



HOW TO BECOME A WITC STUDENT

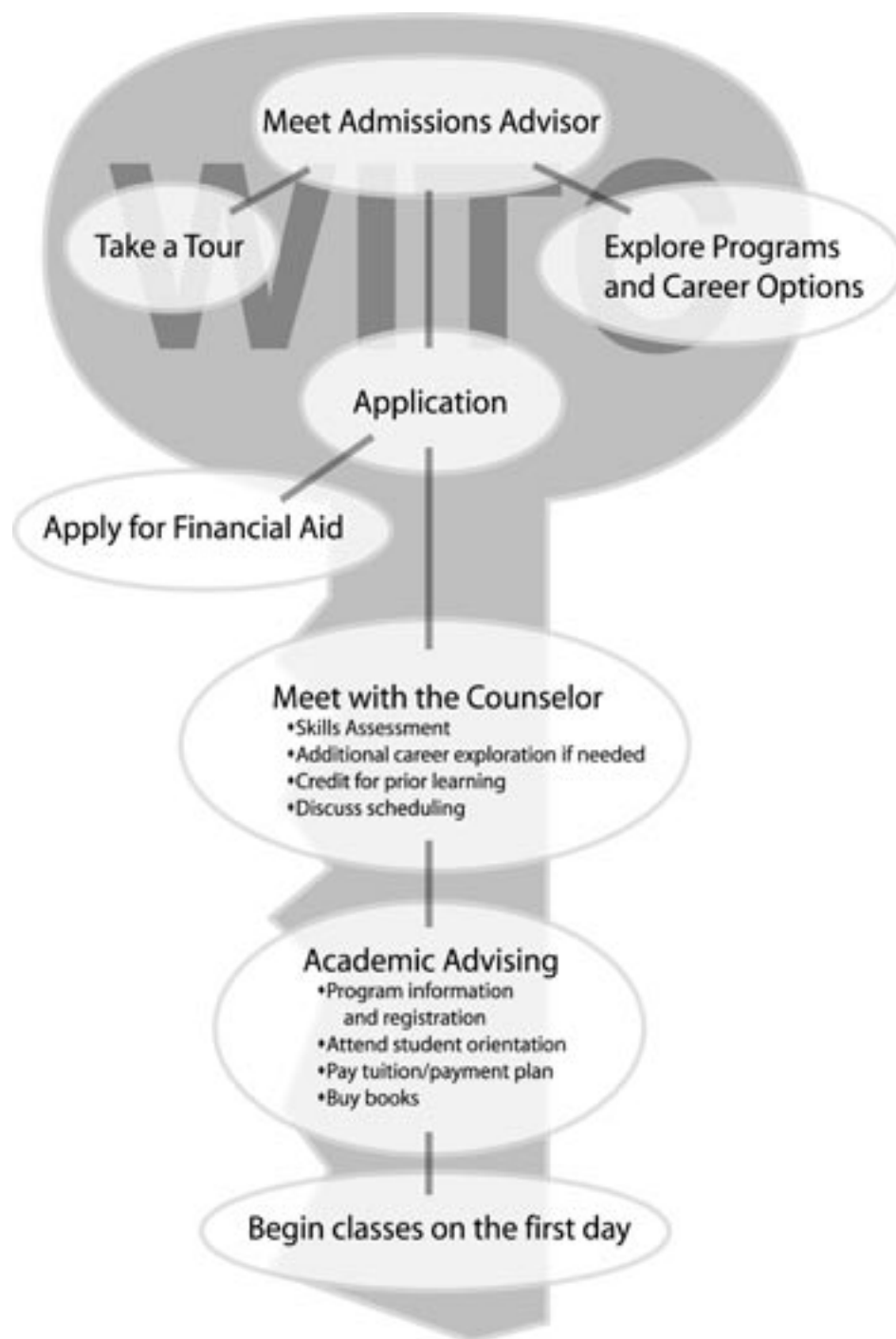
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KEY TO GETTING STARTED

Use these easy steps as your guide for enrolling as a WITC student. You'll need to start the process as soon as possible if you need career planning assistance, financial aid, or if you have special needs. Remember, Fall Semester begins August 27, 2007 and Spring Semester begins January 17, 2008. For a personal consultation, contact an admissions advisor at one of WITC's four campuses (Ashland, New Richmond, Rice Lake, or Superior) at 800.243.9482.



