pizza, Chop's Mongolian Grill, Erbert and Gerbet's Sandwich Shop (Bistro), 7th Street Burrito's. For menu options and hours, visit www.TheUnionMarket.com.

Market Money

Market Money is a pre-paid debit account that can be accessed with your Western ID Card to purchase food and beverages from the Union Market. To make a deposit, simply go to our campus card center website at <https://westerntc.campuscardcenter.com> and follow the easy steps to deposit money into your account. Once the deposit is processed, your funds are available immediately and your balance will be available until you are no longer a student at Western. All students receive a 5.5% tax savings on all purchases using your Market Money account in the Union Market.

HEALTH SERVICES

Student Health Center

The Student Health Center, located in the Health Science Center, corner of Badger and 13th Streets in La Crosse, provides comprehensive primary care services for Western students with a valid student ID. Services include primary care for illness or injury, care for chronic health problems, minor surgical procedures, medical management of mental health concerns, obstetric (limited) exams and gynecological services, immunization and TB testing, physical exams, reproductive services, basic lab services, allergy injections, STI testing, physical therapy services, consultation and referral. Cost of this service is provided by student activity money with the exception of a \$10 per visit co-pay. Students may be responsible for the cost of additional services such as, but not limited to, ongoing therapy, medications, x-rays, and comprehensive tests. Any charges are billed directly to the student account. Eligibility guidelines for Student Health Center Services follow:

Fall and Spring Term

Enroll for six credits or more **OR** enroll for at least one credit and pay a \$100 fee

Summer Term

Enroll for six credits or more **OR** enroll for at least one credit and pay a \$50 fee; **OR** enroll for spring term and fall term, but not summer term and pay \$50 fee. Appointments are recommended; please call (608) 785-8558. Visit www.uwlax.edu/StudentHealth for more information.

Student Accident Insurance

Students enrolled in degree classes will be automatically enrolled in the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. The cost of this plan will be \$4.50 per term and will automatically be assessed to the student at the beginning of each term. This coverage is secondary to any other insurance coverage students may already have.

This Accident Only Insurance Plan covers the student when an accident occurs while on campus, attending a practicum program, or attending a recognized student group activity approved by Western Technical College. Coverage is in place while on school premises when school is in session and during College-approved activities. Coverage is in place to and from a Western Technical College sponsored event within the state of Wisconsin, and up to 2 hours from the Wisconsin state border.

The plan offers comprehensive benefits that include hospital room and board, inpatient and outpatient surgical procedures, labs and x-rays, physician office visits, ambulance, durable medical equipment, emergency care, and prescription drugs as related to the accident. There are no deductibles and the maximum benefit allowed for each accident is \$100,000. Students are responsible for processing their own claims.

Student Health Insurance

Western Technical College DOES NOT carry health insurance to cover students while attending classes at the College. This means that each student is responsible for their own coverage in case of an illness that might require medical attention. Students who are not covered under a parent's, an employer, or a personal policy are encouraged to consider applying for personal coverage. Coverage options are available at www.healthcare.gov.

Wellness Center

The mission of the Western Wellness Center is to assist students, staff and community members in achieving health and wellness goals that enhance their academic, professional and personal development. Our trained and knowledgeable staff offers a variety of quality programs, classes, and services. We strive to provide excellent customer service, develop personal relationships, and create a safe and comfortable environment. The Wellness Center is housed in the lower level of the Administrative Center, located at the corner of 7th and Main Streets. The Wellness Center is open over 75 hours per week during the academic year and is also available for use during the summer. The facility is funded by a combination of student activity fees from student government and membership fees from staff, alumni, retirees, and students. Students taking six or more credits can purchase a membership for \$20 a trimester. Students taking less than six credits can get a membership for \$27 per month, or save more with a trimester membership (\$94) or annual membership (\$225).

As a member of the Wellness Center, you have access to state-of-the-art equipment, New Matrix strength training equipment, free weights, and a gymnasium. Full shower facilities along with locker and towel rental are also available. A variety of group fitness classes are taught on-site. Students can enroll in fitness classes without a membership. Class schedule with class descriptions are posted on the Wellness Center website. Certified personal trainers are available by appointment. Personal trainers can give you one-on-one attention and will design individualized exercise programs for you. Other services that the trainers can provide include fitness assessments and body composition tests. Massage therapy is also available at the Wellness Center. A certified massage therapist is available by appointment. Western students receive discounted rates on group fitness classes, personal training services, and massage therapy services. Nutrition counseling is also available.

Additional programs include intramural sport leagues and tournaments. Students have the opportunity to participate in an assortment of team and individual sports regardless of skill level or experience. The Wellness Center also serves the campus by coordinating a number of wellness programs throughout the year, such as workshops, a campus-wide wellness fair, and other special events. You do not need to have a membership to participate in any of the above programming.

For more information, visit the Wellness Center website at:

www.westerntc.edu/wellness-center.

HOUSING ON-CAMPUS/HOUSING OFFICE

Western has a 200-bed, suite-style residence hall, which provides on-campus housing. Western Residence Hall is located at 820 La Crosse Street in La Crosse.

The Student Life Office also maintains information regarding off-campus housing resources. The Student Life Office is located in Kumm Center, Room 100, (608) 785-9445.

Visit www.westerntc.edu/housing for more information.

INSTRUCTIONAL MEDIA CENTER (IMC)

Services available to students include:

- Digital still-camera checkout with student ID
- Color photocopying
- Use of media equipment as authorized by instructors

The IMC is located at the in room 300 of the Coleman Center on the La Crosse campus. The IMC hours are 7:00 a.m.-8:00 p.m., Monday-Thursday, and 7:00 a.m.-4:00 p.m. on Fridays. For more information, call (608) 785-9107.

STUDENT SERVICES AND ACTIVITIES

LEARNER SUPPORT AND TRANSITION DIVISION

The Learner Support and Transition Division serves students at eight District locations including all Western campuses. The unit offers four major academic programs and a variety of specialized services supporting unique student populations. The four academic program areas are:

- Adult Basic Education (ABE)
- Developmental Studies – math, reading, writing, chemistry, and biology
- High School Credential – GED, HSED
- English Language Learning (ELL)

For more information, please contact the Learner Support and Transition office at **(608) 785-9535** or the Learner Support instructor at your local Western campus.

LOCKERS

A limited number of lockers are available for enrolled students on a first-come, first-serve basis, but you will need to provide your own lock. Lockers are to be used for academic purposes only. At no time should food or illegal materials be stored in campus lockers.

All locks must be removed at the end of the spring term. Notice will be given one month in advance of the final day of the term. After that time, locks will be removed by Western staff. Personal items will be placed in storage for 90 days. After 90 days, the contents will be disposed of.

MILITARY RELATED PROCEDURES

Military/Active Duty Orders: Any student being placed on Military Orders must provide those orders to the School Certifying Official in the Weber Family Veteran Military Student Center. Notice should also be given to all faculty. Any student going on Military orders for less than 2 weeks will be given the option to make up the missed work if it is reasonable to make it up. If missed work or class is not reasonable to make up students are protected by law and can withdraw without penalty. Students that are placed on orders for more than 30 days should see the School Certifying Official about their options for withdrawal and readmission rights.

VA Related Appointments: VA medical appointments are an excused absence from class. Prior notice should be given to faculty.

Tuition Payments: Per State and Federal Law, the college is required to wait for payment from the VA for tuition and fees paid by the Post 9/11 GI Bill and Chapter 31, Vocational Rehabilitation Program. No late fees, no holds on registering or any other punitive action will be imposed on the student for up to 90 days after certification. All tuition and fees for non-VA payments will be the responsibility of the student and failure to pay that portion can result in punitive action for nonpayment.

Priority Registration: State law gives all Veterans, Reservists and Active Duty Soldiers priority to register one day before all other students in their same registration status.

Requesting Military (CPL) Credit for Prior Learning Steps: 1. Meet with Veterans Specialist in the VMC to discuss military training and experience, request transcripts and complete paperwork. Call (608) 785-9436 to set up consultation appointment. 2. The Joint Services Transcript (JST) may be requested electronically at <http://jst.doded.mil> for Army, Coast Guard, Marine Corps, and Navy veterans or service members. For U.S. Air Force: Community College of the Air Force (CCAF) – transcripts may be requested at <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp> 3. Feedback is provided upon completion of transcript evaluation. Results will be emailed to student. Registrar will post awarded credits to Western Technical College transcript.

NEW-Credit for Prior Learning Waiver: State and Federal Law requires the college to evaluate Military transcripts for credit. Credit can be waived per the student's request, please contact the Weber Family Veteran Military Student Center for more information

Application Fees: Application fees are waived for Veterans, Military family members, Reservists and Active Duty soldiers.

THE SPACE – THE STUDENT PLACE OF ACTION, CULTURE, AND EMPOWERMENT

The Student Place of Action, Culture, and Empowerment (The SPACE) is housed on the second floor of the Student Success Center in Room 222. The Departments of Equity, Inclusion, & Community Engagement and Career Services are housed in The SPACE.

Services Offered Include:

- Intercultural Programming
- Cavalier Cupboard (Food Pantry)
- Volunteer Opportunities
- Workshops & Trainings
- Strengths Coaching
- Individualized Support and Advocacy
- Career Coaching
- Resume and Cover Letter Assistance
- Job Search Assistance
- Mock Interviewing
- Internship/Job Shadow Support

The physical space offers a relaxing atmosphere to socialize, meet new folks, and study. We offer board games, private study rooms, free printing, snacks, and coffee.

For more information, please visit <https://www.westernnc.edu/equity-inclusion-community-engagement>, call 608-785-9594, or email TheSPACE@westernnc.edu.

MYWESTERN

Western's student information system is located at www.westernnc.edu/current-students. Click on the MyWestern link for the many services available to students online.

- Self-Service
- MyFinAid
- My Book List
- My Schedule
- My Course Drop Dates
- Refund Policy
- Print Balance

Click on the Self-Service link for additional services available to students online.

