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Hello, and welcome to Western Technical College!

Your choice to begin your education at Western is one you will not regret. Make sure to fasten your seatbelt because this will be an exciting journey!

The opportunities you will have in your time with Western are limitless!

With a broad array of clubs, sport teams, other co-curricular activities, and several volunteer-driven organizations, every student can be involved in one way or another on campus. I strongly encourage you to take a look around campus and ask instructors and fellow classmates about the co-curricular activities they are involved in to learn more. The college experience is so much more than just attending class, so take a look into some activities which may interest you!

The individuals you will meet will forever have an impact on your life!

Whether it be fellow classmates in your program, instructors, or other community members, the individuals you will meet in your time at Western will be a key component in your success. The culture at Western is unlike anywhere else, as students, staff and faculty, and administration alike have the firm belief that student success is an achievable goal for all. In addition, there are many campus resources that all students have access to when they are in need. Take the time to look around campus and talk with other students and staff to see how various campus resources can help you!

At the heart of it all, the education you receive at Western will take you further than you ever imagined!

With over one hundred program options, Western will provide you with the skills and hands-on training necessary to jump start your career. Whether you are looking to earn a degree, or just taking some classes to learn some new information, the education you will receive at Western is of utmost quality, and employers in the area are well aware of this. If you have not quite figured out what program you are interested in, Western also has many excellent advisors who can help you figure out what program would be best for you based on your likes and interests!

So, what are you waiting for? The unlimited opportunities, the impactful people, and your high-quality education are waiting for you! Congratulations and good luck as you complete this adventure on your journey of life!

Alyssa Boardman
Student Ambassador
### CALENDAR YEARS

#### 2018

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#### 2019

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#### 2020

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ACADEMIC FACULTY ADVISORS
Once you are enrolled in a program and have started college, you will be assigned a faculty member who will serve as your academic advisor. Your advisor 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 advisor, go to MyWestern.

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 GOAL developmental courses.

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

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 in writing 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.

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 must appeal at that time.

ACCELERATED LEARNING
The Accelerated Learning Program (ALP) is a voluntary program that permits students needing developmental instruction to enroll directly into program courses while simultaneously taking a companion course that provides extra academic support. This cohort model creates relationships with students and instructor and allows the cohort to investigate student skills.
CLOSING THE COLLEGE

The College’s general procedure is to remain open at all times as scheduled. At the same time, it recognizes that faculty, staff, and students may experience, depending on their particular situation, emergency situations or conditions independent of conditions affecting the College as a whole. In these instances, it does not ask staff or students to put themselves in peril to come in to work or class. Supervisors and faculty are expected to be reasonable in their demands on staff and students to be on location when there is a bona fide emergency situation affecting the individual. There may be a few situations where it will be deemed prudent to close the institution.

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 (A0206p) 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 Spanish Placement Test (WebCAPE) to determine which course is most appropriate for you. If your score ranges from 0 – 200 you should take Spanish 1. If your score ranges from 201 – 300 you may take Spanish 2. If your score is 301 or higher, you should look to take a higher level course from a different college or university.

GRADE APPEALS PROCEDURE

The following steps are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious. 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 College.

1. The student must submit a typewritten statement no later than 15 business days following the start of the fall or spring term immediately following the term in which the disputed grade was assigned. The request must detail the basis for the allegation that a grade was improper and the result of arbitrary and capricious grading and must present the relevant evidence. Grade appeals may be processed in the summer session if the dean determines that a case warrants immediate review. The dean reserves the right to extend the deadlines, but only in extraordinary circumstances should the appeal be extended beyond the first regular term.

2. The division dean or designee will review findings to date and will attempt to 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 or as a spokesperson at any stage in the process. The student or instructor has the option of meeting with the dean without the other party present.

3. Grounds for dismissal of a request may include the improperly prepared request for appeal, that a request was not made within the policy deadline, or instances in which the student has not taken proper action to resolve the grade conflict with the instructor of record.

4. The dean will make a final decision after full consideration of the findings and within one week of receiving the student’s appeal, the dean will evaluate as needed the grading procedures as well as, if necessary, the student’s assignment for the course in terms of the criteria established by the instructor for the course. The dean’s judgment may be to deny a request for a grade change or uphold the request for a grade change.

5. The student and the instructor shall be notified in writing of the dean’s decision. 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 grade again 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).
6. The decision of the dean is final. This shall be the last step in the deliberation of the formal grade appeal process.

**GRADING SYSTEM**

Grades are available online at westerntc.edu, MyWestern. Grades are available as soon as the class has ended and your instructor has posted your grades.

The following Grade Scale is used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A/B</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>B/C</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>T</td>
<td>Credit transfer</td>
</tr>
<tr>
<td>CR*</td>
<td>Credit awarded</td>
</tr>
</tbody>
</table>

*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

**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.

**Grade Point Averages** (Calculating Grade Point Averages)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Credit</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A/B</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B/C</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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.
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 12 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 GPA of 3.0 to 3.49. 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
You may be given an incomplete grade only if your instructor agrees there are extenuating circumstances. It is then your responsibility to complete the requirements for the course within the first four weeks of the following term.

Incomplete grades for classes taken during the fall term must be completed within the first four weeks of the following spring term. Incomplete grades for classes taken during the spring term must be completed within the first four weeks of the following summer term. Incomplete grades for classes taken during the summer term must be completed within the first four weeks of the following fall term.

If you do not follow the procedure, the grade will be changed to an F and you will have to register for the course again.

When you have an incomplete grade in a prerequisite course, the prerequisite must be completed before you can enroll in the advanced course.
PROGRAM/COURSE WITHDRAWAL

Students are encouraged to contact their program advisor when withdrawing from a program. The student must drop a program or courses in which the student has chosen not to continue. In addition, students may wish to:

1. Communicate with their instructor(s) and respective division offices (if withdrawing from a program or from college).
2. Contact a college counselor to consider alternative options.

If a student does process an official drop from classes:

1. The permanent record will reflect a withdrawal grade (W)*.
2. The student may or may not be eligible for future financial aid.
3. The student may receive a refund of fees paid (if within the stipulated allowable time frame). Any reduction in fees paid will be refunded to the appropriate funding institution, as mandated by federal guidelines, or to the student. If fees have not been paid in full, a credit will be posted to the student’s account.

If a student does not process an official withdrawal:

1. The permanent record will reflect a failing grade (F).
2. The student may or may not be eligible for future financial aid.

*An official withdrawal within the first 10% of the class will be classified as a registration adjustment and the withdrawal will not be recorded on the student’s permanent records. If a student officially withdraws from school after the first 10% of a term but prior to the last 25% of the term, the student will receive a “W” grade. To maintain a standard in each program, no student is permitted to officially withdraw from school during the last 25% of the term.

Students are expected to attend all classes. In case of absence because of sickness or other excusable cause, it is the responsibility of the student to justify the absence to the instructor, preferably before the class meeting the student will miss, and to arrange for completion of the class work.

Students who stop attending a class must officially drop the class online, in person at the Welcome Center at the La Crosse Campus, or at one of the Western’s regional locations. 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 felt to be in the best interest of the student or the College.

Some divisions have specific guidelines to which you will need to refer.

A student is not permitted to drop or withdraw from course(s) in which he/she has a pending Student Code of Conduct allegation.

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 advisor, instructor, or counselor.

REPEATING A COURSE

All required courses failed or withdrawn from must be repeated in order for the student to graduate. 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:

- Students who do not successfully complete (“C” grade or better) General A&P or Advanced A&P 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 Division.
ACADEMIC INFORMATION

- Students who do not successfully complete (C grade of 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 General Studies Division.

- Any student who is unsuccessful (defined as receiving a D, F or W) in one of the following English or Math courses, must see the Dean, Associate Dean, or Department Chair prior to enrolling in the class for the third time.

  English courses include: Written Communication, 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:
The Health and Public Safety Division (HPSD) 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. 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 or more non-passing grades (“D”, “F”, or “W”) in program core and/or science courses will be dismissed from the program.

- Students may appeal their dismissal to the Dean of Health and Public Safety for course re-entry and/or program re-entry.

- No student will be allowed to enroll in a core program course more than twice.

Each course drop, withdrawal, or failure will count as a course enrollment.

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

- The student 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
   d. The student’s professional goals
2. Mail letter of intent to: Dean of Health and Public Safety, Western Technical College, 400 Seventh Street North, PO Box C-0908, La Crosse, WI 54601-0908.
3. The Division will contact student to schedule an appeal meeting with the Dean of Health and Public Safety.
4. The student will be notified of the Dean’s decision by letter (Student’s Western email or USPS).

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 office or the appropriate funding agency.
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. 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.

CHANGING YOUR PROGRAM
You may change from one program to another if admission standards are met and space is available in the program. Contact Enrollment Services in the Welcome Center.

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.

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: noyest@westerntc.edu; (608) 785-9441

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.

Credit by Portfolio non-refundable assessment fee: $90

Contact the Adult Learning Specialist to confirm eligibility and help with developing portfolio preparation: noyest@westerntc.edu; (608) 785-9441

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: speropulosp@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 Adult Learning Specialist for more information: noyest@westerntc.edu; (608) 785-9441

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 transcripted 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:

1. 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

2. Complete the Request for Transfer Credit Evaluation form.

3. Identify specific course(s) seeking Credit Transfer.

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
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.