APPLICATION STEPS

CATEGORY OF STUDENT	PROGRAM OR DECLARED MAJOR	UNDECLARED OR UNDECLARED MAJOR	HIGH SCHOOL STUDENT/ YOUTH OPTIONS	INTERNATIONAL STUDENT
STEPS:				
Complete Application	Yes	Yes	Yes (plus DPI PI8700-A form for Youth Options)	Yes (plus International Student Eligibility, TOEFL test, ability to pay certification)
\$30 Fee	Yes	No	Yes	Yes
High School Transcript or GED	Recommended	No	Yes	Yes
Eligible for Credit for Prior Learning	Yes	No	Yes	Yes
Eligible for Financial Aid	Yes	No	No	No
Need Counselor Interview	Yes	No (Recommended; may be helpful)	Yes	Yes (No; if out of the country)
Registration	Yes	Yes	Yes	Yes

ADMISSIONS PROCESS

If you would like to enroll as a full- or part-time student in a degree or technical diploma, you must first complete the following four-step admissions process. Enrolling in a degree or diploma program will make you eligible for many different types of financial aid. The formal application process is not required if you are taking a course simply for your own personal interest (undeclared major).

STEP 1:

Complete the Wisconsin Technical College System (WTCS) Application for Admission. Depending on your situation, you may need to refer to the credit for prior learning (page 32), nonresident/reciprocity (page 41), and international student (page 29) information in this catalog. While there is no set application deadline, you should apply early since your application is processed in the order it is received.

An application is included at the back of this catalog. Please print clearly. An online application form may be found at witec.edu. Go to Future Students, Admissions, Application Process.

Application acceptance is based on the state technical college system's Administrative Code, Section 10.06 and 10.07. The code ensures that all district residents receive priority admission over nondistrict state residents, reciprocity students, and nonresidents.

STEP 2:

Send in, apply online, or take your application and a \$30 nonrefundable admission fee to the Student Services office on the campus of your choice. Applications can be taken to the Student Services office in person; sent by mail if you are paying by check, money order, or credit card (Visa, MasterCard, or Discover); or faxed if you are using your credit card. Cash is accepted when you apply in person. You can also apply online at www.witechcolleges.com. The admission fee is a one-time charge.

STEP 3:

Schedule an appointment to complete an assessment and meet with a counselor. After your application is received, you will need to schedule a time to complete an assessment and meet with a counselor by calling the Student Services office on your campus. Bring copies of your high school and/or college transcripts for consideration of possible credit for prior learning.

Admissions assessment and remediation. The college uses assessment, along with high school and other postsecondary transcripts, to measure your skill levels and to help place you in courses and programs where you will academically succeed. If your assessment scores fall below established ranges, and your prior academic records support these scores, you will need to enroll in developmental course work (remediation) or do self-study to meet your program's entrance standards. After you complete an acceptable assessment retest, you will be admitted into the program of your choice if space is still available. You may be excused from the assessment process if in the past three years you have received satisfactory scores on college entrance tests such as the ACT or SAT, Accuplacer, ASSET, COMPASS, TABE. Students who have earned an associate or a baccalaureate degree do not need to complete an assessment. Send your score report(s) and/or transcripts to WITC with your application form.

Note: Special accommodations for assessment are available. If you have a disability and need special accommodations, you'll need to fill out a request for specific accommodations and provide appropriate documentation. Forms are available in the Student Services office. You should also make an appointment to meet with the disability specialist on your campus.

Counselor admissions interview. During your admissions interview, you will meet with a counselor to discuss your skills, strengths, expectations for college, time management, resources available to you, and answer any questions you may have about your program(s) and your goals.

Transcripts and documentation. You will need to supply copies of all prior academic transcripts (high school, GED/HSED, college, and university) or other documents that indicate your abilities since some programs require specific courses or experience. Contact each institution and ask to have your official transcripts mailed directly to the Student Services office on the WITC campus you will be attending. If you are still in high school, send a transcript of the courses you have completed along with the courses you will take before you graduate. High school students who have completed 10th grade and are participating in Wisconsin's Youth Options program may also be eligible for WITC admission. Check with your high school counselor or a WITC counselor for more information.

Special licensing requirements. You will need to meet additional admission requirements for technical diplomas and associate degrees connected to state or national licensing or governed by specific state regulations. Call your campus admissions advisor for details.

College success courses. Although not a requirement, we recommend that you enroll in a college success course or meet with a Student Success Center instructor prior to enrolling—especially if you have been out of school for some time. The course will help you feel more confident about your current skill level and, if you need to remediate, you will find out which classes will help you succeed.