- Registration
- Search for Classes
- Academic Plan
- Grades
- Finances

NON-TRADITIONAL OCCUPATIONS

Non-traditional careers are occupations where less than 25% of the workers are of one gender or the other. For example: women enrolled in biomedical electronics, electrical engineering, construction, welding or many more. Or, men enrolled in nursing or early childhood along with many other programs that are categorized as nontraditional occupations (NTO) by the Department of Labor.

Caitlin Locy, Manager of Outreach and Admissions is located in the Student Success Center. Please call (608) 789-6022, email locyc@westernnc.edu, or visit www.westernnc.edu/nto to learn more.

STUDENT SERVICES AND ACTIVITIES

NURSING MOTHER'S ROOM

Western Technical College provides privacy rooms for faculty, staff, and students to support women balancing their work and study commitments with their needs as mothers of young children. Each campus location offers a clean, private, and secure space. For more information, contact the Student Life Office in La Crosse or the front desk at the Regional Locations.

SERVICE ANIMAL ON CAMPUS

Policy

The College prohibits the presence of any animal in college controlled and managed facilities, except under the following exemptions:

1. Service animals specially trained for and under the control of an individual with a disability
2. Emotional support animals as permitted only in the residence hall with an approved housing accommodation request, in accordance to the Fair Housing Act
3. Registered therapy animals brought on campus by approved handlers for college approved events or programming
4. On-duty police K-9 or rescue dogs
5. Teaching animals as specified in program curriculum and approved by the Vice President for Academic Affairs or designee

Any permitted animal must remain under the control of the handler at all times and is solely the handler's responsibility. Western reserves the right to exclude an exempted animal whose behavior poses a disruption to the learning environment and/or a threat to the health or safety of others.

Procedure

The purpose of these procedures is to ensure that students with disabilities who have service animals can participate in and benefit from district services, programs and activities, and to ensure that the district does not discriminate on the basis of disability as identified in Titles I and III of the Americans with Disabilities Act (ADA).

Definition of Service Animal

The Americans with Disabilities Act (ADA) defines a service animal as a dog (or miniature horse) that is individually trained to respond to an individual's needs and to do work or perform tasks for the benefit of an individual with a disability. An animal that is used to provide only an emotionally supportive therapeutic service for a student does not meet the definition of a Service Animal.

Definition of Emotional Support/Comfort Animal

Any animal used as part of a medical treatment plan to provide companionship and help with issues such as depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist an individual

USE OF SERVICE ANIMAL ON CAMPUS

Students

Western encourages, but does not require, students to make themselves known to the college through Access Services should they desire to have a service animal accompany them in academic classes, activities, or services on campus.

If a student plans to have their service animal live with them in the residence hall or is requesting use of an emotional support animal, you must provide notice to Access Services and complete the required accommodation request for on-campus housing.

Employees

Employee requests to have a service animal at work, shall be coordinated through the Director of Human Resources.

Visitors

Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the public. Specific questions related to the use of service animals on the campus by visitors can be directed to Access Services.

Restrictions

There are certain areas that may be considered unsafe for the service dog and its handler, or where the presence of an animal might interfere with the safety of others, such as, but not limited to, chemistry labs, industrial labs, or surgical suites. Exceptions will be made on a case-by-case basis with consultation to Access Services. If it is determined that an area is unsafe, reasonable accommodations will be provided to assure equal access to the student.

Guidance and Responsibilities of Handlers of Permitted Animals:

- The handler must be able to provide proof of current rabies vaccinations.
- The service animal is in a harness or on a leash at all times.
- The service animal is under control at all times.
- The supervision of the service animal is the responsibility of its handler.
- Regular bathing of the service animal is expected to avoid odor and shedding.
- The service animal must be toilet trained; the handler is responsible for the cleanup of animal waste.
- The handler must use appropriate toilet areas for the service animal.
- The handler is financially responsible for any property damage, bodily injury, or personal injury caused by the service animal

Allergies and fear of dogs are not considered valid reasons under the ADA for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

Under what circumstances can a service animal be asked to leave or not allowed participation on campus?

- If a service animal is found to be disruptive in the classroom;
- If a service animal shows aggression towards their handler or other members of campus or the community;
- If a service animal is physically ill;
- If the service animal is unreasonably dirty;
- Any place on campus where the presence of a service animal causes danger to the safety of the handler or other students/member of campus; or
- Any place on campus where a service animal's safety is compromised

Appeals and Grievances

Anyone who believes the College did not follow the established procedure regarding animals on campus or discriminated against him or her in denying an animal on campus, may file an appeal/grievance with the College. For students or visitors, grievances can be filed online at https://cm.maxient.com/reportingform.php?WesternTC&layout_id=1.

STUDENT ACTIVITIES AND ORGANIZATIONS**Alumni Association**

When you graduate, you are automatically a member of the Western Alumni Association, and it's free! Its mission is to celebrate and build traditions while promoting high quality education by engaging alumni and students. Events, communications, and services are provided to support your career and bring your college experience with you no matter where you live. Some benefits include admittance to athletic events, eligibility for special insurance products, an Alumni Association scholarship, and even keeping your Western email.

Alumni Office

Colman Center, Room 130

Phone: 608-789-6083 or Email: alumni@westerntc.edu

www.westerntc.edu/alumni

STUDENT SERVICES AND ACTIVITIES

Campus Events

The Campus Events Committee is involved in bringing high quality entertainment to campus to ensure that your stay at Western is not only educational but fun! Most events are held in the Union Market and include musical performers, variety acts, comedians, and lecturers. Look for posters around campus throughout the year advertising upcoming events.

Intramural and Rec Sports

Western Technical College combines efforts with Viterbo University to bring an Intramural & Rec Sports program that offers students and staff the opportunity to participate and compete regardless of skill level or experience. A variety of sport leagues, one-time tournaments, and special events are offered throughout the year. Visit the Wellness Center website at www.westerntc.edu/wellness-center for current offerings.

Western ENGAGE

Western ENGAGE is the college's online student engagement plan for Western community members to find ways to get involved, build community, learn about campus resources, and find events specific to their interests/needs. For upcoming events and involvement opportunities like student clubs/organizations, please visit <https://engage.westerntc.edu>.

There are many churches in the La Crosse area from which to choose. A list can be found at the La Crosse Area Visitor's website. The SPACE or Student Life Office staff may also be able to provide suggestions for cultural preferences.

Wisconsin state law ensures the College will make reasonable accommodations for any students' sincerely-held religious beliefs for the purpose of scheduling examinations and other academic requirements. Please see your instructor to make alternate arrangements.

Should questions arise, contact the vice president for learning on the second floor of the Administration Center.

Student Government

As a student, you can help make important decisions about campus life by participating in Western's Student Government. All students may participate in Student Government as members at large or as an elected representative from a student club or organization. Student Government is the official voice of the students at Western and maintains a liaison with organizations and with Western's administration. This group sets the budget for allocation of student activity fees and also funds campus events that occur during the year.

The Executive Board, which includes the president, vice president, treasurer, parliamentarian, press secretary, and campus events coordinator, is elected in the spring for the following school year. Elected in the fall, is the secretary position.

Student Government's general assembly meetings are held on the first and third Mondays of each month during the open hour, 11:30 a.m.-12:30 p.m. Current issues, concerns and events relating to students and the college are discussed at these meetings. For more information about Student Government stop by Kumm Center, Room 100, call **(608) 785-9444**, or visit www.westernsg.org/about

Varsity Athletics

Varsity teams compete against technical and community colleges throughout Wisconsin, Iowa, and Minnesota. Western varsity athletics include men's basketball and baseball, and women's basketball and volleyball. Western also sponsors an E-Sports team.

To be eligible for athletic competition in varsity sports, you must meet the regulations of the National Junior College Athletic Association, be enrolled in a minimum of 12 credits, and maintain a grade point average of 1.75 during the first year of competition and 2.0 during the second year.

Further information about eligibility, including questions about transfer students, is available in the Welcome Center or by calling **(608) 785-9442**.

Home basketball and volleyball games are played at the Holy Cross Seminary (game dates can be found online at www.westerncavaliers.com under each of the sports links).

Admission to the games is free with your student ID except for National Junior College Region XIII tournament games.

STUDENT E-MAIL ACCOUNT/MYWESTERN

All students at Western have an email account through the college where information about financial aid, billing, official college announcements, class notifications and student events will be sent. The email address assigned to the student will be sent in an email and is also posted in their 'My Western' account. The initial password will be sent to the student's personal email address on file, if no personal email address is on file an account is not generated. To access your student email account, click on the 'Current Student' link on the home page (<http://www.westerntc.edu>) and then click the 'Student Email' link from the home page (<http://www.westerntc.edu>) or directly at: <http://outlook.com/students.westerntc.edu>. The username for email is your full email address (xxxxx@students.westerntc.edu). The username for 'MyWestern', computers and Blackboard is the student ID number. The password for student email, 'My Western', Blackboard, and campus computers may be reset at: <https://kb.westerntc.edu/88343> If unsuccessful, please contact the help desk at (608) 789-6266 or email: pcservice@westerntc.edu.

Microsoft Office software is also available for download and installation through the student email account. A link in our Knowledge Base to instructions on how to obtain Office 365 can be found here: <https://kb.westerntc.edu/88343>

VOLUNTEER OPPORTUNITIES/COMMUNITY ENGAGEMENT

Community Engagement supports student success, advising them throughout various volunteer, service learning, community-based learning, or civic engagement opportunities. If you are looking for volunteer service opportunities in the local area, go to www.westerntc.edu/Ugetconnected to view a list of non-profit organization needs. Log in to Western's UGetConnected website by entering your Western email and password. Students can use this platform to track their service hours and download their volunteer resumes. For more information about Western's UGetConnected or community-related opportunities, contact The SPACE at TheSPACE@westerntc.edu.