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 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 felt 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. This law permits the college to release “directory” information about students without prior student consent.

Western defines directory information consists of:

- 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)
Currently-enrolled students can withhold directory information by filing a form available in the Registrar’s Office. This request is valid until you notify the Registrar’s Office in writing that it is invalid. 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.

**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.

**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.

**RETURNING TO COLLEGE**
If your attendance is interrupted for two consecutive terms or more, you must file a re-entry form for admission. Forms are available from an enrollment services advisor or counselor. 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 a Western staff member at the Welcome Center 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

If interested in transferring credits from Western to a UW System school, a great resource to use is the Transfer Information System (TIS) at http://tis.uwsa.edu. 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 advisor and to check TIS for periodic updates.

WITHDRAWAL FROM COLLEGE

If you are considering withdrawing, please take the time to talk to a counselor. 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 program 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.
STUDENT SERVICES AND ACTIVITIES

CAMPUS SHOP BOOKSTORE
The Campus Shop is located on the first floor of the Kumm Center, or online at www.westerntcbooks.com. It carries all course materials and textbooks for your classes. New and used texts are generally offered, with many titles available for rent. You’ll also find a great selection of Western Technical College sportswear, giftware, and competitively-priced school supplies.

CAMPUS SHOP HOURS
Fall and Spring
Monday – Thursday ..........7:30 a.m. – 5:00 p.m.
Friday .....................................7:30 a.m. – 3:00 p.m.

Summer
Monday – Thursday ..........7:30 a.m. – 3:30 p.m.
Friday .....................................7:30 a.m. – 3:00 p.m.

Check your textbook list or purchase your textbooks online at http://westerntcbooks.com.

OPEN 24 HOURS EVERY DAY!

CAVALIER CAMPUS SHOP RETURN POLICY

Computer Products/General Goods
Software, computer products, and general goods can be returned within 10 days of purchase with original receipt and in original condition/packaging.

Apparel, Gifts & Accessories
All clothing and gifts can be returned within 10 days of purchase with original receipt and in original condition/packaging.

Textbooks
Textbooks can be returned within the first 7 days (calendar) of class with original receipt and in original condition/packaging, including any CDs or supplements. If purchased after the first 7 days of class they may be returned within 3 days (calendar) of purchase with original receipt and in original condition/packaging. Textbooks purchased in the last week of classes or during exams may be sold back under the book buyback policy. Buyback will occur during the last week of each term. Life Long Learning textbooks are not refundable unless the course has been cancelled.

**Cash will not be refunded on purchases made on Visa, Mastercard, or a Debit Card.
***RECEIPT MUST ACCOMPANY ALL REFUNDS. NO EXCEPTIONS.***

CAMPUS SECURITY

Behavior Intervention Team (BIT)
The BIT is a team of individuals and resources to identify and provide early intervention for students who are experiencing extreme distress or engaging in harmful or disruptive behaviors. The purpose is to provide outreach, consultation, assessment and/or referral to students engaging in harmful or disruptive behaviors. Reporting incidents: In cases of emergency, emergency services (911) should be notified immediately. For non-emergent issues, students are encouraged to report concerns through the online Behavioral Intervention Form: (westerntc.edu/student-rights-and-concerns).

Once an online report is submitted, the reporter will receive a computer generated response acknowledging the report was submitted. Each referral will receive a response from a BIT member with an appropriate explanation of the status.
Security Department

The Security Office, which is located in Coleman Center, Room 131, is dedicated to ensuring a safe and secure campus, which in turn provides a secure learning environment.

The College’s security force patrols the La Crosse campus throughout the day and night. You can report an issue on the La Crosse campus by using any campus information service telephone or by calling (608) 785-9191. For emergencies, call 911. For other Western campuses, report all issues to the main office of that campus and/or call 911.


I. Procedure for Reporting Crimes and other Emergencies: All students, staff and visitors are encouraged to report all crimes occurring on any Western campus or on public property around any campus, or in any Western operated facility, to Security and/or local law enforcement in a prompt and accurate manner. La Crosse Locations: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify Security (608) 785-9191. For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the Security Department, Coleman Center, Room 131, (608) 785-9191, all day all hours. Security officers are available on the La Crosse campus 24 hours a day, 7 days a week. Regional locations: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify the main office of that campus. For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the main office of that campus.

The College’s security staff does not have arrest authority. All incidents of a criminal nature will be investigated by the College administration and, in appropriate cases, reported to local or state law enforcement agencies for action. Western has informal agreements with local and state law enforcement agencies giving them authority to investigate allegations of a criminal nature occurring on or near any Western campus.

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. 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).

Timely Warning Policy: In the event that a situation arises, either on or off campus, that, in the judgment of the President and/or members of the Emergency Operations Team (EOT), constitutes an ongoing or continuing threat to personal safety, a campus-wide “timely warning” will be issued. The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation. Warnings may be withheld if they would compromise the efforts to contain the emergency. The EOT is responsible for developing and reviewing the criteria regarding “timely warnings”.

The warning will be issued through any one or combination of the College e-mail system, bulletin boards, message boards, text messaging, public address announcements, classroom/office space announcements and/or College website (www.westerntc.edu) depending upon the circumstances.

Anyone with information warranting a timely warning should immediately report the circumstances to Security, by phone (608) 785-9191, or in person at Coleman Center, Room 131 (La Crosse campus), or a member of the Emergency Operations Team. Some members of the EOT:

- Security Manager (608) 789-6151
- Security Coordinator (608) 789-6165
- Vice President of Finance and Operations (608) 789-9123
- Vice President of Student Service and Engagement (608) 785-9262
- Dean of Students (608) 785-9880
II. The Annual Security and Fire Report is compiled by the Dean of Students in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. Information for the report is gathered by the Student Life Office from the local law enforcement agencies surrounding the main campus and regional learning centers, regional learning center main office staff, Security, Student Life, residence hall staff, club advisors, athlete coaches, and designated campus security authorities. In order to provide the most accurate statistics, it is requested that victims of and witnesses to the crimes and violations listed in the annual crime and fire statistics listing, report them to the personnel of the above named departments.

Each term, an e-mail notification is made to all students and employees, which provides the website link to access this report. The report is also published annually in the Student Handbook, which is available in hard copy form as well as on the College website (www.westerntc.edu). Hard copies of the report may be obtained by the Student Life Office, Kumm Center, Room 100 or by calling (608) 785-9445.

III. Campus Access: During business hours (6:30 a.m. to 10:00 p.m. Monday through Thursday, and 6:30 a.m. to 5:00 p.m. on Friday during the academic year), the College (excluding the residence hall) will be open to students, staff, parents, contractors, and guests. During non-business hours, access to all College facilities is permitted through authorized key access or by admittance via Security or other authorized personnel. The residence hall is secured 24 hours a day with access limited to residents and authorized College staff including Physical Plant, Security and Dean of Students, through keycard access systems.

Security considerations in maintaining campus facilities include providing limited hours of operation for all facilities, enforcing key allocation policies, ensuring adequate staffing, providing telephone call boxes for emergency assistance on the first floor of all campus buildings and in parking ramp, and conducting regular security surveys of facilities. Security surveys examine issues related to landscaping, access control, alarm systems, lighting, and communications. Surveys are conducted by Security staff and Physical Plant staff. Issues are discussed monthly at Safety Committee meetings, with pressing issues being addressed in a timely manner by the Physical Plant department. Crime Prevention through Environmental Design (CPTED) evaluations are conducted on all campus facilities as well as new development projects.

IV. Authority of Security Department: The College Security Department is staffed by a Security Manager, Security Coordinator and security officers. Although none of the employees of the Security Department have arrest powers, they do have the authority to enforce all campus policies and work closely with state and local law enforcement agencies to report any criminal activity taking place on or around campus. Western has verbal agreements with local and state law enforcement agencies regarding the investigation of alleged crimes when reported to local authorities. It is the policy of the College to encourage accurate and prompt reporting of all crimes to the Security Department and appropriate police authorities. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Certified counselors in the Counseling Department, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual security report. They are encouraged to inform persons they are counseling of the procedures to report crimes on a voluntary or private basis for inclusion in the annual disclosure of crime statistics.

V. Security Procedures Education: Western Technical College provides information to students and staff about College security 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. Annual security surveys
d. Daily patrols of College facilities by Security staff
e. Sexual Assault, Relationship Violence, and Stalking Awareness programs throughout the academic year, including Welcome Week and new employee orientation
f. Alcohol and Other Drug Prevention programs throughout academic year
g. Welcome Week program on crime prevention at the beginning of each term
h. Residence Hall Orientation at the beginning of each term
i. New Employee Orientation program on crime prevention at the beginning of each term
j. CPTED evaluations of each facility every 3 years
k. Upstander Intervention training at the beginning of each term

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 and security emails sent to students, staff and faculty at least twice per year

VI. Off-Campus Security Authority: Western Technical College does not have any recognized off-campus organizations. Campus Security works with local police agencies to monitor and record information about criminal activity concerning students and staff when off campus for College sanctioned activities.