Waiting lists. Waiting lists are established when the number of accepted students for a program exceeds the capacity of the program. Only students who meet a program's entrance requirements are offered a place on the waiting list. You will be offered the option of being placed on a waiting list during your counselor interview. WITC's policy regarding waiting lists complies with the state technical college system board policy. You may begin general studies coursework and other available classes immediately as a pre-program student in your program major.

STEP 4:

After all materials are processed and your application is completed, you will be notified of your acceptance by mail.

DECLARED PROGRAM MAJOR

You have officially declared a major if you have paid your \$30 application fee, have applied to a specific program, and have been accepted. To declare a major area of study, contact your campus admissions advisor. When you declare a major, you are able to graduate from your declared program and receive a variety of services that are not available to students without a declared major. You can test out of courses that are required for specific programs, receive advanced standing, transfer credits from other institutions, receive assistance from program advisors, and have access to accurate transcript records that you can use for future employment opportunities. You also qualify to apply for financial aid.

DOUBLE PROGRAM MAJOR

Combining two degrees or diplomas is a good way to expand your career options. You can add a second degree by filling out an application in the Student Services office. There is no additional application fee. As you complete your double major, courses common to both programs apply to both credit requirements.

UNDECLARED PROGRAM MAJOR

If you want to enroll in credit classes without entering a program of study, you will be classified as an undeclared

program major. Undeclared program majors will only be allowed to enroll in courses if vacancies remain after students with declared majors have enrolled. Students with undeclared majors do not qualify for financial aid. You must still complete an application, but there is no application fee. You will not be allowed to graduate from a program unless you have paid your \$30 application fee and officially declared a major.

YOUTH OPTIONS

The Youth Options program allows high school students to attend a Wisconsin technical college—either full- or part-time—and earn both high school and technical college credit. You are eligible if you go to a public high school and have completed 10th grade with good academic standing, met any course prerequisites, have written approval from your parent or guardian, and have no history of disciplinary problems. You will need: 1. A completed PI8700A form signed by the school board. 2. A completed Wisconsin Technical College application. 3. A letter from the school board stating which classes, books, and fees are the school district's tuition responsibility.

The program opens the door to greater learning opportunities for those who are motivated to get started on their careers and who are ready to try a new learning environment. If you are interested you must notify your local school board—using the DPI PI8700-A form—by March 1 for the fall semester or October 1 for the spring semester. Forms are available in your high school guidance office or see your high school counselor for more information. Youth Options information is also available on the WITC Web site at witic.edu.

AUDITING COURSES

A student may audit a course to gain a general understanding of a subject matter, but only with approval from the respective instructor (or academic dean, if the instructor is not available). This is dependent on the student meeting necessary prerequisites or other course requirements.

A student must decide whether to audit a course at the time of registration and must also complete the Intent to Audit form (can be found on the student portal in a downloadable format or in hard copy from the Student Services office). A student wanting to audit a course must pay the same tuition and fees as a student enrolled for credit. Any course prerequisites must be met before registering and enrolling in an audited course. Under the 1999 Wisconsin Act 154, individuals who are 60 years of age or older are exempt from paying tuition when auditing courses, excluding community service courses and apprenticeship courses on a space-available basis. Any auditor age 60 or over must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

A student does not earn course credit for auditing a course, nor is an achievement grade awarded at course end. Audited courses may not be used to satisfy the prerequisites or requirements for other courses. Courses taken on an audit basis are not part of the student's credit load for financial aid, veterans' benefits, or for any other purpose for which the college is asked to certify a student's full- or part-time enrollment status.

A student auditing a course is expected to meet attendance requirements, participate in classroom and lab work, and complete all assignments, but is not required to take examinations. At course end, an audited course will reflect a "G" notation on the student's official record and transcript for that course. A student may not change his or her course enrollment status at a later date to receive credit for an audited course.

The College administration reserves the right to restrict the auditing of any course. Audit options are provided in courses on a space-available basis. Additional course sections do not need to be created to accommodate groups of student auditors.

INTERNATIONAL STUDENT

ADMISSION

Wisconsin Indianhead Technical College (WITC) is authorized under United States Federal Law, Immigration and Nationality Act, Section (101)(a)(15)(F) and (M) to enroll non-immigrant alien students. These students are required to follow the regular admission procedures, provide a TOEFL (Test of English as a Foreign Language) score if a non-native speaker, a certificate of health and accident insurance, statement of financial resources to support education costs, and request a Certificate of Eligibility (Form I-20) from the college.