WEBER FAMILY VETERAN MILITARY STUDENT CENTER (VMC)

The VMC provides assistance with processing Federal and State VA educational benefits for military-connected students, evaluates military training and experience for possible academic credit and provides a one-stop center for resources and referral. The VMC Military Student Lounge provides a place for all military connected students to build comradery, enjoy the coffee bar, study and relax.

STUDENT SERVICES AND ACTIVITIES

WESTERN LEARNING COMMONS

The Western Learning Commons, located on the second floor of the Student Success Center, provides free, individualized guidance from instructors and peer tutors. The LC is a welcoming, student-centered space where staff are happy to direct students to a variety of resources such as academic support, social and emotional support, the food pantry, and other services.

Further information is available at **(608) 785-9198** and on the Learning Commons website at www.westerntc.edu/learning-commons.

Library Services

The Learning Commons houses physical and electronic sources as well as other items for checkout. Western students with valid College IDs have access to a number of sources and services, such as:

- Print and electronic materials
- Course reserve (textbook) collection
- Interlibrary loan
- Study and collaboration spaces
- Computers, black/white and color printing, and photocopier
- The library services web page is available 24 hours a day at www.westerntc.edu/library

The library services web page is available 24 hours a day at www.westerntc.edu/library

Math Center

The Math Center offers free walk-in tutoring to all Western students for any course involving mathematics. Students seeking to improve their skills in mathematics have access to a variety of services and resources within the Math Center, including:

- Knowledgeable staff
- Assistance with math questions or concepts
- Development of math study skills and strategies
- Test and quiz review
- Calculators
- Computers
- Course textbooks
- Workshops for select topics or study skills

We are here to support your success! No appointments are necessary, and all students are welcome!

Writing Center

Communications (reading, writing, and speech) at the college level can be challenging and stressful. Thankfully, we have professionals to support you in all aspects of communications. We offer writing and speech support, such as:

- Brainstorming topics and organizing ideas for any writing project or speech
- Researching and writing across the curriculum
- Implementing MLA, APA, or other citation styles/ formatting
- Grammar and punctuation assistance
- Resume and cover letter support
- Job and scholarship applications
- Study strategies and test preparation

Reading at the college level is much different than reading for enjoyment. If you find yourself not understanding what you are reading, let us know so we can provide you with suggestions and strategies to help you now and in your future career choice.

Online Writing Center

Want some help with that paper but can't make it to the Writing Center in person? Submit your work to an online tutor for feedback. The Online Writing Center is a free service to all enrolled Western students. Visit Western Technical College's Online Writing Center, a site designed to help students build their writing skills; find links to research and writing resources on the web; read about the process and the mechanics of writing; read a journal of outstanding student work, or work with your instructor to submit your own writing to the journal; Visit us today at www.westerntc.edu/online-writing-center/!

Peer Tutoring

There is no substitute for attending class, completing all the assignments, and speaking to your instructors to ensure you reach success in all your classes. Nevertheless, there are times when some parts of the class seem to really be a challenge. If that is the case, a peer tutor may benefit you! Peer tutors are trained by the Learning Commons staff, and have met specific qualifications to be hired. Stop on in and talk with us about whether a peer tutor is the right strategy for you.

We are always looking for peer tutors to help out other students. If you want to earn a little extra cash, want to support other students, and received an "A/B" or better in the course, we are looking for you! Come talk with us. Not only will you learn more about the subject you tutor, but you will learn more about learning strategies for your own success. Plus, it looks great on your resume!

Personalized Applied Learning Strategies (PALS)

Welcome to college! You are not in this alone. Students who feel they need something extra in order to help guide their journey through college can self-refer for a FREE personalized applied learning strategies (PALS) workshop or course in the Learning Commons. Instructors, advisors, and program chairs may also refer students for a PALS assessment, workshop or course, and an academic plan to ensure they pass essential courses and maintain good standing in their academic program of choice. The Learning Commons staff works directly with you to build a plan of action that best serves you and supports your personal and academic goals. In truth, any student, at any level, and in any course can benefit from a PALS academic plan, workshop, or course. What is a FREE PALS workshop?

- Personalized learning plan that considers your learning style, needs, and goals
- Designed to target skills that will help you pass your course(s)
- Taught one-on-one & reinforced using an approved curriculum
- All skills are directly applied to your course readings and assignments
- Direct and personalized support with trained instructional and academic support staff
- Encourages building relationships with instructors, advisors, tutors, and the supports available to students across campus

Contact us or talk with your advisor to see if PALS is right for you!

WIRELESS AT WESTERN

Wireless Networking is generally available on campus. Access to the wireless network is the same login information to connect to the College network (student ID and password). For other questions, please contact the Western help desk at **(608) 789-6266**.

ACADEMIC INTEGRITY POLICY

Western Technical College is committed to upholding academic integrity in all modes of learning. Faculty, students and staff are all responsible for ensuring the integrity, fairness, and honesty of the intellectual environment. Academic integrity violations, include, but are not limited to, cheating, plagiarism, falsification and other forms of dishonest or unethical behavior, and are considered a violation of the Student Code of Conduct.

Academic Dishonesty Definitions:

Violations of academic integrity include, but is not limited to, the following behaviors:

- Cheating – using or attempting to use materials, information or communications without permission of the instructor. Examples include, but are not limited to:
 - Copying or allowing another person to copy a test paper, assignment, report or any other graded material
 - Using external aids of any kind (e.g. notes, books, electronic devices, and information from others) on a test, quiz or other graded assessment without permission of instructor.
 - Taking a test for someone else or having someone else complete a test or graded assessment in one's place
 - Using, buying, selling, stealing, soliciting or copying any contents of an examination, quiz or other graded assessment without authorization of instructor
- Plagiarism – intentionally or unintentionally representing another person's work as one's own. Examples include, but are not limited to:
 - Quoting, paraphrasing or summarizing another's work or ideas without properly acknowledging or citing the source of the work
 - Submitting another person's work as one's own, including purchasing another's work to submit as one's own
- Unauthorized Collaboration – sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor
- Fabrication – using invented, altered, forged or falsified information in academic work or documentation whether in hard copy or electronic format
- Multiple submission – the submission of the same work or substantially the same work to more than one class, and/or submission of prior academic work submitted for credit at a different institution
- Academic Misconduct – other forms of dishonesty or inappropriate conduct. Examples included, but are not limited to:
 - Requesting an academic benefit such as requesting an extension, excused absence, or other benefit based on false information or deception
 - Knowingly and willingly damaging the efforts or work of other students
 - Accessing student or faculty records or files without authorization
 - Misrepresenting oneself as a student or faculty member to obtain protected information or other academic or personal benefit

ACADEMIC INTEGRITY PROCEDURE:

To ensure a fair and timely resolution to any academic integrity allegations, the following process shall be implemented:

1. Course level process - Faculty notifies the student of the suspicion of academic dishonesty and offers to discuss the matter in person, by phone or via email
 - a. If student accepts responsibility – faculty determines appropriate outcome (see below), notifies student of outcome, and documents via Academic Integrity Report (https://cm.maxient.com/reportingform.php?WesternTC&layout_id=11)
 - b. If student denies allegation – faculty reviews all information to determine if a violation of academic integrity occurred, determines appropriate outcome (if applicable), notifies student of outcome and right to appeal decision to academic dean (along with appropriate contact information), and documents via Academic Integrity Report (https://cm.maxient.com/reportingform.php?WesternTC&layout_id=11)

Upon notification to the student of an allegation of academic dishonesty, the student is prohibited from withdrawing from the course while the allegation is being considered. Students found to be in violation are prohibited from withdrawing from the course at any time. Attempting to withdraw will result in a violation of the Student Code of Conduct and be referred to the Student Life Office for resolution.

Outcomes will be at the discretion of the instructor and may include, but is not limited to, one or more of the following:

- Verbal or written warning to the student
- Student Success Plan
- Deduction of points or assigning a failing grade or score for the work or assessment in question
- Assigning a failing grade for the course (with prior consultation of academic dean)

Students found to be in violation of the academic integrity policy have the right to appeal the process. The appeal is limited to failure to notify student of allegation, failing to provide student opportunity to discuss allegation, failing to follow the published academic integrity process, or other specific error or omission that may have influenced the outcome.

The appeal for a course level academic integrity allegation must be made in writing to the academic dean or designee within five (5) calendar days of student receiving notification of outcome of violation. The dean or designee will make a final decision after full review and consideration of the process and related information. The student and instructor will be notified in writing of the decision. The decision of the dean or designee is final.

OR

2. College level process - Repeat academic integrity violations and/or allegations that include possible violation of other Student Code of Conduct standards will be referred to the Manager of Student Life and Integrity to be addressed through the Student Code of Conduct procedure.

At the college level process, outcomes for allegations referred to the Dean of Students may include, but is not limited to, one or more of the following:

- Verbal or written warning
- Non-academic probation
- Community service assignment
- Suspension or dismissal from program (with consultation of academic dean)

The appeal for an academic integrity allegation addressed by Manager of Student Life and Integrity must be made in writing to the Office of the Vice President for Student Services and Engagement within ten (10) calendar days of student receiving notification of outcome of violation. A vice president will make a final decision after full review and consideration of the process and related information. The student and instructor will be notified in writing of the decision. The decision of the vice president is final.

STUDENT RIGHTS AND RESPONSIBILITIES

ALCOHOL, TOBACCO AND OTHER DRUGS

Alcohol, Tobacco and Other Drug Abuse (ATODA)

Students who are concerned about their own or a friend or family members alcohol, tobacco or drug use may receive short term counseling or referral services to community resources to help address their issues. If you'd like to arrange a visit with a counselor, simply call our Welcome Center at **(608) 785-9553** and request a counseling appointment. Visit www.westerntc.edu/counseling for more information.

Alcohol and Drug Policy for Employees and Students

The College is committed to maintaining a drug-free learning and work environment. The College Board and employees recognize that the abuse of alcohol and other drugs interferes with a person's ability to learn and work and increases the risk of accidents and serious health problems.