VII. Alcohol and Drug Policy: 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.

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 alcohol and other drug assessment, short term individual counseling, and referral services to students and staff. The Student Activities/AODA Specialist provides alcohol and other drug prevention efforts throughout the College. A description of the various prevention programs offered can be found in the Drug Free Schools and Community Act Biennial Review found on www.westerntc.edu/student-rights-and-concerns.
In 2017, there were no fatalities on campus or part of any college activities related to alcohol or drug violations. A total of forty-three (43) violations of the drug and alcohol policy occurred on campus or part of any college activities in 2017. Sanctions for violations of the alcohol and/or controlled substances policies of the college include warning, non-academic probation, community service, education programming, residence hall eviction, facilities restriction and/or suspension from the college.

VIII. Disclosure to Alleged Victims of Crimes of Violence: Western Technical College will disclose to the reporting party of a crime of violence or non-forcible sex offenses, the results of any student conduct hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Western Technical College will provide the results of the student conduct hearing to the victim’s next of kin.

IX. Sexual Assault Reporting and Prevention: Western Technical College will not tolerate and prohibits sexual assault, rape and/or sexual misconduct in any form. Western educates students and employees about sexual assault awareness and prevention through Welcome Week, New Employee Orientation, residence hall programming, and ongoing education by the Violence Prevention or Student Life staff. Information pertaining to sexual assault definitions, campus and community resources, reporting options, and bystander intervention education are published in the Student Handbook each year. Literature on sexual assault resources, reporting options, and prevention is available through the Student Life Office and the Counseling Services office.

Victims of sexual assault or sexual misconduct are encouraged to get to a place of safety, obtain necessary medical treatment, report the incident in a timely manner, and provide an opportunity for timely collection of evidence (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam). Victims of sexual assault are encouraged to report the incident to the Dean of Students, Violence Prevention staff, Counselor, and/or local law enforcement agencies. Sexual assault/ misconduct victims may choose for the investigation to be pursued through the criminal justice system and/or the College conduct system, or make a private report to the College in order to ensure steps are taken to preserve the future safety of students and employees without pursuing formal criminal or student conduct action. 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 his or her rights and options.

Once the College has received a report of sexual assault or misconduct in any form, a trained investigator from the Student Life Office will conduct a prompt, fair, and impartial investigation. The investigation will be reviewed by the Title IX Coordinator, or designee, for determination of appropriate College action(s) up to and including implementing the Student Code of Conduct hearing process or employee discipline process. Investigators from the Student Life Office are trained annually on issues related to sexual assault, how to conduct unbiased investigations, and the student code of conduct process.

If a victim would like support in reporting a sexual assault or in coping with an assault, Western has services available through the Counseling Center and Violence Prevention staff to assist the victim. The College will work with victims of sexual assault to address reasonable accommodations related to living accommodations and/or academic situations at the request of the student.
Procedures for College student conduct proceedings are published in the Student Handbook under the Student Code of Conduct Hearing Procedure. In conduct hearings related to sexual assault or misconduct allegations, the victim is entitled to the same supports as the accused in the student conduct hearing process. Also, both victim and accused are informed simultaneously, in writing, of the hearing outcomes, appeal results, and/or any changes regarding the student conduct process or results. A student found in violation of violating the Student Code of Conduct related to sexual assault or misconduct could be referred for criminal action, and may be suspended or expelled from the College. The standard of evidence used in the Student Code of Conduct Hearing Procedure is more likely than not that the accused violated the Student Code of Conduct.

X. 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://offender.doc.state.wi.us/public/ or in Minnesota, visit https://coms.doc.state.mn.us/Level3/Search.asp or in Iowa visit Iowa - http://www.iowasexoffender.com/.

Registered sex offenders, who are students at Western, are obligated to notify the Dean of Students (Kumm Center, Room 100) 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.

Western will publish the link to this website 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.

When notified by local law enforcement, Western Technical College has established the following procedures for notifying the campus community about sex offenders on any campus/location depending on the established offender risk level. (*See the link below to learn more about the three offender risk levels.)

1. The Western Security Manager will coordinate with local law enforcement personnel to ensure that the College has relevant and current sex offender information.
2. The Western Behavior Intervention Team (BIT) will review all relevant and necessary information provided by law enforcement personnel to assess any safety issues posed for the college community.
3. The Western Behavior Intervention team (BIT) will determine the level of notification to be released to members of the college community. The College will follow the same notification level utilized by local law enforcement based on level of concern for community safety.

*Wisconsin Department of Corrections Sex Offender Registry: In addition to allowing citizens to search for information on those who may be registered offenders, this site explains the Registry, Sex Offender Program and risk levels. http://doc.wi.gov/community-resources/wi-sex-offender-registry
XI. Annual Crime and Fire Statistics: The listing of all crime statistics, and fire related statistics for the past three years are available in the Student Life office, and are distributed to students each term through the student email system.

XII. Stalking, Dating Violence and Domestic Violence Prevention: Western Technical College will not tolerate and prohibits domestic violence and dating violence (relationship violence), and/or stalking in any form. Western educates students and employees about relationship violence and stalking awareness and prevention through Welcome Week, New Employee Orientation, residence hall programming, and ongoing education by the violence prevention or student life staff. Information pertaining to definitions of relationship violence and stalking, campus and community resources, reporting options, and bystander intervention education are published in the Student Handbook each year. Literature on resources, reporting options, and prevention is available through the Student Life Office and the Counseling Services office. Victims of relationship violence and/or stalking are encouraged to get to a place of safety, obtain necessary medical treatment, report the incident in a timely manner, and provide an opportunity for timely collection of evidence. Victims of relationship violence and/or stalking are encouraged to report the incident to the Dean of Students, Violence Prevention staff, Counselor, and/or local law enforcement agencies. Relationship violence and/or stalking victims may choose for the investigation to be pursued through the criminal justice system and/or the College conduct system, or make a private report to the College in order to ensure steps are taken to preserve the future safety of students and employees without pursuing formal criminal or student conduct action. If a student or employee does choose to report an incident of relationship violence or stalking, 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 an incident of relationship violence or stalking will be provided with a written explanation of his or her rights and options.

Once the College has received a report of relationship violence or stalking in any form, a trained investigator from the Student Life Office will conduct a prompt, fair, and impartial investigation. The investigation will be reviewed by the Title IX Coordinator, or designee, for determination of appropriate College action(s) up to and including implementing the Student Code of Conduct hearing process or employee discipline process. Investigators from the Student Life Office are trained annually on issues related to relationship violence and stalking, how to conduct unbiased investigations and the student code of conduct process.

If a victim would like support in reporting incidents of relationship violence or stalking, in coping with such incidents, and/or safety planning, Western has services available through the Counseling Center and Violence Prevention staff to assist the victim. The College will work with victims to address reasonable accommodations related to living accommodations and/or academic situations at the request of the student.

Procedures for College student conduct proceedings are published in the Student Handbook under the Student Code of Conduct Hearing Procedure. In conduct hearings related to relationship violence and stalking allegations, the victim is entitled to the same supports as the accused in the student conduct hearing process. Also, both victim and accused are informed simultaneously, in writing, of the hearing outcomes, appeal results, and/or any changes regarding the student conduct process or results. A student found in violation of violating the Student Code of Conduct related to relationship violence could be referred for criminal action, and may be suspended or expelled from the College. The standard of evidence used in the Student Code of Conduct Hearing Procedure is more likely than not that the accused violated the Student Code of Conduct.
XIII. 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 a bystander, 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.

Fire Safety Procedures for On-Campus Housing

Fire Safety Systems: The residence hall is a six story facility located adjacent to campus. The building is equipped with fire notification systems (both sound and strobe), pull stations, a NFPA Standard 13 designated sprinkler system, smoke detectors in each room as well as common areas, and fire extinguishers on each floor. The smoke detectors are hard wired into the electrical system with battery backup.

An annual Fire Log is maintained in the Student Life Office (K-100) which includes information related to any fires occurring in campus housing, any injuries or deaths from fires in on campus housing, and the value of any property damage due to fire. A record of all fire drills and tests of the fire system are also maintained in the Security Office (C131).

Fire Safety Training and Education: Fire safety procedures are addressed at mandatory residence hall orientation at the beginning of each term. Western collaborates with the local fire department to provide educational resources on campus during the first week of classes fall term. Supervised fire evacuation drills are conducted once each term by residence hall and security staff. The residence hall staff conducted two (2) successful fire drills during the 2015-16 academic year.

Fire Alarm Procedure: The following is the procedure to follow in case of fire alarm in the residence hall. It is your responsibility to learn the emergency fire procedures.

IN CASE OF FIRE:

1. Set off fire alarm via the closest pull station.
   (Note: Pull stations are located on each floor and by each exit).
2. Call 911 and give exact location (building address is 820 La Crosse Street).
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 the meeting location (west side of parking lot F – closest to 8th street).
7. DO NOT RE-ENTER building until an “all clear” signal is given by residence hall or security staff.
If you are unable to leave the building due to a physical disability:

- Go to nearest rescue assistance area located on the landing of each stairwell and activate the rescue assistance call button to signal your location.

If your door is hot or if corridor is full of smoke or flames, remain in your room, place a rug or towel around the door, open your window, place an article of clothing outside the window to designate your location, and shout at regular interval to alert emergency crews as to your location.