International students will be admitted to associate degree or technical diploma programs on a space available basis. Wisconsin residents will be given preference in admissions to all programs.

The international applicant should start the admissions process at the earliest possible date prior to the beginning of any college semester or term. Eight months lead time is recommended to assure enrollment requested, international mail delays, academic credential verification, international monetary transfers, consular appointments, travel, housing, and advisement/testing requirements. The application for admission, including all admissions credentials and TOEFL test scores, must be received at least 120 days prior to the start of the term in which the applicant plans to enroll. Academic credentials from secondary school, college, university, technical, and other postsecondary schools attended must be certified official. Academic credentials in languages other than English must include official certified English transla-

tions, authentic verifying statements, and signatures. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at WITC. Students who arrive after the first week of classes for the approved term of enrollment may be required to delay their enrollment until the next succeeding term. In such cases, a new Certificate of Eligibility (Form I-20) may be required to clear visa and/or U.S. immigration requirements. The request for a new I-20 must be initiated by the student. Registration and placement into courses and programs is dependent on English language proficiency, advisement and counseling, assessment/placement testing, and course or program requirements.

ENGLISH LANGUAGE REQUIREMENTS

WITC courses are taught in the English language. Students with TOEFL scores of 500 or higher on the paper-based test, or 173 or higher on the computer-based test are eligible to take the admission assessment to determine placement in a program. Alternative placement tests are not administered to students without TOEFL scores or with scores below 500/173.

The Test of English as a Foreign Language (TOEFL) is usually administered several times each year in most countries of the world. Information and application forms for TOEFL may be obtained from international centers or by writing to TOEFL, Box 6151, Princeton, NJ 08541, U.S.A., or visiting their Web site at www.toefl.org. International students should plan to take the TOEFL at least 6 months prior to the intended term of enrollment at WITC in order to assure the official test score report is received at least 120 days before the beginning of the term.

FINANCIAL REQUIREMENTS

All international students must have sufficient funds to pay full college matriculation and nonresident fees, textbooks, living expenses, transportation expenses, and other incidental expenses while attending college in the United States. Financial requirements are included with the application for admission form. Documentary evidence of means of financial support must be provided to the college for admission purposes and issuance of the Certificate of Eligibility (Form I-20). This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States. Students must have these funds available when they register for their classes each term. Advance arrangements to accommodate international exchange conditions and time lag to obtain funds should be anticipated by the international student. College financial aid is not available to students on visa. [See the Tuition and Fee section in this catalog for details concerning matriculation, nonresident, and other fee requirements.]

EMPLOYMENT

Visa students may not be employed outside the college while attending college in the United States unless permission has been granted by the United States Immigration Services.

HEALTH AND ACCIDENT INSURANCE CERTIFICATE

Visa students must provide to the college, in advance of the intended term of enrollment, a certificate indicating the student is covered by standard health and accident insurance for 12 months. This insurance coverage must continue for the entire period of enrollment at the college.

CERTIFICATE OF ELIGIBILITY (FORM I-20)

United States Department of Homeland Security, Bureau of Citizenship and Immigration Services Certificate of Eligibility (Non-Immigrant "F-1" Student Status) will be provided to admitted students upon student request following completion of all admission requirements. Documentary evidence of means of financial support must be attached to the Certificate of Eligibility when applying for the student visa at the United States Embassy or Consular Office.

The program of study indicated on the Certificate of Eligibility is tentative since final placement into college programs and courses is dependent upon English proficiency, placement test scores, student interest, prior educational training, course admission prerequisites or corequisites, and advisement/counseling requirements.

DURATION OF STATUS

International students on a visa are admitted to the United States for the entire time estimated for them to complete their approved program of study. Students must fulfill the following conditions to maintain Duration of Status:

- Attend the school whose I-20 you used to enter the U.S.
- Maintain a valid passport and I-20 form
- Maintain good academic standing
- Maintain sufficient financial resources to avoid becoming a "public charge"
- Enroll each semester as a full-time student (12 or more credits per semester)
- Work no more than 20 hours per week on-campus while classes are in session
- Work off-campus only with specific written authorization from the International Student Coordinator or the BCIS
- Inform the college of your foreign address and keep your US address current with WITC and BCIS

STUDENT IDENTIFICATION NUMBER

Upon admission to the United States for the first time, international students are issued a Form I-20 ID endorsed with an admission number. This form must be kept with the student

at all times. This admission number is to be used on all correspondence with the Bureau of Citizenship and Immigration Services.