While on College premises, conducting College business, or participating in College-sponsored events or activities, no employee, student, partner or guest shall possess, store, use, sell, distribute, solicit, purchase or manufacture drugs, drug paraphernalia, or alcohol. This prohibition applies to all College sites and facilities, including leased property and clinical sites. All students and employees are prohibited from being under the influence of alcohol or drugs while on College premises, conducting College business, or participating in College-sponsored events or activities.

For the purposes of this policy, the term "drugs" means any controlled substances and any other substances that cause or result in intoxication or discernibly altered states of mood or mind, including unregulated substances intentionally used in order to produce intoxication or discernibly altered states of mood or mind. The term "drugs" includes any "look alike" substances which are intended to resemble or be mistaken for drugs, as defined by this policy. The term "drugs" does not include substances possessed or used by an employee or student pursuant to the employee's or student's valid prescription.

The legal use of drugs prescribed by a medical professional for the employee is permitted on the job only if it does not impair an employee's ability to perform the essential functions of his or her job in a safe manner. The College may conduct drug or alcohol testing for students and employees at any given time with individualized suspicion, unless otherwise prohibited by federal or state law.

Employees and/or students seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as seeking the assistance from the Western Counseling Department, Employee Assistance Program, or referral to an appropriate rehabilitation program where possible.

The College and the Wisconsin Technical College System Board policy forbid the expenditure of tax dollars and/or student activity fees for alcoholic beverages. The advertising of alcoholic beverages is prohibited on College property and in College publications.

Exceptions to this policy may be made by the College President or his/her designee only. Violators of this policy may be subject to disciplinary action and/or referral to law enforcement officials for prosecution under specific state, federal, or local laws.

This policy is adopted in accordance with the 1989 Wisconsin Act 121, the Drug-Free Schools and Community Acts Amendments of 1989 (Public Law 101-226), and Wisconsin State Statute, Chapter 161 961, Uniform Controlled Substances Act.

The possession, use and sale of alcohol and controlled substances are regulated by Western Technical College in accordance with: (1) the Drug-free Schools Act, (2) the Drug-free Workplace Act, (3) applicable provisions of federal, state, and municipal law, and (4) WTCS District policies. The possession, use, sale, and transfer of alcohol and/or controlled substances on College property are strictly prohibited. Violations of this policy will be referred to the Student Life office for conduct action and/or to local law enforcement.

STUDENT RIGHTS AND RESPONSIBILITIES

Under Wisconsin state law, penalties for violations of the statutes regulating illegal use of alcohol (Chapter 125), range from a fine of \$500 for a first violation and up to \$10,000 for additional violations and could result in suspension of one's driver license. Penalties for violations of the state statutes regulating controlled substances (Chapter 961) range from 6 years to up to 40 years in prison plus fines up to \$10,000 depending on classification of controlled substance and factors such as quantity involved, nature of the offense (sale, use, etc.) and prior criminal record of offender. Under federal law, penalties for violations of use, possession or trafficking can range from 6 years to life in prison and fines up to \$25,000 (Title 21 United States Code).

The Western Counseling Center provides short term individual counseling, and referral services to students and staff. The Well Rounded Workgroup provides alcohol and other drug prevention efforts throughout the College. Western's Drug and Alcohol Abuse Prevention Program (DAAPP) can be found under the policies and procedure section at westernnc.edu/student-rights-concerns-and-disclosures.

For more information, review the Alcohol and Drug Policy and Procedure for Employees and Students (C0105 and C0105p) on www.westernnc.edu.

Student Drug/Alcohol Testing Policy

Any student at Western who appears to be impaired or under the influence of alcohol or a controlled substance while on campus or participating in any learning or co-curricular activity may be required to submit to drug and/or alcohol testing (paid for by the College) under the following circumstances:

1. If a college employee has *reasonable objective suspicion* to believe a student is impaired or under the influence of a controlled substance(s), abused prescription drug(s), alcohol, or other mind-altering substance(s), and is posing a safety concern or is disruptive to the learning or community environment.
2. If a student is involved in an accident or incident resulting in injury to a person and/or damage to property or equipment, and where safety measures are ignored or the incident was the result of a careless act.

For more information, review the Student Drug and Alcohol Testing Policy and Procedure (E0708 and E0708p) on www.westernnc.edu.

Student Drug/Alcohol Parental Notification Policy

The Vice President of Student Service and Engagement, the Manager of Student Life and Integrity, and/or designee has the authority and reserves the right to notify parents or guardians when students have committed serious or repeated violations of university policies, local and/or state laws related to the drug and alcohol policy.

For more information about FERPA, review the Protection of Student Information Policy and Procedure (E0102 and E0102p) on www.westernnc.edu.

Tobacco-Free Environment Policy

Western Technical College strives to promote student, employee, and visitor health and wellness. The use of all tobacco products and vaping devices are prohibited on all property owned or operated by the College or otherwise controlled by the district.

For more information, review the Tobacco Free Environment Policy and Procedure (F0400 and F0400p) on www.westernnc.edu.

STUDENT RIGHTS AND RESPONSIBILITIES

Maintaining Tobacco-Free Campus

Tobacco use including smoking, and smokeless tobacco, and electronic or vaping devices is prohibited on all property owned or operated by the College. Tobacco products will not be sold or advertised on College property, publications, or events.

- The sidewalks on 7th Street between Badger Street and Vine Street on the La Crosse campus have been designated as a “Courtesy Zone.” A Courtesy Zone is a section of city property where individuals are asked to refrain from using tobacco out of respect and courtesy for the high volume of Western students, employees, and visitors who use the walkways.
- Ash receptacles are located throughout the perimeter of campus. It is expected of all individuals to be respectful when using tobacco off of Western property and ensure waste gets in the proper containers.
- Policy enforcement focuses on positive reinforcement and is the responsibility of all employees and students. The goal is self-enforcement. Repeat violations of the policy will be handled through already established judicial/discipline procedures for both students and employees.

For more information, review the Tobacco Free Environment Policy and Procedure (F0400 and F0400p) on www.westernnc.edu.

COLLEGE VIOLENCE & WEAPON POLICY

The College is committed to providing a safe environment for all employees, students, and guests. The College expressly prohibits any acts or threats of violence by any person in or about the College’s facilities at any time. The College will respond promptly to threats, acts of violence, and acts of aggression by employees, students, partners, or other community members.

The College prohibits the possession or fabrication of weapons or weapon components in facilities leased, owned or operated by the College or at any College-sponsored event or activity as permitted by state law, unless authorized by the President or designee. For the purposes of this policy, “weapon” is defined as any device designed as a weapon and capable of producing death or great bodily harm, including any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood, and including any electric weapon. The definition of “weapon” includes “look alike” weapons, meaning any object that could reasonably be mistaken for a weapon as defined by this policy, regardless of whether it is manufactured for that purpose. The definition of “electric” weapons means any device which is designed, redesigned, used or intended to be used offensively or defensively to immobilize or incapacitate persons by the use of electric current per WI State Statute [Section 941.295](#). Trained security officers are exempt and permitted to carry OCR (i.e. pepper spray) per WI State Statute [941.26\(4\)](#).

The College will not condone any form of retaliation against any employees, students, partners, or other community members for making a valid report under this policy. Violation of this policy by a student may result in disciplinary action up to and including expulsion from the College.

For more information, review the College Violence and Weapon Policy and Procedure (C0103 and C0103p) on www.westernnc.edu.

COMPUTER & TELECOMMUNICATION USAGE

Use of the Campus Computer System, including the Internet, is limited to the Western Technical College community, defined as District employees, students and customers. Western Technical College must approve any exceptions made to this policy for the community. Further, this policy is not exhaustive. Western Technical College reserves the right to act upon circumstances not explicitly enumerated below. Any necessary disciplinary measures for employees and students will be processed through existing College policies.

Computer and Telecommunications guidelines and principles will be reviewed annually.

Western’s full computer and telecommunications policy can be found at <https://info.westernnc.edu/sites/Policies/Pages/B0408.aspx>

HARASSMENT AND NONDISCRIMINATION POLICY

Western Technical College (Western) is committed to building and preserving an educational and workplace environment where students and employees can learn and work together free from discrimination, harassment and retaliation in all benefits, programs, and activities. To ensure Western's commitment to fostering an environment built on a foundation of integrity, teamwork, and respect, the College has developed internal policies and procedures that provide a prompt, fair, and impartial process for complaints of discrimination and harassment on the basis of Protected Characteristics, and for complaints regarding retaliation. Western is committed to ensuring compliance with federal and state civil rights and First Amendment laws and regulations.

Policy on Equal Employment and Educational Opportunity

The College will not discriminate against any employee or applicant for employment, student or prospective student based on race, color, sex, sexual orientation, gender identity or expression, religion, creed, national origin, ethnicity, ancestry, age, disability, marital or parental status, veteran status or military service, genetic information, pregnancy, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law (hereinafter "Protected Characteristic(s)"). This prohibition applies to recruitment, hiring, transfers, promotions, training, layoff or recall from layoff, terminations, retention, certification, testing and committee appointments, education and assistance therefor, and social or recreation programs. The College is strongly committed to this policy, and believes in and practices equal opportunity and affirmative action.

Principal publications available to students, employees, applicants for admissions or employment, and sources of referral for both, will include a statement of nondiscrimination which specifically includes reference to **Title IX of Education Amendments of 1972** and to **Section 504 of the Rehabilitation Act of 1973**. Delivery of student services will be performed in harmony with statutory requirements.

It is the policy of the College to assure equal opportunity for qualified applicants for employment, for qualified employees in matters of employment, and for students in District educational programs in all educational and employment related activities. This policy applies to all students, employees, applicants, and prospective students irrespective of any Protected Characteristic(s). Responsibility for the Equal Employment Opportunity is assigned to the Manager of Employment, Compensation and Compliance.