**Fire Drill Procedure:**

1. Close the windows.
2. Turn off lights.
3. Close the door as you leave, but do not lock.
4. Wear hard-soled shoes and coat if necessary.
5. Exit according to evacuation plan posted in your room.

Each room is equipped with a smoke detector for your protection. Tampering with the smoke detector in any way (e.g. unplugging it, covering the device, or removing the device) will lead to a $300.00 fine.

A small, non-electrical blaze can be extinguished with a fire extinguisher (located on each floor). Tampering with fire extinguishers, smoke detectors and alarms, or setting false fire alarms is subject to prosecution under Wisconsin Statutes, Chapter 941.12 & 941.13 with fines of up to $10,000, imprisonment up to one year, or both.

An electrical fire (such as one caused by a frayed electrical cord) can be extinguished by removing the cord from the socket, and then using a fire extinguisher, blanket or rug to smother the flames. Never use water on electrical fires.

**Fire Safety Related Policies**

**Candles and Incense:** Candles, potpourri pots, incense or any open flame device are not allowed to be burned in the residence hall at any time.

**Electrical Appliances:** Sun lamps, heating coils, hot plates, air conditioners, neon lights, halogen lamps, space heaters, non-fused multi-plug outlets, and open coiled cooking appliances are prohibited in the residence hall. The only cooking appliance permitted in residence hall rooms is a microwave. Therefore, all toasters, grills, skillets, sandwich makers, popcorn poppers, hot pots, etc. are prohibited due to the fire hazard potential. Grounded surge protectors are the only extension cords/multi-plug outlets permitted in the residence hall.

**Hallways:** Due to potential fire hazards, safety concerns, and maintenance issues, objects may not be stored or left in hallways or stairways.

**Reporting Fires of Any Kind:** Any type of fire in the residence hall, whether in a public area or in resident suites, must be reported immediately to the Student Life Coordinator (608) 785-9446, and/or the Dean of Students (608) 785-9880.

**Smoking:** All property of Western Technical College is a tobacco free environment. Therefore, no smoking or use of tobacco products will be permitted anywhere on Western property including the residence hall.

**Stairwell Doors:** All stairwell doors are fire doors and must remained closed at all times. Propping or disabling a fire door will result in a fine and/or student conduct action.

**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 must contact the Dean of Students (room 100 in Kumm Center or (608) 785-9880) or designee immediately. 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 his/her welfare, and communicating with known friends and family. All official checks of welfare must be conducted by the Dean of Students or designee only. If the student is under the age of 18, parents or guardians will be notified directly.
Students living in campus housing may designate a person who can be notified in the event it is determined the student may be missing. Residence hall students can register the contact information with the Student Life Office, room 100 in the Kumm Center. All emergency contact information will remain confidential and will be housed in a secure file in the Dean of Student’s office.

If a residence hall student is determined to be missing for 24 hours, the College will work with the appropriate family members to assist in making an official missing person report to the law enforcement agency with jurisdiction.

**Personal Emergency Messages**

Students may receive personal emergency messages during the school day through the Campus Operator (608) 785-9200 or the Student Life office (608) 785-9445.

Students may also register for an alternative message service with the Student Life Office. This service requires that a student give the office daily schedules so that they can be contacted anytime they are on campus. This service is especially helpful for parents with young children. For both message services, contact the Student Life Office, Kumm Center, Room 100, or call (608) 785-9445.

**Safety Escort Service**

A staff member or security 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 pick up one of the campus information/security phones to request an escort on the La Crosse campus, or contact the main office on any other Western campus.

**Incident Reporting**

All students and staff/faculty are encouraged to report incidents that occur on or about any Western location. To report non-urgent situations, staff or student injury, allegation of student conduct, minor crime, suspicious activity, safety concern, or other issue, student may complete the online Incident Report Form (westerntc.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, (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, including handicap, in a Western lot, you will need to purchase an annual 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.

- General parking is available in all non-residence hall lots including the parking ramp (unlimited number of permits sold) – permit cost is $100.
- Parking in the ramp only is available –permit cost is $80.
- Day permits are available to park in general lots at a cost of $2 per day.
- Students living in the residence hall are required to purchase a reserved parking permit that is valid in Residence Hall parking only.

Parking permits are property of Western Technical College, and cannot be transferred or sold to another individual. Violations will result in code of conduct action.

Parking is only permitted in valid parking stalls in Western lots. Vehicles parked in fire lanes and other nondesignated spots will be ticketed.
STUDENT SERVICES AND ACTIVITIES

Motorcycles and scooters may park free of charge in designated motorcycle parking areas in lots C only. Motorcycles parked in regular stalls in Western lots are required to have a visible valid parking permit on the vehicle. Motorcycle permits are available upon request.

All permits are available throughout the year in the Student Life Office, Kumm Center, Room 100 or online through the Campus Bookstore. Permits are sold at a slightly discounted price for the spring term. Any vehicle parked in Western lots without a valid parking permit will be ticketed and/or towed.

Permits are to be hung from the review mirror. 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. If you do, remember to abide by city parking laws and be respectful of our neighbors. Do NOT park in spaces reserved for visitors, motorcycles, or the handicapped or you will be ticketed.

CAREER SERVICES

Career Services offers assistance to 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
- Wisconsin TechConnect™ Job and Internship Board
- Non-Traditional Occupations
- LinkedIn Profile Creation and Review

Wisconsin TechConnect™

Wisconsin TechConnect™ is Western’s job lead system/job board. Wisconsin TechConnect™ is statewide and used by all 16 Technical Colleges. The criteria for registration for off-campus access is you must be a currently enrolled Western student or a Western graduate in a certificate, diploma, or associate degree program.

The Career Services Office is located in the Welcome Center. Office hours are Monday and Tuesday 8:00 a.m.-4:00 p.m., Wednesday 8:00 a.m.-6:00 p.m., Thursday 8:00 a.m.-4:00 p.m. and Fridays 10:00 a.m.-4:00 p.m. For more information, please call (608) 785-9440 or visit us on the web at [www.westerntc.edu/career-services](http://www.westerntc.edu/career-services).

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 bill on their MyWestern account. Go to [www.westerntc.edu](http://www.westerntc.edu) and click on the “MyWestern” link. Click on the “MyWestern Student Portal Home Page” link and then click on the Finances link.

The Cashier’s Office is also responsible for collecting tuition payments. You can make tuition payments in-person, via mail, in the drop box located next to the front entrance of the Western Welcome Center or via the internet ([www.westerntc.edu](http://www.westerntc.edu), click on the “Current Students”, “MyWestern”, “Self-Service”, “Finances”, and “Make a Payment” links for this payment option. Western accepts cash, checks, (a $30 fee will be charged for each returned check), credit cards (Visa, MasterCard, Discover or American Express), or online payments from checking and savings accounts.
The Cashier’s Office also distributes all student refund checks. Student refund checks 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 and return it to the Cashier’s Office. 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 any questions regarding tuition billing or payment or the distribution of student refund checks, call the Cashier’s Office at (608) 785-9121.

Cashier’s Office Hours: Monday, Tuesday, Thursday, and Friday, 8:00 a.m. - 4:00 p.m. Wednesday 8:00 a.m. - 5:30 p.m.

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

COMPUTER LAB
The Library computer lab has both PC and Mac computers with a variety of software and program-specific applications. Scanners and color printing are available. The lab is staffed by a full-time technician and work-study students. In addition, the library also offers laptops for student use. This is a great option for group study sessions or the completion of papers and projects off-campus. Hours vary during the summer and school breaks. Hours are posted on the door or call (608) 789-6145.

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

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 SERVICES
Counseling 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 with 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 Welcome Center. For more information or to make an appointment with a counselor, call (608) 785-9553. Hours are Monday-Thursday, 7:30 a.m.-6:00 p.m.; Friday 7:30 a.m.-4:00 p.m. Visit us at www.westerntc.edu/counseling to learn more.
DISABILITY SERVICES

Western Technical College provides support services for students with disabilities. There are a wide range of support services and accommodations that can assist you. These accommodations may include peer note takers, enlargement of print materials, assistance at registration, alternative testing, additional orientation to campus, and adaptive equipment. Upon request, your instructors will be notified about the accommodations you need.

To request disability support services, you must schedule an appointment with the disability support specialist. You will need to bring documentation of your disability. At this meeting you will discuss the classes you have registered for and the accommodations you need. To ensure that support services are in place when classes begin, students should complete this process at least one month before entering Western by contacting:

Kris Follansbee  
Disability Support Services  
Welcome Center, Room 164F  
(608) 785-9551  
follansbeek@westerntc.edu  
www.westerntc.edu/disability-services

Documentation Guidelines

1. A diagnostic statement identifying the disability, the date of the current diagnostic evaluation, and the date of the original diagnosis.
2. A description of the diagnostic criteria and/or diagnostic test used. Scores must be included if applicable.
3. A description of the current functional impact of the disability.
4. Treatments, medications, assistive devices/services currently prescribed or in use.
5. A description of the expected progression or stability of the impact of the disability over time should be included.
6. A history of previous accommodations and auxiliary aides and their impact.
7. The credentials of the diagnosing professional(s).