ARRIVAL AT WITC—ON-CAMPUS REQUIREMENTS

After receiving confirmation of acceptance to the college, international students may only enter the United States 30 days in advance of their report date/program start date listed on the I-20. Upon arrival, students should locate housing, provide a local address to the college, participate in new student orientation, admission assessment, obtain advisement and counseling, and register for courses. A college catalog is available to all international student applicants and should be used by admitted students to meet these requirements. Students who arrive later may be required to delay their enrollment until the next succeeding term and a new Form I-20 required to re-enter the United States.

HOUSING IN THE COMMUNITY

As a technical college, WITC does not provide or supervise student housing. However, each campus will assist students to locate suitable housing. International students must have sufficient funds to pay living expenses for the duration of their stay. The estimated expense information provided with the application for admission form provides important details.

TRANSPORTATION

Students must provide their own transportation from the International Airport or other transportation centers to the college or the area in which housing will be obtained.

SCHOOL TRANSFER

Non-immigrant alien visa students are required to attend the designated educational institution as indicated on the Certificate of Eligibility (Form I-20). They must complete at least one semester at that institution prior to requesting transfer to any other educational institution. Completion of a degree program at the designated educational institution is recommended.

International visa students who wish to transfer to another school in the same educational program must notify the WITC International Student Coordinator. WITC will enter the student's transfer-out release date and the name of the transfer-in school into SEVIS. The transfer Form I-20 cannot be created at the transfer-in school until WITC releases the student. A student who transfers schools without completing this process is considered to be out of status.

PASSPORT VALIDITY

International students on a visa must have, and maintain in their possession at all times, a current passport valid for a period of not less than 6 months into the future. It is the student's responsibility to meet this requirement.

FULL-TIME ENROLLMENT

Non-immigrant alien students on visa are required by United States immigration regulations to be enrolled full-time. They should make satisfactory progress toward their approved program objectives each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Certificate of Eligibility (Form I-20) rescinded.

UNITED STATES DEPARTMENT OF HOMELAND SECURITY, BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES LAWS AND REGULATIONS

It is the student's responsibility to comply with all non-immigrant alien requirements as stated under the United States laws under Section 101(a)(15)(F) of the Immigration and Nationality Act. The college is required to report to the Bureau of Citizenship and Immigration Services non-immigration alien students who:

1. Do not register at the college at the time expected;
2. Do not carry a full course of studies;
3. Do not attend classes to the extent normally required;
4. Have a change in home (foreign) address;
5. Have a change of United States address;
6. Have a change in financial status;
7. Become employed without authorization; or
8. Terminate their attendance at the college.

VISA STUDENT ADVISEMENT

Counselors are available at each campus to advise international students concerning academic programs and course objectives.

Visa students should contact the BCIS Designated School Official well in advance of the end of the approved immigration time period (at least 60 days) if they have any questions about immigration rules and regulations in order to avoid possible difficulties with Immigration Services while on the student visa in the United States.

REQUIREMENTS FOR ADMISSION

WITC has an open admissions policy to enroll in the college. Requirements for admission into specific programs may vary. Check with an admissions advisor at the campus of your choice for more information. See witc.edu and click on Programs and Certificates for information online.

Grade Point Average (GPA) requirements

WITC does not require a specific GPA for admission. The Student Success Center on each campus has a variety of refresher courses that you can take before you enroll or during your time at WITC to enhance your academic and study skills.

National examination (College Entrance Tests/SAT/ACT) requirements

WITC does not require national examinations to enroll. If you have taken an ACT or SAT test and you have a satisfactory score, you may be excused from WITC's student assessment process. Have your ACT or SAT score report sent to WITC with your application form. If a student has not taken the ACT or SAT, they will be required to take the TABE (Test of Adult Basic Education) prior to admissions.

CREDIT FOR PRIOR LEARNING

Credit for prior learning is the term used to describe receiving credit for prior skills and knowledge. You can gain credit for:

- College coursework
- College credit for high school courses
- Work experience
- Independent study
- Military training
- Apprenticeship

Awarding credit for prior learning promotes competency standards. These credits may be used in place of selected WITC course requirements if the competencies you've gained are equivalent to the WITC curriculum outcomes. You may apply for credit for prior learning after you are admitted to a specific program, but at least 25 percent of the credits required for a degree or diploma must be course work earned at WITC. The college has developed policies and procedures governing the evaluation of credit for prior learning applications. You are responsible for requesting credit in a timely manner and for providing the required documentation prior to enrolling in the course. For more information, contact a counselor at your chosen campus.