The College is committed to compliance with all applicable local, state and federal equal opportunity and affirmative action laws and regulations, including:

1. Title VI and Title VII of the 1964 Civil Rights Act
2. Title IX of the 1972 Educational Amendments Act
3. Section 504 of the Rehabilitation Act of 1973
4. The American With Disabilities Act of 1990
5. The Civil Rights Act of 1991
6. The Carl D. Perkins Vocational and Technical Education Act
7. The Equal Pay Act of 1963
8. The Pregnancy Discrimination Act
9. The Age Discrimination Act of 1967
10. The Age Discrimination Act of 1975
11. The Civil Rights Restoration Act of 1987
12. The Genetic Information Nondiscrimination Act of 2008
13. The Wisconsin Fair Employment Law
14. Other appropriate laws and executive orders and/or administrative directives and codes including the Office of Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs (34 CFR, Part 100 Appendix B)

STUDENT RIGHTS AND RESPONSIBILITIES

The College will provide equal educational opportunity in an educational climate that is conducive to and supportive of cultural and ethnic diversity. This commitment includes, but is not limited to, physical access to courses and programs; physical education and athletics, extra-curricular activities; admissions; student policies and their application; counseling, guidance and placement services; financial assistance; work-study; housing and all other District facilities. The College will make reasonable accommodations for persons with disabilities to assure access to programs and employment.

The College will provide reasonable accommodation to employees and students for religious observances and practices.

Policy on Harassment and Nondiscrimination

Western Technical College is committed to building and preserving a community where people can work and learn together free from exploitation, abusive conduct, intimidation, discrimination, and harassment.

Western Technical College is in full compliance with all federal and state civil rights laws and regulations prohibiting harassment and discrimination. The College will provide protection from harassment and discrimination against students, employees and applicants in any service, program or facility of the College with regard to race, color, creed, religion, sex, national origin, disability, gender identity or expression, ancestry, age, sexual orientation, pregnancy, genetic information, marital status or parental status, veteran or military status, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law (herein "Protected Characteristic(s)").

Unlawful or discriminatory harassment is unwelcome physical, written, verbal or other forms of conduct based on an actual or perceived legally protected characteristic (listed above) where submission to or rejection of the unwelcome conduct is made either explicitly or implicitly a condition of a person's education or employment, where submission to or rejection of the unwelcome conduct is the basis for decisions that affect the terms and conditions of academics or employment or where the unwelcome conduct is sufficiently severe or pervasive so as to interfere with a person's learning or work environment or create an environment that a reasonable person would consider intimidating, hostile, or offensive.

Prohibited acts include, but are not limited to: physical contact or aggression; assault or intimidation; deliberate or repeated unsolicited comments, slurs, epithets, jokes, innuendo or derogatory comments; threatening or intimidating language (in any medium); bullying; or other adverse treatment.

Any member of the Western community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any student, employee, or visitor on the basis of a person's actual or perceived Protected Characteristics is in violation of this policy.

Upon notice of an allegation of harassment or discrimination, any such harassment or discrimination will be promptly and fairly addressed and remedied by Western according to the appropriate procedure.

Western reserves the right to address harassment that does create a hostile environment but is not based on a Protected Characteristic.

Policy on Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Opportunity Commission (EEOC), and the State of Wisconsin regard sexual harassment as a specific form of discriminatory harassment and an unlawful discriminatory practice. Western has adopted the following definition of sexual harassment in order to address the unique environment of an academic community.

Sexual harassment is an umbrella definition that includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence and stalking. Acts of sexual harassment may be committed by any person upon another person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual harassment is conduct based on sex that satisfies one or more of the following:

1. **Quid Pro Quo** – an employee of the College conditioning, either implicitly or explicitly, the provision of aid, benefit or service on an individual's participation in unwelcome sexual conduct;
2. **Unwelcome Conduct** - conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
3. **Sexual Assault** - engaging or attempting to engage in one of the following sex acts with another individual by force or without consent, where the individual cannot consent because of age, or where the individual cannot consent because of temporary or permanent mental or physical incapacity:
 - **Rape** - the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - **Fondling** - the touching of the private body parts of another person (buttocks, groin, breasts) for the purposes of sexual gratification, without the consent of the person, including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.
 - **Incest** - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in Wisconsin.
 - **Statutory Rape** - sexual intercourse with a person who is under the statutory age of consent in Wisconsin.
4. **Dating Violence** - conduct on the basis of sex that consists of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse, and does not include acts covered under the definition of domestic violence.

5. **Domestic Violence** - a felony or misdemeanor crime of violence committed by:
 - a current or former spouse or intimate partner of the Complainant;
 - a person with whom the Complainant shares a child in common;
 - a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
 - a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
6. **Stalking** - engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.

STUDENT RIGHTS AND RESPONSIBILITIES

Additional behaviors that may be within or outside of the Title IX forms of sexual harassment listed above that are prohibited when the act is based on the Complainant's actual or perceived membership in a protected class include, but are not limited to:

- **Sexual Exploitation** – taking non-consensual or abusive sexual advantage of another for their own benefit or the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment as defined in this policy. Examples include, but are not limited to:
 - Observing or allowing others to observe a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person being observed;
 - Prostituting another person or engaging in sex trafficking;
 - Misappropriation of another person's identify on apps, websites, or other venues designed for dating or sexual connections;
 - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio or image that depicts the person's nudity or sexual activity; or
 - Taking pictures, videos, or audio recordings of another in a sexual act or sexually related activity without the person's consent when there is a reasonable expectation of privacy, or disseminating sexual pictures without the photographed person's consent.
- **Threatening Behavior** – threatening or causing physical har; extreme verbal, emotional, or psychological abuse; or other conduct which threatens or endangers the health or safety of any person;
- **Discrimination** – actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- **Intimidation** – implied threats or acts that cause an unreasonable fear of harm in another;
- **Bullying** – repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, diminish another person either physically and/or mentally that is not speech or conduct otherwise protected by the First Amendment.

Retaliation

Western will not tolerate any retaliatory conduct against any person in response to a person reporting an incident, participating in or refusing to participate in a grievance process, providing relevant information or cooperating with an investigation, and/or supporting a party involved in the process. Western and any member of the Western community are prohibited from taking or attempting to take adverse action through intimidation, threats, coercion, harassment, or discrimination against an individual for exercising their rights or responsibilities under this policy and procedure.

Allegations of retaliation should be reported immediately to the Title IX Coordinator and will be promptly and fairly investigated. Western will take all appropriate steps to protect individuals who fear they may be subjected to retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation.

Reporting Issues of Harassment or Discrimination

Complaints or notice of alleged policy violations, or inquiries or concerns regarding this policy and the associated procedures, may be made internally at any time (including non-business hours) through one the following options:

- Report online through the [Sexual Harassment and Discrimination Report Form](#)
- Report directly to the Title IX Coordinator(s):

Title IX Coordinator – Students
Ge Vang

Manager of Student Life and Integrity
Student Life Office, Kumm Center Room
100

La Crosse Campus
vangg@westerntc.edu
608-785-9444

Title IX Coordinator – Employees, EEO/AA
and Section 504 Coordinator

Megan Hoffman

Manager of Employment, Compensation and
Compliance

Administrative Center, Room 109
La Crosse Campus

hoffmanm@westerntc.edu
608-785-9274

- File an incident report with the Campus Community Safety Department at 608-785-9191 or Room 131 of the Colman Center, La Crosse Campus.

Reporting an allegation or concern through any of the above-mentioned options constitutes actual knowledge and allows Western to discuss and/or provide supportive measures, but does not obligate the Complainant to file a Formal Complaint. Western's ability to remedy and respond to the allegation may be limited if the Complainant does not want the College to proceed with an investigation and/or grievance procedure.

All employees of Western, except Western Counselors, are required to promptly report any knowledge or allegation pertaining to a member of the community experiencing harassment, discrimination, and/or retaliation to the Title IX Coordinator(s).

While there is no time limit on reporting concerns or allegations, Western encourages Complainants to report as soon as possible after the incident occurred. Delay in reporting may limit the College's ability to investigate, respond, and provide remedies.

Inquiries or concerns may be made externally to:

Office for Civil Rights (OCR) Department of Education

400 Maryland Avenue, SW
Washington, DC 202-1100
Customer Service Hotline:

800-421-3481

Fax: 202-453-6012

TDD#: 877-521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/OCR>

Equal Employment Opportunity Commission (EEOC)

Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 500
Milwaukee, WI 53203-2292

Phone: **1-800-669-4000**

Fax: 414-297-4133

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

Web: <http://www.eeoc.gov>

For more information, review the Harassment and Nondiscrimination Policy (C0102/E0105) on www.westerntc.edu.

STUDENT RIGHTS AND RESPONSIBILITIES

Hate/Bias Incident Reporting

A hate/bias incident is any harmful physical or verbal act that is motivated by (or appears to be motivated by, in whole or in part) any of the following factors: race/ethnicity, religion, national origin/immigration/citizenship status, sex, sexual orientation, gender identity or expression, economic status, language, age, size, pregnancy or family/marital status, disability, veteran or military status, or any other identity status protected by Western.

Incidents of hate/bias are taken seriously at Western Technical College. Every person has the right to a safe living and learning environment.

If you or someone you know has witnessed or been the target of a hate/bias incident, you may bring the incident to the attention of the Diversity Advocacy Team by completing the Hate/Bias Incident Reporting Form found in the “Reporting Concerns” section of the Equity, Inclusion, & Community Engagement website: <https://www.westerntc.edu/equity-inclusion-community-engagement>.

Policy for Provision of Reasonable Accommodation for People with Disabilities

Western Technical College is in compliance with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. It is the policy of Western Technical College to provide reasonable accommodations (when requested) for qualified individuals with disabilities who are students, potential students, employees or applicants for employment, provided such reasonable accommodation does not place undue hardship on the operations of the College. The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal employment and educational opportunity to qualified individuals with disabilities. Reasonable accommodation will be provided in a timely and cost-effective manner upon self-identification, verification and an analysis of solutions. Reasonable accommodations are not mandatory when the person with the disability poses a direct threat to the health or safety of themselves or others.