Services for Students Who Are Deaf or Hard of Hearing

Western Technical College provides services for students who are deaf or hard of hearing at any of our campuses. Interpreters are provided to students in the classroom, in tutoring sessions, and all other academic and social functions. Other services that deaf or hard of students may qualify for include: speech-to-text services (i.e. C-print) note takers, test accommodations, multimedia captioning, FM System, case management, tutoring, transition assistance and other services or accommodations, depending on the student’s specific disability. Any Western student with a hearing loss may be eligible for these services.

We recommend students request interpreting or captioning services at least 4 weeks before the start of the trimester or class by emailing or calling the Deaf and Hard of Hearing Services Coordinator. Students will need to bring documentation of their disability (i.e. audiogram) to ensure they receive accommodations that will be most beneficial to their success.

To make an appointment, contact:

Kris Follansbee  
Disability Support Services  
Welcome Center, Room 164F  
(608) 785-9551  
follansbeek@westerntc.edu  
www.westerntc.edu/disability-services
EMERGENCY 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.

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. The notification will be issued through any one or combination of the following: College electronic communications systems (email, Facebook, Twitter, etc.), bulletin boards, text message blasts, public address announcements, message boards, classroom/office space announcements, bulletins posted on building entrances, college website (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 annually test and evaluate emergency procedures, including evacuation through campus scheduled drills. In addition, the Emergency Operations Team (EOT) will conduct annual exercises to test and evaluate procedures and response. Documentation of the tests will be maintained in the Security Office, Coleman Center, Room 131.

EMERGENCY RESPONSE

In all life threatening emergencies, 911 should be notified first with a follow up call to Security (608) 785-9191 and/or the Dean of Students (608) 785-9880 and for regional locations, notification to the main office staff.

Upon report of an emergency event, Security and/or the Dean of Students, or designee, will act as first responders to confirm there is a significant emergency. The Security Manager, or designee, will notify the Emergency Operations Manager (EOM) who will activate the Emergency Operations Team (EOT). The EOT will make the determination of who to notify and the content of the notification(s). The EOM will designate the team member to implement the notification system. Members of the EOT with permission to initiate the notification are: President, Vice President of Finance and Operations, Vice President of Services and Engagement, Security Manager, Dean of Students, Director of Marketing and Communications, or designees.

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 security office at 59191 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. WEAR GLOVES
• 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.

EXPOSURES

• 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.

CLEAN-UP

• Appropriate personnel will be called for the clean-up and disposal of contaminants. REPORT
• Report the incident to superior or instructor. Complete an online incident report form.

C. BOMB THREAT

• Call Security 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 Security 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 Security 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 Security at 59191 or 608-785-9191.

E. EVACUATION
An evacuation occurs when a building/fire alarm sounds or 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. Evacuation of persons with disabilities
• 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 Security 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 security 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 security personnel.

Questionable severity:
• If you are not sure how ill or injured a person is, call 911 immediately, then notify security at 59191 (college phone) or (608) 785-9191. Always error on the side of safety.
• A person may refuse transport in an ambulance, 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 security 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 security personnel may transport to the clinic.
• Notify security 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**
• 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 contaminates 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 security 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
- Security personnel or designee will immediately report to location

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

- Call Campus security 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
- Security personnel or designee will immediately report to location

Concern of Potential Threat or Violence:

- Contact Dean of Students at 59880 from college phone or (608) 785-9880
- Or, meet with Dean of Students at Kumm Center, room 100
- Describe incident and/or concern
- Or, submit BIT reporting form (westerntc.edu/students-rights-and-concerns)

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

FINANCIAL INFORMATION

Fee Payment

Degree Classes

Fall 2018 Term: Payment for classes is due in full on October 19, 2018. A $35 late fee will be assessed on any past due balance over $50.

Spring 2019 Term: Payment for classes is due in full on February 22, 2019. A $35 late fee will be assessed on any past due balance over $50.

Summer 2019 Term: Payment for classes is due in full on June 21, 2019. A $35 late fee will be assessed on any past due balance over $50.

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

Student Activity Fee

Every student pays an activity fee calculated at 5.5% 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 1.5% 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 $6.00 per term. This fee 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 www.fafsa.gov.

To electronically sign the FAFSA, students (and parents if applicable) will need to create an FSA ID at https://fsaid.ed.gov.

• Financial aid years run fall, spring, summer. A new FAFSA must be completes annually.
• The FAFSA is available beginning October 1 for the following fall term.
• Submit all documents requested by the Office of Student Financial Aid. Students will be notified of documents needed through the financial aid portal, MyFinAid.

Student Eligibility
• To qualify for financial aid through Western Technical College, 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.
  • Make 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).

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 required textbooks and supplies from Western’s Campus Shop 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 Online Information Request. If the students accepted loans, they must also complete the Loan Agreement (MPN) and Entrance Counseling. Textbook/supply charging will be available in the Campus Shop approximately two weeks before the beginning of each term. Eligible students can charge through 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. Textbook/supply charging dates are also available in the calendar section of the handbook.

Financial Aid Online Services
Students can access their financial aid portal, MyFinAid, 24/7. Information regarding documents requested, the Loan Agreement (MPN), 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. The College recommends students review MyFinAid and Western’s Financial Aid webpage before contacting the Office of Student 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.

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 X 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 300 scholarships ranging from $150 to $2,000 are available for qualified students through the Western Technical College Foundation. Applications are available for online submission 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

The Cavalier Cupboard is a food pantry for Western students. It provides non-perishable food items, hygiene items, and school supplies. The Cupboard is located on the second floor of the Integrated Technology Center of the La Crosse campus. Hours of operation can be found at www.westerntc.edu/food-pantry or by emailing cavaliercupboard@westerntc.edu.
**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 Gerbert’s Sandwich Shop (Bistro), 7th Street Burrito’s. For menu options and hours, visit [www.TheUnionMarket.com](http://www.TheUnionMarket.com).

**The Union Grind**

The Union Grind is our on-campus coffee shop proudly serving Just Coffee and is dedicated to offering affordable, quick, and delicious drinks as well as food. Make sure to look at our signature menu items as well as our monthly specials and homemade soup options. Located on the first floor of the Coleman Building, The Union Grind is open in the fall and spring terms, Monday-Thursday 7:00 a.m.-2:30 p.m. Find coupons and more at [www.TheUnionMarket.com](http://www.TheUnionMarket.com).

**The Union Bistro**

The Union Bistro is Western Technical College’s pop-up restaurant in the spring. It is located on the first floor of the Kumm Center across from the Union Market at the west end of the building. The eatery is part of the Culinary Management and Culinary Assistant programs at Western. It is student run and chef facilitated, giving the students an opportunity to experience different aspects of the restaurant industry. The Bistro offers diners an opportunity to experience fine dining with linens, wait staff, and gourmet fare. It is open to staff, students, and the public on Thursdays throughout the spring term. The restaurant’s theme and menus change weekly, and they typically include starters, entrées, and dessert at competitive prices. Carryouts are also available.

**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](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, 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, HIV testing and counseling, 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. These services are billed directly to the students. 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 $6.00 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 $50,000. Students are responsible for processing their own claims.

To Access Student Accident Only Insurance Plan Information:
1. Go to gallagherstudent.com and select your school from the dropdown menu.
2. On the left hand side of the page you will have the following links to choose from:
   a. My Benefits and Plan Information – includes a Schedule of Benefits and FAQ
   b. Other insurance products
   c. Discount and wellness
   d. Claims company
   e. Resources and links

To Print an Insurance ID Card:
1. Go to gallagherstudent.com and select your school from the dropdown menu.
2. Log in using your existing account information (first time visitors will need to create an account).
3. Select “Authorize Account” located to the left of your screen under Account Information and enter your Student ID number along with your date of birth.
4. Once your account has been authorized, select “Account Home” and click on “Generate ID Card”.

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 his/her own coverage in case of an illness that might require medical attention. Students who are not covered under a parent’s policy, an employer, or a personal policy are urged to arrange for coverage to be compliant with the Affordable Care Act. 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 take out a membership for $20 a term. 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 cardioCommonsular equipment, Nautilus Nitro 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.

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 the corner of 9th and La Crosse Streets.

The Housing Office also maintains information regarding off-campus housing resources. The Housing 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 La Crosse Campus. The IMC hours are 7:00 a.m.-5:00 p.m., Monday-Friday.
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.

LIBRARY
The library is located on the second floor of the Academic Resource Center, La Crosse Campus. A Western Technical College ID is required to borrow materials. The library houses books, periodicals, the reserve collection, legal materials, and other items. Western students with valid College IDs have access to a number of library resources and services.

• Electronic journals and books
• Periodical and newspaper collections in print
• Reserve collection
• Reference service
• Photocopy machines
• Interlibrary loan service
• Study rooms
• Laptops

During the school year the library is open Monday-Thursday from 7:30 a.m.-9:00 p.m.; Friday 7:30 a.m.-4:00 p.m. and Sunday from 4:00 p.m.-8:00 p.m.

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

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.