NATIONAL ADVANCED PLACEMENT EXAMINATION

You may be awarded credit for a specific technical college course or courses by receiving an acceptable score on an examination with nationally recognized standards. National exams include, but are not limited to: the College Board Advanced Placement (AP) exams, the International Baccalaureate exams, CLEP, DSST (formerly DANTES), and nationally recognized exams in specific occupational areas.

- In awarding credit toward the completion of general studies, technical diploma, or associate degree coursework, WITC may consider not only the achievement of an acceptable score on the examination, but also the applicability of the knowledge, skills, and competencies measured by the examination to the educational program in which you are enrolled.
- For the AP exams, you must receive a score of 3 or above to be eligible for the awarding of credit for the completion of the appropriate technical college course or courses.

- For other national examinations, WITC has identified acceptable examinations and scores required to receive credit for specific technical college courses.

Credit for prior learning will be granted in appropriate required or elective courses in either associate degree or technical diploma programs. These examinations are not administered by WITC. WITC awards credit for exams taken by students currently enrolled as well as exams taken during previous enrollment at other colleges and universities. If you wish to obtain credit through nationally recognized exams, contact a Student Services office. There is no evaluation charge.

TRANSFERRING CREDIT

WITC will transfer previous credits that you have earned from other accredited colleges and universities. Military school credits and noncollegiate courses offered by business, industry, and government agencies may also be accepted. You will receive prior learning credits for these courses if they fulfill either required or elective courses in your chosen program at WITC. The courses must contain the same content and you must have received a grade of "C" or better. There is no fee for transferring credits.

EXPERIENTIAL LEARNING—ORAL/WRITTEN/PORTFOLIO EVALUATION

You may be awarded credit for a specific technical college course or courses for previous work experience, business and industry training, military education or experience, or other prior learning which is judged by an appropriate WITC dean as comparable in content and level of rigor to the specific technical college course or courses. You will be asked to verify your experience using a combination of an oral interview, verification of your work/military experience by an employer, written documentation, samples of your work, a personal career portfolio, and other demonstrations of your skills. There is a nonrefundable \$20 per credit fee for each evaluation.

APPRENTICESHIP

You may receive credit for prior learning for a previous apprenticeship in one of two ways: either the instructional division reviews your apprenticeship program and evaluates the Wisconsin Department of Workforce Development's documentation of your related course work and work experience, or you may attempt a credit-by-challenge exam. There is no fee for transferring apprenticeship credits.

CHALLENGE EXAMS

One way to receive credit for what you've already learned is to take a challenge exam for the course (not all courses have the challenge exam option). The type of challenge exam you take varies depending on the subject. It may be written, verbal, practical, or a combination. You can only take a challenge exam once per course in a 12-month period. The challenge exam can be scheduled before or after the course begins, but it must be completed within the first 5% of the course. Instructional departments have defined the mastery level as

80% to receive credit for the course. If you are currently enrolled in the course and successfully complete the challenge exam within the first 5% of the course hours, you will receive 100% tuition refund. Challenge exam credits will not be used to determine financial aid eligibility. You may take a challenge exam for a course previously completed. Both the grade and challenge exam will remain on your transcript. There is a nonrefundable \$20 per credit fee for challenge exams.

COLLEGE CREDIT FOR HIGH SCHOOL COURSES

You can earn college credit for advanced standing courses, transcribed credit coursework, or Youth Apprenticeship while in high school. Check out the WITC Web site or ask your high school counselor or instructor for options available through your high school.

Advanced Standing

An advanced standing agreement may be developed with a high school when a high school course or courses contain competencies that are recognized as equivalent to those in a technical college course. You will earn high school credit and, if you meet the conditions identified in the advanced standing agreement, will be granted technical college credit after enrolling at the college. It is your responsibility to initiate the advanced standing process by providing the technical college with your high school transcript documenting the advanced standing coursework completed. You will not have to repeat coursework, will receive technical college credit, and will save money on college tuition.

Transcribed Credit

An actual technical college course, using college textbooks and materials, is taught to high school students in a high school setting. An agreement between the technical college and high school spells out conditions you must meet to successfully complete the course. The course is taught by your high school instructor and college credits are awarded and recorded on a technical college transcript upon successful completion of the course.