An individual with a disability is any person who has or acquires a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Temporary, non-chronic impairments of short duration, with little or no long-term or permanent impact, are usually not considered disabilities under the ADA.

A physical or mental impairment is any physiological disorder, disfigurement, or anatomical loss or limitation affecting one or more of the body’s systems, or any mental or psychological disorder acquired as a result of illness, accident or birth.

A qualified individual with a disability is an individual with a disability whose experience, education, and/or training enable the person, with reasonable accommodation, to perform the essential functions of a job or to participate in an educational program.

A reasonable accommodation is the effort made to make adjustments for impairment by structuring the work or educational environment in a manner that will enable the disabled individual to perform the essential functions of a job or program. Reasonable accommodation includes, but is not limited to, modifying written examinations, making facilities accessible, adjusting work schedules, restructuring jobs, providing assistive devices or equipment, providing readers or interpreters, modifying work sites, and providing services, programs and activities offered in the facility to individuals with disabilities through alternative methods. Students who are in need of specialized personal care such as toileting, feeding, wheelchair pushing, medicating will be expected to have these needs provided by an agent or agency other than Western Technical College.

Undue hardship refers to any accommodation that would be unduly costly, extensive, substantial or disruptive, or that would fundamentally alter the nature or operation of Western Technical College.

Provision of Reasonable Accommodation for People with Disabilities**I. Notification**

- A. Western Technical College will ensure that notification of the policy for provision of Reasonable Accommodation for People with Disabilities is published annually in the college Catalog, in the student Handbook, the Faculty Handbook, and by other appropriate means.

II. Procedure

- A. When a student wishes to request an accommodation, it is necessary for that individual to use the Student Accommodation Request Form, which may be obtained from the Counseling staff or Disability Support Specialist located in the Welcome Center, 400 7th Street North, La Crosse, WI 54601. Employees are advised to speak to their supervisor regarding requested accommodations, or an employee may obtain an Employee Accommodation Request Form from Section 504 Coordinator, Human Resources Department, Administrative Center, 111 7th Street North, La Crosse, Wisconsin 54601, or by telephoning **(608) 785-9274** or TTY **(608) 785-9551** or Wisconsin telecommunication Relay System **(800) 947-3529**.
- B. Students should return the completed Student Accommodation Request Form to the Disability Support Specialist. Employees should return the completed Employee Accommodation Request Form to the Section 504 Coordinator (Sec. A).
- C. Reasonable accommodation will be provided in a timely manner, but no later than thirty (30) days. Any unresolved requests will be reviewed by the Americans with Disabilities Act Compliance Committee for determination concerning any accommodation to be made. The ADA Compliance Committee consists of the Section 504 Coordinator, the Employment, Benefit, & EEO Manager, the Physical Plant Manager, Director of Counseling, Disability Support Specialist, selected faculty members and selected students.
- D. A student or employee requesting special accommodations or services will be required to provide proof of the disabling condition(s) and limitations resulting from this condition(s).

III. Complaint/Appeal

- A. Any student or employee has the right to file a complaint due to alleged failure by Western Technical College to provide requested reasonable accommodation. Individuals claiming they have been denied a requested accommodation under the American with Disabilities Act should file a failure to Provide Requested Accommodation Complaint Form with the Section 504 Coordinator. This form is available from the Section 504 Coordinator at the location listed in paragraph II.A.
- B. All complaints of failure to accommodate shall be investigated by the ADA Compliance Committee and a report filed with the President/District Director within two (2) weeks from receipt of the complaint. Final resolution of complaints rests with the President/District Director. The President/District Director shall issue a written decision within thirty (30) days of receipt of the report from the ADA Compliance Committee.
- C. If a student or employee believes they have been adversely affected by the President/District Director's written decision, the complainant may appeal the decision to the District Board within thirty (30) days of receipt of the decision. The District Board shall issue a written decision within forty-five (45) days of receipt of the appeal.
- D. The District Board decision shall be subject to review pursuant to Chapter 227, Wisconsin Statutes, and TCS 4 of the Wisconsin Administrative Code.
- E. Nothing in this procedure shall preclude a student's or employee's right to seek other avenues of redress outside of the District.
- F. No rights or benefits of a student or employee shall be denied because of a filed complaint.

STUDENT RIGHTS AND RESPONSIBILITIES

EXCUSED ABSENCE POLICY

Western Technical College expects students to attend scheduled classes; however, Western recognizes that an unexpected circumstance may cause a student to be absent from class. Western considers certain class absences to be officially excused without jeopardizing student academic standing.

Students may not be penalized by faculty during the academic term due to, but not limited to, the following circumstance:

- Pregnancy or parenting;
- Health related absences;
- Bereavement (including travel related to bereavement);
- Military service or requirements;
- Jury duty;
- Participation in College sponsored events;
- Internet connectivity;
- Transportation challenges;
- Other state and/or federal regulations

Students shall not be penalized for excused absences and shall be allowed to make up missed quizzes or tests. Exceptions would include a class in which the nature of the class makes attendance and active student participation a mandatory requirement, such as: classes which have a state or accrediting agency requirement regarding minimum number of hours of instruction and/or classes, clinicals or labs with specific learning activities that cannot be made up with reasonable accommodations. College sponsored events include, but may not be limited to, athletic or academic competitions, conference attendance, and events authorized by the Student Life or division offices.

In order to qualify for an excused absence, students will:

- Notify their instructor(s) of the conflict requiring the absence at the first available opportunity, preferably by the time of return to class. This should be done well in advance of the scheduled conflict, if at all possible.
- Submit any homework or other projects due prior to the scheduled conflict, if at all possible
- Students are responsible for completing any work that they might miss due to absence, including assignments, quizzes, tests, and exams. Faculty will collaborate with the student and other stakeholders to write a success plan, including the missed work, and make up plan with due dates.
- If required by the instructor, any absences due to College sponsored events should be verified through a written statement signed by a responsible College official specifying the dates, times and nature of the activity that will require the student's absence, if required by the instructor
- Student will work with instructor, advisor, and Learner Support and Transition faculty to develop a plan for completing the course requirements as needed.
- In the event that the absence will be for an extended length of time, and an incomplete or withdrawal may be necessary, student should work with faculty and college advisor to discuss options.

An excused absence does not excuse the student from learning the course material, from submitting any required assignments, or from meeting any other course requirement. If the student absence becomes excessive to the point of inability to complete the documented requirements of the course(s), students may be required to withdrawal, take an incomplete, or make alternative arrangements with the instructor(s). Faculty will work with their dean team, division advisor, and Learner Support and Transition to make this determination.

Appeal

A student who believes their rights under this policy have been violated may appeal through the Student Grievance Procedure.

The policy can be found: <https://info.westerntc.edu/sites/AcademicPolicies/SitePages/Home.aspx>

SEXUAL ASSAULT INFORMATION

Western Technical College will not tolerate and prohibits sexual assault, sexual misconduct, and rape in any form. Western is committed to maintaining a positive teaching and learning environment that values all members of the college community. Below is information regarding the definition of sexual assault, how to report an assault, rights of victims of assault, and the College response.

What is Sexual Assault?

Sexual assault is any sexual intercourse or sexual contact with a person without that person's consent. The degree of force used in the assault as well as other circumstances define whether an assault is considered first, second, third or fourth degree. First, second, and third-degree assaults are considered felonies. Fourth degree assault is a misdemeanor. Sexual intercourse includes anal, vaginal, or oral sex. Sexual assault can happen regardless of gender, relationship status or sexual orientation of those involved.

What is Consent?

Consent refers to words or overt actions by a person indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed by law to be unable to provide consent:

- A person suffering from a mental illness or defect, which impairs capacity to appraise personal conduct
- A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act (example: an intoxicated individual)
- A person under the age of 18.

What to Do if Victim of Sexual Assault?

If you are sexually assaulted, it is important that you care for yourself in the manner that is best for you. For some, this means reporting the crime immediately and working to have the assailant brought to justice. Others prefer to seek medical and emotional care without reporting the assault as a crime. Regardless of your preference for self-care, these are three steps that everyone who has been sexually assaulted should follow:

1. Get prompt medical care prior to showering. Getting medical care and having a Sexual Assault Nurse Examination (SANE) does not mean that you have to report anything, but simply allows you to make your health a priority as well as collect evidence in case you ever want to report the assault and take action down the road.
2. Remember that the person assaulted is NOT at fault.
3. Obtain emotional support to help with healing and feeling safe.

IMPORTANT: Seeing a medical professional and/or having a forensic exam performed are separate from reporting to law enforcement. *You can choose to have an exam done now and make a decision about reporting to authorities later.* Some individuals choose to report to law enforcement immediately, some make the decision later, and some never report at all. Advocates and counselors are available on campus to assist you in your decision-making process and/or accompany you to the exam.

Sexual Assault Nurse Exam (SANE)

Nurses specially trained in conducting forensic exams are available 24 hours a day at both Mayo Clinic Health System and Gundersen Health System in La Crosse. If you are unable to travel to either of these hospitals, you can call either hospital and they will be able to direct you to services in your area. Exams do not require insurance filing. Funds may be available to help cover the cost of an exam.

If you have the exam at one of the hospitals in La Crosse, a hospital advocate or counselor trained in the area of sexual assault will follow-up with you. This service is free of charge.

Mayo Clinic Health System: **(608) 791-9720**

Gundersen Health System: **(608) 775-5950**

STUDENT RIGHTS AND RESPONSIBILITIES

Reporting Options:

In an effort to support individuals who have been assaulted, Western students are encouraged to disclose any sexual misconduct to the Title IX Coordinator, Ge Vang (Student Life Office, Room 100, 608-785-9444 or vangg@westerntc.edu) by calling, emailing or coming into the office to report in person, or by reporting to an instructor or Western staff person. The Title IX Coordinator will work with the reporting party to discuss options and rights.