MULTICULTURAL SERVICES
The Multicultural Services office provides a comprehensive network of services for minority students either currently enrolled or thinking about enrolling in Western programs or classes. Services include:

• Assistance with college registration, scholarship applications, financial aid forms, and housing
• Career assessment and advising academic accommodations (testing, note-taking, tutors, interpreters)
• Peer support group
• Employment/job search assistance
• Other services promoting student success

For more information, contact Multicultural Services at (608) 785-9550, or visit the office located in the Multicultural Resource Office, Academic Resource Center, Room 232.
STUDENT SERVICES AND ACTIVITIES

MYWESTERN
Western’s student information system is located at www.westerntc.edu, MyWestern. Many services are available to students online on their MyWestern account.

- Link to Self-Service
- Link to Financial Aid – Net Partner
- My Book List Link
- Academic Calendar Link
- Registration Periods
- View Finances
- View Schedule
- View Grades
- Search for Courses
- Western Events and News
- Obtain Microsoft Office for Free

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.

Barb Kelsey in Career Services which is located in the Welcome Center (400 7th St N) (608) 789-6199, kelseyb@westerntc.edu or visit www.westerntc.edu/nto to learn more.

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 Disability 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 Disability 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 Disability 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 Disability 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

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

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.
Professional Organizations and Clubs

Professional organizations and clubs offer you an opportunity for professional development, team interaction, socialization, leadership activities, and school and community relations. Each of the College’s organizations participates in campus activities and may also attend local, state, and national competitions. Meetings are usually held Mondays during open hour. All clubs and organizations have at least one voting member on Student Government. Sanctioned clubs have access to travel and activity grants through Student Government.

If we don’t have a club/organization that you like, you can start your own. To establishing a new club, contact the Student Activities Specialist (Ge Vang) in K-100. Each new club must have a minimum of four (4) members, have a regular Western staff member serve as an advisor, apply for sanctioning, and turn in an electronic copy of the club’s constitution.

For more information about clubs, contact the Student Life Office at (608) 785-9444, or visit https://www.sites.google.com/site/westernstudentgovernment/

Professional Clubs and Organizations

Business
• Business Professionals of America (BPA)
• Collegiate DECA
• Graphics Club
• Society for Human Resource Managers (SHRM)

Health and Public Safety
• All ‘Bout Children
• Clinical Laboratory Technician HOS (CLT/MLT)
• Criminal Justice Association
• Emergency Medical Service Club
• Fire Fighters Club
• Foundation of Teacher Education
• Health Information Technology & Medical Coding Specialist
• Human Service Club
• Radiography Club
• Respiratory Therapy Club
• Student Nurses Association
• Student Occupational Therapy Association
• Surgical Technologist Club

Integrated Technologies
• Air Conditioning/Refrigeration Organization (ACRO)
• American Society of Heating, Refrigeration & Air Conditioning Engineers (ASHRAE)
• Bio Medical Electronics Club
• Coulee Region Architectural Club
• Electromechanical & Automation Club
• Electronics Club
• Foods Club
• IT Happens Club
• Landscape Horticulture Club
• Machining Technologies Club
• Postsecondary Agriculture Students (PAS)
• SkillsUSA – Auto, Diesel, Welding, Wood Technics
General Clubs
• Alliance for Equality
• Cavalier Steel Band
• CRU
• Green Efficiency
• Fine Arts Club
• Multi-Cultural
• Phi Theta Kappa (Honor Society)
• Students for Ongoing Rational Debate (SORD)
• Study Abroad Club
• Vets for Vets Club
• Western’s Asian Club (W.A.C.)
• Western College Democrats

Spiritual Opportunities
CRU is a recognized club on Western’s campus that holds regular meetings and bible studies. For more information on the club, contact TJ Habel at (608) 797-0223 or tjgetsemail@gmail.com.

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. Western’s Multicultural Center 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 instruction 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 selects campus events that occur during the year.

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

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.westernstudents.org
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.

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.westerntc.edu/athletics 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 a letter 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 ‘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 computers and Blackboard is the student ID number and the username for ‘My Western’ is: ‘WESTERN\student ID number’.

The password for student email, ‘My Western’, Blackboard, and campus computers may be reset at: http://portalguard.westerntc.edu and clicking the ‘reset password’ button and following the prompts. If unsuccessful, please contact the help desk at (608) 789-6266 or email: pceservice@westerntc.edu.

A student’s email account must be accessed at least once every 180 days or all email in the account will be deleted. Microsoft Office software is also available for download and installation through the student email account, click on ‘settings’, ‘office365’ and then ‘software’.

VETERAN MILITARY CENTER (VMC)

The VMC provides assistance with processing Federal and State VA educational benefits for military-connected students and provides a one stop center for resources and referral. The center has a Veteran Student advocate who helps veterans successfully navigate the college experience and trained staff that can help students; find VA resources, answer questions about benefits and get military credit for prior learning. The VMC provides a place where military connected students can meet and support one another, building comradery and providing mentorship.

Steps for Military Credit for Prior Learning:

1. Submit the Transfer Credit Evaluation Form to the VMC. Forms are available online at http://www.westerntc.edu/veterans/ or pick one up in the Welcome Center or VMC.

2. Transcripts are required for review. If you have not already submitted your military and/or college transcripts, please submit along with the Transfer Credit Evaluation form.

   Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans can now access their transcripts through JST, Joint Services Transcript. To register for a JST account go to: http://jst.doded.mil. U.S. Air Force: Community College of the Air Force (CCAF)–Transcripts are sent by U.S. Mail only request form can be printed from this site: http://www.au.af.mil/au/barnes/ccaf/transcripts.asp
3. Arrange appointment with veterans’ specialist in the VMC to discuss your Credit for Prior Learning options and to map out possible military credit. Call (608) 785-9436

4. Feedback will be provided upon completion of the review. Results will be emailed to the student email account, as well as to the Registrar’s Office for recordkeeping. Credits are posted to Western Technical College transcript.

5. Students may appeal the decision. The Credit for Prior Learning Appeals Process is located on page 12.

VOLUNTEER OPPORTUNITIES
If you are looking for volunteer service opportunities in the local area, go to www.westerntc.edu/Ugetconnected. Western students can access this portal by using their Western ID number and Western password. Students can use this platform to also track their service hours and download their service resume. For more information about Ugetconnected, contact the Department of Community Engagement at engage@westerntc.edu.

WESTERN LEARNING COMMONS
The Western Learning Commons, located on the second floor of the Academic Resource Center, provides free, individualized guidance from instructors and peer tutors.

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

Communications Assistance
Communications (reading, writing, and speech) at the college level can really be a challenge. Thankfully, we have professionals to support you in all aspects of communications. We offer writing and speech support, such as:
- Brainstorming topics for any writing project or speech
- Grammar and punctuation assistance
- Resume and cover letter support
- Job and scholarship applications

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.

Math Center
The Math Center offers free walk-in tutoring to all Western students for any course involving mathematics. No appointments are necessary and all students are welcome!

In addition, The Math Center offers assistance with study skills such as time management, test taking strategies, managing test anxiety, etc. Whether it’s basic math, applied math, math with business applications, statistics, college algebra, etc. we are here to support your success.

Online Writing Center
Want some help with that paper? Visit Western Technical College’s Online Writing Center, a site designed to help students to 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; submit your work to an online tutor for feedback. The Online Writing Center is a free service to all enrolled Western students. 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” 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!

WIRELESS AT WESTERN
Wireless Networking is available in several locations across our 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.
STUDENT RIGHTS AND RESPONSIBILITIES

ACADEMIC DISHONESTY DEFINITION
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) or 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 Dean of Students 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 Dean of Students 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 allegations addressed by the Dean of Students 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.
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 consultation, assessments, short term counseling, or referral services to community resources to help address their issues. A counselor is also available to provide “BASICS” (brief alcohol screening and intervention for college students) which is a two-session program designed to reduce alcohol consumption and related complications that are associated with alcohol. During BASIC meetings, students will develop their own plan to moderate drinking and achieve their goals. If you’d like to arrange a visit with a counselor, simply call our Welcome Center at (608) 785-9585 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 Alcohol and Drug Abuse counselor, 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.
STUDENT RIGHTS AND RESPONSIBILITIES

Student Drug/Alcohol Testing Policy
Any student at Western who appears to be impaired or under the influence of alcohol or a controlled substance may be required to submit to drug and/or alcohol testing (paid for by the College) under the following circumstances:

1. If a faculty or staff member has reasonable cause to believe that the student is impaired or under the influence of a controlled substance(s), abused prescription drug(s), alcohol, or other mind-altering substance(s).
2. If a student is involved in an accident or incident where safety precautions were violated by a careless act resulting in injury to a person or damage to equipment.

Student Drug/Alcohol Parental Notification Policy
The Vice President of Student Service and Engagement, the Dean of Students, 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.

Smoking Policy
Western Technical College campuses are completely tobacco- and smoke-free.
Western has joined other area businesses, health care providers, and educational institutions in promoting a tobacco- and smoke-free environment. This program is designed to create a healthier environment for everyone who comes to Western Technical College to study, work, or visit.

A Tobacco- and Smoke-Free Campus
- Provides a healthier environment for students, staff, and visitors.
- Assists students and staff in improving their own health.
- Enhances the health of the communities we serve.

Tobacco- and Smoke-Free Policy
- Tobacco- and Smoke-Free Campus prohibits the use of all tobacco products, including electronic cigarettes, on all properties owned, leased or operated by Western, including College vehicles.
- Only exclusion will be private vehicles.
- The sidewalks on 7th Street between Badger Street and Vine Street 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, staff, 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 staff 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 staff.