Youth Apprenticeship

Youth Apprenticeship is a comprehensive two-year elective program that combines academic and technical classroom instruction with mentored on-the-job learning for high school students. Enrolling in the program will provide you with the opportunity to effectively make the connection between school and the workplace. Once you master the required program competencies, you will receive a state-issued skill certificate which is recognized by educators and leaders of business and industry. The program is administered by the Department of Workforce Development, in partnership with the Department of Public Instruction and the Wisconsin Technical College System. WITC will award credits to students who have successfully completed a Youth Apprenticeship program. Contact your high school

guidance counselor if you are interested in this type of learning experience.

STUDENT ACADEMIC APPEALS

College credit for high school courses

Students attending Wisconsin Indianhead Technical College may appeal a variety of decisions made by the institution that directly impact their academic standing or progress, such as:

- Final grades in courses
- Credit for prior learning (includes transfer credit, challenge exams, work/life experiences)
- Satisfaction of graduation requirements

The relationship between a student and faculty member in the classroom is the most important relationship within the college structure. The student and the faculty member are expected to first attempt to resolve the issue on an informal basis.

Student Rights

- The right to appeal institutional decisions that affect their academic standing or progress.
- The right to present information relevant to the appeal.
- The right to appear with an advisor. Since this appeal process is not a judicial process, no legal representation is part of the process. The appeal process is an educational process. The student's advisor must be chosen from the college community. This advisor may be a counselor, instructor, dean, or other staff member. The advisor may attend informal and formal appeal proceedings to counsel the student and suggest questions.

Time Frame

- If no satisfactory resolution is achieved informally, the student must complete the Academic Appeal Request Form no later than 6 weeks after the end of the term when the grade was posted.
- For issues related to credit for prior learning and satisfaction of graduation requirements, decisions must be appealed no later than 6 weeks after the action was communicated to the student.

Step 1 for Grade Appeals

The student must meet with his/her faculty member to attempt to resolve the disputed final grade informally.

OR

Step 1 for Credit for Prior Learning and Satisfaction of Graduation Requirements

The student must meet with the academic dean of the program if satisfaction of graduation requirements or credit awarded for prior learning is disputed. If general studies course transfer is involved, the student must meet with the academic dean that is supervising general studies faculty.

Students may ask the dean of students or a college counselor to join the meeting to have a third party involved in this informal method to resolve issues. If no resolution, go directly to Step 3.

Step 2

In the event that the academic issue or dispute cannot be resolved, the student must meet with the academic dean responsible for the course to attempt to resolve the issue. The student may include the dean of students or a college counselor (as a third party) in this informal approach to grade resolution.

Procedure for Making Formal Academic Appeals

This procedure is to be followed when making a formal academic appeal and should be used only if you have been unable to resolve the problem informally. If you have not yet discussed the matter with your class instructor and the academic dean, do this first.

Step 3

Should informal efforts of resolution fail, either party shall submit his/her completed Academic Appeal Request Form, along with any appropriate documentation, to the college registrar. The WITC Academic Appeals form is found on the student portal in a downloadable format or in hard copy from the Student Services office.

Step 4

An Appeals Subgroup of the College Academic Planning and Curriculum Workgroup will consider the written academic appeal within two weeks of receipt and may:

- a. Inform all parties that the appeal should be dropped.
- b. Determine that the appeal should be formally reviewed by the Subgroup and determine a date within the next 30 days to meet to complete the task. The student will be invited to attend this review to present his/her appeal to the group. This review will take place on the student's campus.

Step 5

Formal review by the Appeals Subgroup consisting of two non-involved faculty members, one academic dean, one collegewide director from Academic Affairs department, and chaired by the college registrar.

Step 6

Decision of the Subgroup will be sent to all involved parties within 5 days of conclusion of the formal review. This decision is final.

TRANSFER FROM WITC TO ANOTHER INSTITUTION

Since the transfer and acceptance of credits is determined by each college, we cannot guarantee that your WITC credits will transfer. If you are a WITC student and you would like to transfer to another college or university outside of the UW System, you will need to contact the institution of your choice.

Transfer Opportunities

WITC has developed transfer agreements with four-year private colleges and universities in the University of Wisconsin System. Transfer agreements may contain course-to-course equivalencies, while others provide for a total program transfer. The Transfer Information System (TIS) Web site (www.uwsa.edu/tis/) has been developed by the University of Wisconsin System in cooperation with the Wisconsin Technical College System. The purpose of the TIS is to help students understand their options and provide information about transferring credits and programs between the two systems.