Victims may choose for an investigation to be pursued through the criminal justice system and/or the College disciplinary procedure system, or make a private report to the College. A private report allows Western to ensure steps are taken to provide services and resources to the victim, as well as preserve the future safety of students and employees without pursuing formal criminal or college disciplinary action. If a student or employee does not choose to report to law enforcement or the College disciplinary process, the information will be kept confidential to the fullest extent permitted by law and policy.

Reporting to Law Enforcement

Victims can report the assault to law enforcement at any time. Western staff can assist with reporting to law enforcement, if desired. The victim can report it before or after seeking medical attention and in many cases can talk to an officer during the process of the discussion with the SANE nurse. Victims do have positive experiences reporting to the police and it is recommended to have the support of a trusted friend or advocate. Assaults should be reported to the police agency that oversees the jurisdiction where the assault occurred. If you are unsure which agency that may be, you can call your local law enforcement agency and they can help direct you.

Reporting to the College

While reporting the assault to the College is optional, it is strongly encouraged in cases where the assailant is a Western student or employee. It is also encouraged for assaults that happen on or near any of Western campuses. If a student or employee does choose to report a sexual assault, the information will be kept confidential to the fullest extent permitted by law and policy. The College will make every effort to balance privacy rights and the right to know when making decisions regarding what information to release to the campus community. A student or employee who reports a sexual assault will be provided with a written explanation of their rights and options.

Title IX Coordinator/Manager of Student Life and Integrity: (608) 785-9880 or Kumm Center, Room 100

Campus Community Safety Director: (608) 789-6165 or Coleman Center, Room 131

Private Report

Even if the victim is not interested in pursuing college action, reporting the incident to the College is important. You can report anonymously. The purpose of a private report is to comply with the wish to keep the matter private, while taking steps to ensure the future safety of the victim and others as well as for statistical inclusion in the annual security report.

Victims have the option of pursuing college action through the Student Code of Conduct process if the assailant is another Western student. If the assailant is a employee, the Title IX/Student Grievance process can be used to begin addressing the incident. Title IX Coordinator/Manager of Student Life and Integrity: **(608) 785-9444** in Kumm Center, room 100

Talking with a Counselor

Counselors are available free of charge on any Western campus. Our counselors are trained in addressing issues related to sexual assault and how it may impact one's academic and personal life. Counselors can assist in helping the victim choose options, provide resources, assist with filling out forms, and provide advocacy.

Counseling and Case Management: **(608) 785-9553** or counseling@westerntc.edu

Connecting with Resources

The Counseling and Case Management Department can provide advocacy, education, and resources for impacted parties. They can also assist in providing options, resources, and referrals to local providers who specialize in this work. Your decisions will be respected. Email: counseling@westernnc.edu or call 608.785.9553

Rights of Sexual Assault Victim

All reports of sexual assault will be treated seriously with dignity and respect. Victims will be informed of their options and be allowed to choose the course of action(s) with which they feel most comfortable. Victims will have the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant when reasonably available. Students initiating any college complaint procedure shall be free of any retaliation from any faculty, staff person, or student. In the event of Student Conduct proceedings, the victim has the right to be present throughout the entire hearing process except during panel deliberations, to be accompanied by an advisor of choice, to have reasonable accommodations made when providing information to limit the unnecessary or unwanted contact with the alleged violator, and to hear the outcome of the hearing including any sanctions imposed.

Student Code of Conduct – page 170

Preventative Strategies

- Discuss sexual expectations with your partner. Sex without mutual consent is sexual assault.
- Use clear communication. Interpreting friendliness as an invitation or assuming your friend feels the same way can lead to unwanted sexual contact.
- Be aware of the impact of alcohol and other drugs have on your judgment and that of your friend/date. Although alcohol and drugs does not cause sexual assault, it frequently plays a secondary role in assault and other violent crimes.
- Be alert and aware of your immediate surroundings. Notice people, lighting, and access to phones and exits.
- Be willing to speak up or respond in some way if you feel threatened, frightened or uncomfortable. Listen to and act upon your feelings and instincts.

The best way to prevent sexual assault from occurring is for each of individual to actively make the choice not to commit sexual assault. The only person responsible for sexual assault is the perpetrator of the assault.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted in 2000 that provides for the registration and notification of convicted sex offenders enrolled at or employed by institutions of higher education. As provided in the Wetterling Act (amended by the CSCPA), any person required to register as part of a state sex offender registration program must notify the state regarding each institution of higher education in which the person is an employee or student. Sex offender information in the State of Wisconsin is compiled by the Department of Corrections (DOC).

To learn the identity of registered sex offenders on or near campus, or anywhere in Wisconsin, visit <http://appsdoc.wi.gov/public>

Registered sex offenders, who are students at Western, are obligated to notify the Director of Campus Community Safety (608) 789-6165 that they are attending a class or a program at the college and are registered with the Wisconsin Department of Corrections. Failure to notify the college is deemed to be a violation of the Student Code of Conduct and is subject to possible conduct sanctions. A student is defined as any person who attends and/or is enrolled in any classes or program at the College.

STUDENT RIGHTS AND RESPONSIBILITIES

Western will publish the link to the sex offender registry to share information about registered sexual offenders reported to Western as being enrolled, or employed at the College. This information is provided to the College by local law enforcement. The College does not independently verify sex offender registration information, nor is it responsible for its accuracy. Unlawful use of the information for purposes of intimidation or harassment is prohibited.

<http://doc.wi.gov/community-resources/wi-sex-offender-registry>

STALKING AND RELATIONSHIP VIOLENCE

The College is committed to providing an educational and work environment free from all forms of personal violence, including stalking behavior and relationship violence, and does not condone such behavior by or of its students, employees or others. Any student who engages in such conduct will be subject to disciplinary action appropriate to the particular facts involved.

Stalking Behavior

Stalking behavior is a series of two (2) or more acts directed at a specific person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking is not necessarily defined by specific actions, but rather by a pattern and intent of the actions. Stalking behaviors can include, but are not limited to:

- Repeated following or pursuing.
- Threatening or obscene gestures.
- Repeated unwanted to communication through any means including face to face, phone calls, text messages, email, unwanted gifts, etc.
- Trespassing.
- Vandalism.

Cyber stalking is the persistent, offensive, threatening communication through the Internet, via email, chat rooms or instant messaging, social network sites or through other electronic means.

Reporting

Students are strongly encouraged to report suspected stalking situations to the appropriate law enforcement agencies and the College. Reporting the stalking incidents is the most effective way action can be taken against the alleged stalker. By reporting the incidents, services such as development of safety plans, academic assistance, assistance with the student conduct process, and referrals to appropriate resources can be provided.

Manager of Student Life and Integrity: **(608) 785-9444** or Kumm Center, Room 100

Campus Community Safety Director: **(608) 789-6165** or Coleman Center, Room 131

Relationship Violence

Relationship violence occurs when an individual in a relationship uses intimidating and/or controlling behavior in an attempt to gain or maintain a position of power and influence over another individual. Examples of behavior may include, but are not limited to:

- Damaging property.
- Verbal or emotional assault.
- Limiting contact with friends and/or family.
- Violent physical contact.
- Physical contact with intent to control.
- Harassment via phone, text messaging, email, written messages or through a third party.
- Making threats towards loved ones.
- Interfering with class or work attendance.

Reporting

Students are strongly encouraged to report suspected relationship violence situations to the appropriate law enforcement agencies and the College. By reporting the incidents, services such as development of safety plans, academic assistance, assistance with the student conduct process, and referrals to appropriate resources can be provided.

Manager of Student Life and Integrity: **(608) 785-9880** or Kumm Center, room 100

Counseling and Case Management: **(608) 785-9553**

Campus Community Safety Director **(608) 789-6165** or Coleman Center, Room 131

Upstander Intervention

Upstander intervention encourages all members of the Western community to recognize, intervene, prevent and/or stop any inappropriate comments, actions or behaviors related to sexual assault, sexual misconduct, relationship violence and/or stalking. As an upstander, it is important to:

- Notice the incident or event – educate yourself about issues related to sexual assault, relationship violence and stalking in order to be aware of the behaviors and educate others
- Evaluate the situation – determine whether it is an emergency or at least a situation where someone needs immediate assistance
- Intervene – give help at an appropriate and safe level. Others are more likely to help when they see others helping as well. Don't assume someone else will take care of it.
- Ways to help – help the person leave the situation, redirect the focus somewhere else, confront the behavior, engage a conversation, or call for other support/security/law enforcement

Tips for Intervening:

- Approach in a friendly, non-confrontational manner
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- Contact police if things get out of hand or become too serious

STUDENT CODE OF CONDUCT

Western Technical College is committed to fostering a learning environment that values student success, accountability, diversity, learning, teamwork, integrity and respect, and encourages positive behaviors in support of academic and personal development of all students. As such, students are expected to conduct themselves in a positive and appropriate manner that supports civil, criminal and federal laws and College policies and procedures; does not interfere with the educational process of the College in any manner; or endanger the safety or well-being of other students, staff or faculty.

The Student Code of Conduct and procedures apply to the conduct of individual students as well as all Western recognized student organizations or clubs. For the purpose of this policy, a student is defined as any person who attends and/or is enrolled in any credit or non-credit classes or program at the College.

The Student Code of Conduct applies to behaviors that take place on any Western campus or controlled property, at Western sponsored events, and may apply off-campus when a student's conduct may present a danger or threat to the health or safety of any person, or is detrimental to the educational mission, programs and/or interest of the College. The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium where the behavior is not protected by freedom of expression.

The Student Code of Conduct Procedure with defined standards of conduct can be found on Western's policy and procedure site: <https://info.westerntc.edu/sites/Policies/Pages/E0700p.aspx>.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT FEEDBACK

Western is committed to incorporating feedback from students, employees, and partners into College operations. Individuals have the right to file informal concerns or formal grievances regarding Western's personnel, services, processes, facilities, academic issues or any allegation of discrimination. Western uses feedback to make improvements to services or in teaching and learning. To provide compliments, suggestions or concerns, individuals should use the Feedback forms located on the Western website under Student Rights and Concerns.