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 of weapons or carrying of concealed weapons in facilities leased, owned or operated by the College or at any College-sponsored event or activity to the greatest extent permitted by state law.
STUDENT RIGHTS AND RESPONSIBILITIES

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 which could reasonably be mistaken for a weapon as defined by this policy, regardless of whether it is manufactured for that purpose.

2011 Wisconsin Act 35 creates limited rights for licensed individuals to carry concealed weapons and, as defined in Act 35:

- No person regardless of licensure may enter or remain in any building on College premises while carrying a firearm or other weapon as long as the premises post appropriate notice of such.
- The College shall post appropriate notice of the prohibition of firearms or other weapons in College premises.
- This policy does not apply to certified law enforcement officers acting within the scope of their duties.

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.

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. The Computer Steering committee of 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.westerntc.edu/sites/Policies/Pages/B0408.aspx

NONDISCRIMINATION POLICY

Equal Opportunity

Western Technical College shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran’s status in employment, education, and all other areas of the College. The College provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the College should be directed to the Compensation and EEO/AA Coordinator, (608) 785-9274 (voice), TTY (608) 785-9274 or Wisconsin Telecommunication Relay System (800) 947-3529. Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Employment Opportunity Commission. Inquiries about the College’s compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), Boston, MA 02109-4557, telephone (617) 223-9662 (voice) or (617) 223-9695 (TTY).
Title IX Coordinator is the Dean of Students, Shelley McNeely, (608) 785-9880, e-mail mcneelys@westerntc.edu, Section 504 Coordinator is the Compensation and EEO/AA Coordinator, Megan Hoffman, hoffmann@westerntc.edu, 400 Seventh Street North, Post Office Box C-0908, La Crosse, WI 54602-0909. Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination. If you have any questions regarding the EEO statement please contact the Human Resource Department: (608) 785-9077 (voice), or TTY (608) 785-9551, Wisconsin Telecommunication Relay System (800) 947-3529.

Hate/Bias Incident Reporting

Incidents of hate and/or bias are taken seriously at Western. Every person at Western has the right to a safe learning environment. The College will address behaviors of intolerance. Students are encouraged to confidentially report incidents of hate and/or bias to help the College understand the campus climate and help to work toward an environment where everyone feels welcome. The identity of the victim(s) will be kept confidential. A reporting form can be found on the Western website under the Student Rights and Concerns sections. Completing the form will not necessarily result in college action or referral for criminal action. However, the type of incident and/or the victim’s willingness to take further action may determine if additional steps will be taken. You may also contact the Student Life Office (608) 785-9445 or Security (608) 785-9191 directly for help.

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.
NON-EMERGENT EXCUSED ABSENCE POLICY

Western considers certain class absences to be officially excused without jeopardizing student academic standing. Students shall be excused from classes for: mandatory religious observations, military service or requirements, VA appointments, jury duty, and participation in College sponsored events. 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; seminars with frequent in-class student discussions; 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 Dean of Students or division offices.

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

• Notify their instructor(s) of the conflict requiring the absence well in advance of the scheduled conflict
• Submit any homework or other projects due prior to the scheduled conflict
• Present 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

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).

Appeal

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

SEXUAL ASSAULT INFORMATION

Western Technical College will not tolerate and prohibits sexual assault, sexual misconduct, and rape in any form. 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 think you have been the victim of sexual assault or sexual misconduct, you have many options available to you including any combination of:

• Seeking medical attention
• Having a forensic sexual assault exam
• Reporting the assault to law enforcement
• Reporting the assault to the College
• Seeking the assistance of an on-campus or off-campus advocate or counselor.

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.

Medical Attention
It is important to seek medical attention if you’ve been assaulted, even if you have no apparent injuries as there may be internal or unseen injuries as well as sexually transmitted infection.

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.

The SANE nurse will be able to provide you with medical attention as well as collect evidence that can be later used if you choose to report the assault to law enforcement.

The following is recommended for optimal evidence collection:

• Do not bathe, shower or douche
• Do not brush teeth, use mouthwash or wash your face
• Do not clip fingernails
• Do not eat or drink anything
• Do not urinate
• Do not change clothes (you will want to bring a change of clothes to the exam). Many times, victims of sexual assault have already done some or all of the above. That is OK. The nurse will collect as much evidence as possible given your circumstances and level of comfort. Viable evidence can be collected up to 96 hours (4 days) after an assault. The exam process will take approximately 3-4 hours to complete all paperwork, have the exam, and consult with the SANE nurse. If you cannot afford the exam and/or you do not want it to show on your insurance, the SANE nurse can inform you of your options to help cover the cost.

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 to Law Enforcement

Victims can report the assault to law enforcement at any time. Western staff can assist a victim 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.

La Crosse Police: (608) 785-5962
Numbers for other jurisdictions can be found in the blue government listing of the phone book.

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 staff member. It is also encouraged for assaults that happen on or near any of Western campuses. 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 staff member, the Title IX/Student Grievance process can be used to begin addressing the incident.

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.

Title IX Coordinator/Dean of Students: (608) 785-9880 in Kumm Center, room 100
Student Code of Conduct Hearing Procedure – page 170-171
Student Grievance Procedure – page 172

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 Center: (608) 785-9585 or Welcome Center

Talking with an Advocate

An advocate is available free of charge on any Western campus. The Violence Prevention Specialist can provide advocacy, education, safety planning, safe and supportive listening, and resources. The Violence Prevention Specialist can assist in providing options, resources, completing paperwork, and advocacy. As an advocate, the Violence Prevention Specialist will respect your decisions. The specialist is available to accompany you to any medical exams or meetings should you choose to seek medical attention and/or report the incident.

Violence Prevention Specialist: email violenceprevention@westerntc.edu
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 Hearing Procedure – page 170-171

Preventative Behaviors

- 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.

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://offender.doc.state.wi.us/public/
  in Minnesota, visit https://coms.doc.state.mn.us/Level3/Search.asp
  in Iowa visit http://www.iowasexoffender.com/.

Registered sex offenders, who are students at Western, are obligated to notify the Dean of Students (Kumm Center, Room 100) 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.

Western will publish the link to this website 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.
STUDENT RIGHTS AND RESPONSIBILITIES

When notified by local law enforcement, Western Technical College has established the following procedures for notifying the campus community about sex offenders on any campus/location depending on the established offender risk level. (*See the link below to learn more about the three offender risk levels.)

4. The Western Security Manager will coordinate with local law enforcement personnel to ensure that the College has relevant and current sex offender information.

5. The Western Behavior Intervention Team (BIT) will review all relevant and necessary information provided by law enforcement personnel to assess any safety issues posed for the college community.

6. The Western Behavior Intervention team (BIT) will determine the level of notification to be released to members of the college community. The College will follow the same notification level utilized by local law enforcement based on level of concern for community safety.

*Wisconsin Department of Corrections Sex Offender Registry: In addition to allowing citizens to search for information on those who may be registered offenders, this site explains the Registry, Sex Offender Program and risk levels.

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 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.

Dean of Students: (608) 785-9880 or Kumm Center, room 100
Violence Prevention Specialist: email violenceprevention@westerntc.edu
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. 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.

Dean of Students: (608) 785-9880 or Kumm Center, room 100
Counseling Center: (608) 785-9585 or Welcome Center
Violence Prevention Specialist: email violenceprevention@westerntc.edu

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 RIGHTS AND RESPONSIBILITIES

STUDENT CODE OF CONDUCT

Western Technical College provides education and training to the residents of the Western District. As a learning organization, Western monitors student conduct and encourages positive behaviors in support of a positive teaching and learning environment as well as Western’s values (http://www.westerntc.edu/aboutwestern/mission.asp). A student is defined as any person who attends and/or is enrolled in any classes or program at the college.

In the classroom and in all aspects of college life, our goal is to provide the best opportunity for student success for all. Aspects of college life range from attending classes to being a representative of the College in the community and beyond. The College will take action to prevent and stop any negative behavior that inhibits learning. The following actions and/or behaviors shall be considered violations of the Student Code of Conduct and will subject any student or student organization to possible conduct sanctions:

1. Physical or verbal abuse of any person
2. Disruption of the normal operation of the College, including behavior which prevents or interferes with a program, event or classroom instruction
3. Endangerment of the health, safety or rights of any person
4. Theft or damage to College property or property of any person on campus
5. Unauthorized entry or use of a College facility
6. Use, possession, or distribution of drugs, alcohol, firearms, explosives, dangerous chemicals, or other weapons; being under the influence of alcohol or drugs; and/or use of tobacco on campus property
7. Academic dishonesty such as plagiarism or cheating
8. Unethical, inappropriate, or illegal use of technology in the District
9. Failure to comply with reasonable request of College officials acting in the performance of their duties and/or failing to positively identify one’s self to a College official when requested to do so
10. Violent or threatening behavior such as, but not limited to, sexual assault, sexual harassment, domestic violence, dating violence, and stalking
11. Engaging in actions which intimidate, harass, threaten, coerce, or otherwise endanger any person
12. Bullying such as aggressive and continual behaviors of making threats, spreading rumors, attacking someone physically or verbally, and/or purposefully excluding a person from learning opportunities whether in person or through technological means
13. Retaliation (any adverse action whether physical, verbal or psychological) toward an individual or group who initiated a complaint with the College.