If you are already planning to attend a four-year college or university after attending WITC, it is highly recommended that you talk to an admissions counselor or academic advisor at the four-year college of your choice. Requirements vary from institution to institution and an admissions counselor or academic advisor can help you plan your coursework to optimize your transfer of credit into your major.

ONLINE BACHELOR DEGREE PROGRAMS

By combining your associate degree credits with online courses, you can complete your bachelor's degree through unique alliances with a number of colleges and universities.

For more information, visit our Web site at www.witc.edu/getstarted or call 800.243.9482, Extension 2204.

REGISTRATION/ENROLLMENT

Registration is the process of signing up for classes. Whether you are enrolled in a program or not, you must complete the registration process. All WITC students must be in good financial standing with the college to register. Registration procedures vary depending on the following circumstances:

If you are new to a degree or diploma program, you must first complete the steps listed in the Admissions section on page 27. When you have been accepted into a program, you will be notified if you need to attend an orientation for your program. Registration information is available on your portal at **My WITC**.

If you are continuing in a program, you are encouraged to meet with your advisor, at which time the advisor will help you select courses. Additional registration instructions will be on your portal at **My WITC** for your enrollment appointment.

If you are continuing in a program but you have not been active for a semester or longer, contact your admissions advisor to be readmitted to the program.

If you are NOT pursuing a degree or diploma, registration times and dates will vary depending on whether you're signing up for day or evening/credit or noncredit classes. See **witc.edu** for more information.

LATE REGISTRATION

You can register within 7 calendar days from the start date of a 16-week course if vacancies still exist. When you register late, you will be required to make up any work that you have missed. All fees are due at time of late registration.

APPLICATION FORM

For an application, see the back of this catalog or visit us online at **witc.edu** under Future Students.

SUMMER REGISTRATION

New incoming fall students may participate in a summer registration and program orientation. You will be notified by your campus as to time and date.

NEW STUDENT ORIENTATION

New students are strongly encouraged to attend new student orientation. Student orientation programs give incoming students a chance to find out about campus activities, educational opportunities, services, student activities, rules and policies, educational procedures, housing, insurance, employment services, and occupational outlooks. At the beginning of each class, students will also be given course expectations by their instructors so that you have a clear understanding of the course requirements. Your instructor will provide the following:

- Course information (title, number, credits/hours)
- Course description and objectives
- Advanced standing process
- Overview of instructional methods
- Grading procedures
- Attendance policy
- Safety requirements
- Instructor office hours

COLLEGE NIGHT/FINANCIAL AID EVENTS

Each year in January or February, campuses host a College/Financial Aid Night. This community service event is designed to answer your questions about applying for financial aid, and give you an opportunity to meet regional college representatives, agencies, and lenders in your area. These informational sessions are open to anyone interested in attending any postsecondary institution. For upcoming event dates and locations, contact a financial aid advisor at the Ashland, New Richmond, Rice Lake, or Superior campus.

EXPLORE THE COLLEGE AND CAREERS

One of the best ways to see if WITC is right for you is to set up an appointment with an admissions advisor. They can help you decide on a career path, explore the campus, visit program classrooms, meet instructors and students, and much more. While not required, many students find the following experiences valuable to their career decision:

CAMPUS TOURS

You are invited to call and set up an appointment with a campus admissions advisor for a tour of our Ashland, Rice Lake, New Richmond, or Superior campuses.

Call 800.243.9482.

Ashland - Extension 3195

New Richmond - Extension 4339

Rice Lake - Extension 5220

Superior - Extension 6243

PROGRAM SHADOWING

Want to find out what it's really like to be a Marine Repair Technician? Or learn what students study in the field of Criminal Justice - Corrections, Welding, and over 50 other programs. Take advantage of the opportunity to visit a campus and "shadow" a program. Contact the admissions advisor at the campus of your choice:

Call 800.243.9482.

Ashland - Extension 3195

New Richmond - Extension 4339

Rice Lake - Extension 5220

Superior - Extension 6243

CAREER EXPLORATION

Not sure which way life is headed? Counselors at each campus can help you explore career paths. The counselors will walk you through different types of assessments. They'll take a look at your personality type, fields of interest, and match the results with career options. Contact the Student Services office at the campus of your choice.