STUDENT GRIEVANCE PROCEDURE

When a student believes they have been subjected to unfair and improper action or denied their rights by a member of the Western community (as defined by any person employed by the district), they may utilize the Student Grievance Procedure to address the concerns. Students initiating a Student Grievance Procedure shall be free of any retaliation from any faculty or staff person.

In situations where the concern is related to grading, the student must utilize the Grade Appeal Procedure for resolution.

In situations where the concern is related to harassment, sexual harassment or misconduct, or discrimination based on gender, the student should immediately contact the Manager of Student Life and Integrity/Title IX Coordinator to initiate the process.

Grounds for a Student Grievance may include, but are not limited to: allegations of sexual harassment or misconduct, allegations of intimidation or harassment, acts or threats of physical aggression, disregard of due process as it relates to arbitrary actions or imposition of sanctions, violation of student rights and responsibilities, and grievances under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of race, color, national origin, sex or disability by federally funded education institutions.

Throughout all levels of the Student Grievance Procedure, confidentiality will be maintained through all reasonable efforts. Any party involved in the resolution of a grievance may consult with the Manager of Student Life and Integrity regarding the procedure and may bring a support person to any meeting as an observer. The observer shall have a non-speaking roll which is defined as having the ability to provide advice and support directly to the person being supported, and not advocating on the person's behalf to any other involved parties.

Definitions:

Business days – weekdays that the college administrative offices are open. Respondent – The staff or faculty member directly involved in the grieved incident.

Retaliation – Any unfavorable action taken or condition created against a person for filing a grievance or participating in an investigation of a grievance.

Informal Level:

Prior to the filing of a formal written grievance, with the exception of sexual harassment or misconduct concerns, a reasonable effort should be made to address the concern amicably in an informal manner. Students are encouraged to meet with the subject of the grievance to attempt to resolve the conflict through open and cooperative communication. The student may request a meeting with the respondent and/or the respondent's direct supervisor to resolve the concern. Every reasonable effort should be made by all parties to resolve the complaint. This meeting is at the option of the student and shall not be a pre-condition for submission of a formal written grievance. If the informal process does not result in resolution of the grievance, the student may proceed to the formal grievance procedure.

Formal Level:

A formal written grievance may be filed by the student within 30 business days of the occurrence of the alleged grievance (unless specific statute allows for longer reporting period). The formal grievance procedure begins when a written grievance is submitted through the online Feedback forms located on the Western website under the Student Rights and Concerns page. The written grievance must include a summary of what is being grieved, what steps the student has taken up to this point, and what resolution the student desires. The written grievance and any supporting documents should be submitted via the Feedback Form or to the Manager of Student Life and Integrity or designee.

Upon receipt of the completed grievance, the Manager of Student Life and Integrity will review the grievance and conduct an initial investigation to determine validity of the grievance and the desired resolution. Issues which have a separate process for resolution (ex. student conduct sanctions, financial aid, academic grades, etc.) are not grievable, and students must utilize that specific process. Grievances determined to be without foundation, frivolous, or filed for purposes of harassment will be dismissed after appropriate investigation. Once a grievance is determined to be valid, the Manager of Student Life and Integrity will refer the grievance to the supervisor of the responding party for formal investigation and resolution. In cases where the grievance involves the Manager of Student Life and Integrity, the grievance will be referred to the Director of Student Life, Equity, and Engagement for validation and facilitation of the grievance process.

Upon receiving the grievance, the respondent's supervisor shall investigate the grievance and make a decision. The supervisor shall submit his or her written response to the student and Manager of Student Life and Integrity within fifteen (15) business days. If the grievance is not resolved to the satisfaction of the student, he or she may appeal the decision to the Student Grievance Committee. The student must submit a written appeal to the Manager of Student Life and Integrity within ten (10) business days of receiving the decision. The appeal will be decided entirely on the documents provided by the student and the investigating supervisor, therefore both parties must ensure that all relevant documents are submitted to the Manager of Student Life and Integrity.

The Student Grievance Committee will be assembled within ten (10) business days by the Manager of Student Life and Integrity or designee, and will be composed of an academic administrator, and two additional non-biased Western staff members. The student may request that one member of the Student Grievance Committee be a student representative.

The Manager of Student Life and Integrity will provide the committee members with copies of the appeal, grievance, responses and all relevant supporting documentation. The committee will review the appeal, may choose to meet with the student and/or other involved parties, and will submit the written decision to all involved parties within ten (10) business days. No final review shall be permitted unless specific allegations are set forth in the appeal alleging a lack of due process or other specific error or omission. The final review is limited to issues that were raised in the appeal. No new information or statements shall be introduced for the first time for final review.

The appealing party shall file with the Office of the President the request for a final review, setting forth with specificity the grounds on which the request is based. The final review request shall bear the original signature of the appealing party and shall be filed with the Office of the President within ten (10) business days of the date the committee decision was delivered or was postmarked if served by mail. The final review shall be decided by the president or designee no later than thirty (30) days after receipt of the request. Within this timeframe, the president or designee shall issue a written decision accepting, modifying or rejecting the committee's decision.

The decision of the president or designee shall be final unless the grievance is an allegation of discrimination and the student is unsatisfied with the final review decision of the president. In such circumstances only, the student can appeal to the Western District Board. Written intent to appeal to the District Board must be received by the Office of the President within five (5) business days of receipt final review decision.

STUDENT RIGHTS AND RESPONSIBILITIES

Anyone who believes that the College did not follow the established grievance process or has discriminated against him or her on the basis of race, color, sex, national origin, age or disability, may file a complaint with the Office of Civil Rights. Additional information can be obtained at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

For more information, review Student Grievance Procedure (E0708p) on www.westerntc.edu.

STUDENT RIGHTS

In concert with the mission statement for Western Technical College, students who attend classes or enroll in programs at the College hold certain rights, which are inherent to quality educational experiences. A student is defined as any person who attends and/or is enrolled in any classes or program at the College.

These rights include:

1. The right to an education in an environment of academic integrity and intellectual freedom;
2. The right to expect that the College will uphold all applicable federal and state statutes and directives;
3. The right to expect that the College will uphold all Western Technical College policies, including those particularly applicable to students;
4. The right to review college policies particularly applicable to student life and services, in accord with Wisconsin Statutes 38.145;
5. The right to voice concerns about the College in an orderly fashion;
6. The right to expect that the College will take measures to provide a safe, secure campus environment in which to carry out educational pursuits; and
7. The right to a hearing, in accord with College procedures, should any serious conduct matters arise.

Western Technical College confers these rights with the expectation that students will understand and exercise their rights, fulfill their responsibilities, and respect the rights of others.

TITLE IX/PREGNANCY AND CHILDBIRTH RELATED CONCERNS

Title IX prohibits discrimination based on sex. This includes pregnancy, parenting, and all related conditions, such as abortion or miscarriage. Students who are pregnant or parenting must have access to all of the same educational opportunities that any other student would have. If the student is in need of an accommodation due to pregnancy, parental status, or a temporary medical condition associated with pregnancy, the student is encouraged to disclose the need to any Western employee. Western will excuse student absences due to pregnancy, childbirth, or pregnancy related conditions for as long as the student's doctor deems medically necessary.

For more information related to pregnancy, childbirth or pregnancy related conditions accommodations, please contact Ge Vang, Manager of Student Life and Integrity at (608) 785-9444 in Kumm Center Room 100 on the La Crosse Campus, or vangg@westerntc.edu.

TITLE IX/SEX DISCRIMINATION

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in educational programs or activities at any college that receives federal financial assistance. Western is committed to providing an educational and work environment free from all forms of discrimination, including gender-based misconduct. Gender-based misconduct includes, but is not limited to, sexual assault, sexual exploitation, sexual harassment, stalking, dating violence, domestic violence, hostile environment, differential treatment or denial of ability to participate in or benefit from services, programs or activities of an individual or group based on sex.

For more information related to Title IX or to report a gender-misconduct issue, please contact Ge Vang, Manager of Student Life and Integrity Title IX Coordinator at (608) 785-9444, in Kumm Center Room 100 on the La Crosse Campus, or vangg@westerntc.edu.

IMPORTANT NUMBERS

Main La Crosse Switchboard.....	608-785-9200
Toll Free Number.....	1-800-322-9982
Access Services.....	608-785-9551
Western Learning Commons.....	608-785-9198
Alumni Association Office.....	608-789-6083
Campus Campus Shop/Spirit Store.....	608-785-9140
Career Services.....	608-785-9440
Cashier's Office.....	608-785-9121
Computer Services/Help Desk.....	608-789-6266
Food Service.....	608-785-9403

Division Offices

Business Division.....	608-785-9168
General Studies Division.....	608-785-9235
Health & Public Safety Division.....	608-785-9226
Integrated Technology Division.....	608-785-9150

Enrollment Services

Admissions/Advising/Counseling /Registration/Student Records.....	608-785-9553
Campus Community Safety.....	608-785-9191
Equity, Inclusion, and Community Engagement.....	608-789-9440
Financial Aid.....	608-785-9579
Foundation Office.....	608-785-9487
Learner Support and Transition.....	608-785-9535
Library.....	608-785-9142
Math Center.....	608-789-4797
President.....	608-785-9210
Student Life/Housing Office.....	608-785-9445
Student Employment Services.....	608-785-9440
Student Government.....	608-785-9085
Student Health Center.....	608-785-8558
The SPACE.....	608-785-9440
Weber Family Veteran Military Student Center.....	608-785-9436
Wellness Center.....	608-785-9443
YWCA Child Care Center.....	608-785-9541

Regional Learning Centers

Black River Falls.....	715-284-2253
Independence.....	715-985-3392
Mauston.....	608-847-7364
Tomah.....	608-374-7700
Viroqua.....	608-637-2612