Should alleged violations of the Student Code of Conduct arise, a hearing procedure will be followed in accordance with the College conduct guidelines and/or the Non-academic Code of Conduct Hearing Process. If determined that a violation did occur, conduct sanctions may range from referral for counseling support in situations where students need support services to suspension or expulsion from the College in situations where serious violations arise. In keeping with the mission of the College, any action taken will reflect an opportunity for the student to learn conduct that is more conducive to a positive learning environment.
NON-ACADEMIC CODE OF CONDUCT HEARING PROCESS

When the College believes that a student, as defined as any person who attends and/or is enrolled in any classes or program at the College, has engaged in behavior which potentially violates the Student Code of Conduct, the conduct hearing procedure will be implemented.

Allegations of violations of the Student Code of Conduct shall be reported to the Student Life Office at which time an investigation shall be pursued by the Dean of Students or his or her designee. Once an alleged violation is reported, the investigation shall immediately begin in accordance to due process to determine if the alleged behavior may violate college policies. As part of the investigation, the responding student shall be notified of the possible violation specific to the Student Code of Conduct, and be provided the option of having the allegation heard in an administrative hearing with one hearing officer, or by the Student Code of Conduct hearing panel. The responding student shall be notified in writing of the place, time and date of the conduct hearing to review the allegations. The student shall receive said notification by mail, student email, or personal delivery.

Administrative Hearing Process: An administrative hearing will be heard by the Dean of Students or his or her designee. The responding student shall have the right to present a statement on his or her behalf and identify potential witnesses. Based upon all the information provided regarding the allegation, the administrative hearing officer will determine whether it is more likely than not that the student’s behavior violated college policies. If the responding student accepts the finding of the administrative hearing officer, the hearing officer will decide what, if any, any sanctions will be imposed. The hearing officer will issue a written follow-up to the student stating the findings and corresponding sanctions. If the student does not accept the finding of the administrative hearing officer, the allegation will be referred to the Student Code of Conduct Hearing process.

Student Code of Conduct Hearing Process: The conduct hearing committee will be assembled by the Vice President of Student Service and Engagement, or his or her designee, and will be composed of a dean or associate dean from the division area of concern, or his or her designee, and two additional non-biased staff members. The hearing shall commence no less than 48 hours nor more than seven (7) calendar days from the date the student receives the above notice. Formal rules, such as applied in civil or criminal courts, are not utilized in conduct hearings. The hearing shall commence at the notified date and time whether or not the alleged student violator is present.

At the hearing before the panel, the student shall have the right to present a statement on his or her behalf, call witnesses, and be represented in an advisory capacity by legal counsel if the student chooses. The student has the right to ask questions of any person presenting information at the hearing. If the presenter is uncomfortable with direct questioning, all questions will proceed through the hearing facilitator. Advisory capacity is defined as the ability to provide advice directly to the student only, and not advocate on behalf of the student to the conduct panel or any witnesses. Students who choose to be represented by legal counsel are responsible for retaining their own counsel, as well as informing the College in a timely manner about their intent to bring counsel to the hearing. Should a student fail to notify the College in a timely manner, defined as at least 2 days prior to the hearing, the College reserves the right to postpone the hearing for up to seven (7) calendar days so that arrangements can be made for legal representation of the College to be present. An advocate, other than legal counsel, (for alleged student violator and/or complainant) with nonspeaking participation shall be allowed for support.

In hearings involving allegations of sexual assault, interpersonal violence or stalking, the reporting party is entitled to the same supports and rights as the responding student.
Based upon the preponderance of the information presented, the hearing panel will determine whether it is more likely than not the student violated college policies. If it is determined that a violation did occur, the panel will decide as to what, if any, sanctions, suspensions and/or dismissals should be imposed. The panel will issue a written statement to the student informing him or her of the decision. In hearings regarding sexual assault, interpersonal violence or stalking, the decision will be delivered to both the reporting party and the responding student simultaneously. Student conduct outcomes shall not be changed if any pending related criminal charges are dismissed or altered.

A student shall not be suspended or dismissed prior to the written statement of the panel except by order of one of the Vice Presidents of the College or his or her designee. Immediate suspension, pending the hearing, may be authorized for the safety of the student or for the protection of other students, faculty, staff or college property.

No appeal 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 appeal is limited to issues that were raised at the hearing. No new information or statements shall be introduced for the first time on appeal. A record of the hearing (tape recording or stenographer’s notes, etc.) shall be provided by the College to the parties in the event of an appeal.

The appealing party shall file with the Office of the President a written appeal, setting forth with specificity the grounds on which the appeal is based. The written appeal shall bear the original signature of the appealing party.

The appeal shall be filed with the Office of the President within ten (10) calendar days of the date the suspension or dismissal order was personally delivered or was postmarked if served by mail. Otherwise the appeal shall not be heard and is barred.

The appeal shall be decided by the President or his or her designee no later than thirty (30) days after the appeal has been filed with the Office of the President. If, during the thirty-day period, the President or his or her designee determines that a hearing would be beneficial, then he or she shall give written notice to the Vice President of Student Service and Engagement and to the appealing party.

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 he or she has been subjected to unfair and improper action or denied his/her rights by a member of the Western community (as defined by any person employed by the district), he or she 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 Dean of Students/Title IX Coordinator to initiate the process.
STUDENT RIGHTS AND RESPONSIBILITIES

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 Dean of Students 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 statue 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 Dean of Students or designee. Upon receipt of the completed grievance, the Dean of Students 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 Dean of Students will refer the grievance to the supervisor of the responding party for formal investigation and resolution. In cases where the grievance involves the Dean of Students, the grievance will be referred to the Vice President for Student Service 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 Dean of Students 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 Dean of Students 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 Dean of Students.

The Student Grievance Committee will be assembled within ten (10) business days by the Dean of Students 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 Dean of Students 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.

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](http://www2.ed.gov/about/offices/list/ocr/docs/howto.html).

**STUDENT HARASSMENT AND SEXUAL HARASSMENT POLICY**

The College is committed to providing an educational and work environment free from all forms of harassment, including sexual harassment, and does not condone any harassment 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.

Harassment includes verbal or physical conduct that shows hostility, threat or aversion including, but not limited to, epithets, slurs, negative stereotyping, threatening or intimidating acts, written or graphic materials that denigrate or show hostility towards an individual because of his or her age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record, religion, military service, or other protected status.
Sexual Harassment

Sexual harassment is defined as unwelcome conduct of a sexual nature that limits or denies a person’s ability to participate in or benefit from the educational and/or work environment. Unwelcome behavior of a sexual nature includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational status or opportunity.
- Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s educational experience, or creates an intimidating, hostile or offensive work or learning environment.

Prohibited behavior includes, but is not limited to:

- Written contact, such as sexually suggestive or obscene letters, emails, texts, or messages.
- Verbal harassment including making sexual comments about a person’s clothing, body or sexual activities; telling sexual jokes or stories; sexual innuendos; whistling; asking or telling about sexual fantasies; obscene gestures; or using demeaning or offensive terms.
- Physical contact such as intentional touching, pinching, brushing against another person, impeding or blocking movement, sexual assault, coercing or touching oneself in a sexual manner in front of another person.
- Non-verbal harassment such as leering or staring at another’s body, or gesturing or displaying sexually suggestive objects or pictures.

Students are encouraged to report any incident of harassment or sexual harassment. Contact the Student Life Office (Kumm Center, room 100) or any faculty/staff member to report concerns. Harassment or sexual harassment based on gender or sex should be reported to the Title IX Coordinator. The Title IX Coordinator is the Dean of Students Shelley McNeely, at (608) 785-9880 or mcneelys@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.
## IMPORTANT NUMBERS

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<th>Service</th>
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<tbody>
<tr>
<td>Main La Crosse Switchboard</td>
<td>608-785-9200</td>
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<tr>
<td>Toll Free Number</td>
<td>1-800-322-9982</td>
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<tr>
<td>Deaf &amp; Hard of Hearing Services</td>
<td>608-785-9551</td>
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<tr>
<td>Western Learning Commons</td>
<td>608-785-9198</td>
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<tr>
<td>Alumni Association Office</td>
<td>608-789-6083</td>
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<tr>
<td>Campus Shop/Bookstore</td>
<td>608-785-9140</td>
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<td>Cashier’s Office</td>
<td>608-785-9121</td>
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<td>Computer Lab – Library</td>
<td>608-789-6145</td>
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<td>Computer Services/Help Desk</td>
<td>608-789-6266</td>
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<td>Disability Services</td>
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<td>Integrated Technologies Division</td>
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<td><strong>Enrollment Services</strong></td>
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<td>Admissions/Advising/Counseling/Registration/Student Records</td>
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<td>Community Engagement</td>
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<td>Security</td>
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<td>Student Life/Housing Office</td>
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<td>Student Employment Services</td>
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<td>Student Government</td>
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<td>Student Health Center</td>
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<td><strong>Regional Learning Centers</strong></td>
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<tr>
<td>Black River Falls</td>
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