

MATC



learn it...

love it...

Get Smart...

Student Handbook...
2009-2010



This agenda belongs to:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

STUDENT ID NUMBER _____



Downtown Milwaukee Campus
700 West State Street
Milwaukee, WI



Mequon Campus
5555 West Highland Road
Mequon, WI



Oak Creek Campus
6665 South Howell Avenue
Oak Creek, WI



West Allis Campus
1200 South 71st Street
West Allis, WI

Front and back cover designs by MATC student Harold Sosa.

This handbook is for all students enrolled at Milwaukee Area Technical College. All policies and procedures contained herein are in accordance with existing MATC administrative policies and procedures. Additional policies regarding recognized student organizations have been developed by the Student Life Committee, an all-school group with student representation. This handbook is printed and published by the MATC Press, 700 West State Street, Milwaukee, WI 53233-1443, and is updated periodically. All information is subject to change. Academic Divisions may have additional requirements. (Revised May 2009)

This information is accurate as of the revision date shown above; however, changes may occur as necessary. For more information, see matc.edu.

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act.

MILWAUKEE AREA TECHNICAL COLLEGE

2009-10 Academic Calendar

2009

August 26	16+ Week Semester Starts
September 2	Evening Classes Start
September 7	Labor Day — No Classes
September 11	Weekend College Starts
October 21	End of Quarter
October 22	Second Quarter Starts
November 25	No Evening Classes
November 26-27	No Day or Evening Classes
December 19	Weekend College Ends
December 21	Evening Classes End
December 21	End of Quarter and/or 16+ Week Semester Winter Graduation
December 19-January 18	Winter Break

2010

January 18	Martin Luther King, Jr. Day — No Classes
January 20	16+ Week Semester Starts
January 28	Evening Classes Start
March 18	End of Quarter
April 2-9	Spring Break
May 21	End of 15-Week Semester End of Quarter and/or 16+ Week Semester Spring Graduation

Academic Advising

Academic Advising is a critical component to success at MATC. Advisors help program students to:

- Make informed academic decisions and choices
- Develop and implement plans to reach educational and career goals
- Prepare for registration
- Take courses in correct sequence to meet prerequisites, graduation and institutional requirements
- Identify academic problems
- Acquire information about academic support services and campus resources and services
- Make career connections

Students enrolled in a degree or diploma program will receive assistance in planning and registering for their first semester at MATC from their program counselor. After this initial planning session, students are assigned a faculty advisor who will assist them throughout their enrollment at MATC. Faculty advisors are among the best campus resources for program information and career mentoring because they are program instructors and have worked professionally in the student's field of study.

Advisors are assigned by midterm of the first semester of program enrollment at MATC. The advisor's name is listed on the student's Academic Program Plan. These items can be found on INFOnline at *matc.edu*. Every semester, students should verify that the Academic Plan is accurate and update it if necessary. The Program Plan lists the requirements students need to graduate and the progress they have made in meeting those requirements.

Students who fail to meet Standards for Academic Success and are placed on Academic Probation will be assigned a program counselor as their advisor.

If the Program Plan does not list an advisor, or if students wish to change advisors, or if the advisor listed is incorrect because of a program change, contact the division office for your program. Division staff can assign an advisor or assist in making contact with an advisor.

Each semester, MATC provides a Priority Registration period for continuing program students. To emphasize the importance of advising, MATC schedules "Advising Weeks" just before Priority Registration. Minimally, students should plan to meet with their advisor during Advising Weeks to review their Program Plan and to plan their course of study for the next semester.

Some advisors may be available only during posted office hours but may make other arrangements when necessary. Some advisors may take classroom time to discuss program planning and registration. Watch for classroom announcements and postings. Some programs or divisions may have special advising activities, so check your MATC-provided student e-mail to remain up to date. Some advisors expect you to request advising, so do not hesitate to contact them.

If you are having a problem or have a question, waiting until Priority Registration to get help may be too late. You may contact your advisor at any time during the semester.

Academic Support Centers and Services

Academic Support Centers and Services provide all currently enrolled MATC students with assistance in computer use, math, science, specific courses, tutors, study groups, and writing.

See individual campuses for centers and services or go to: www.matc.edu/student/resources/support.html for hours and locations. Current campus cards are required for printing and may be required for entry into some centers.

Admissions Assessment

Students who have applied for admission to MATC may be invited to a testing session.

All applicants for admission to MATC associate degree and diploma programs who have not previously earned 12 or more credits with a C average or better, either at MATC or at some other accredited college, will be scheduled to take an assessment course placement test. Non-program students also may be asked to take the course placement test.

The assessment determines a student's skill levels in reading, language and math. Students who are transferring credits from another postsecondary institution with an acceptable grade-point average, or have an acceptable ACT or SAT score, may not be required to take the test. Students accepted by MATC are invited to attend an academic orientation/registration session.

Advanced Standing

A student admitted to an MATC program may apply for advanced standing based upon previous course work in high school or another college, work experience, independent study, military training, apprenticeship, course substitution or course waiver.

At least 25% of the last credits required for a degree or diploma must be earned in residence at MATC.

- Apply for advanced standing after admission to the program of study, not before.
- Applications for advanced standing are available through your counselor or advisor.

For detailed information about advanced standing, see a counselor.

Affirmative Action and Equal Opportunity Commitment

MATC's commitment to equal opportunity in admissions, educational programs and employment policies assures that all individuals are included in the diversity that makes the college an exciting institution.

MATC does not discriminate against qualified individuals in employment or access to courses, programs, or extracurricular activities on the basis of race, color, national origin, ancestry, religion, creed, sex, sexual orientation, age, disability, pregnancy, marital status, parental status or other protected class status. The lack of English skills shall not be a barrier to admission or participation in any MATC program or service.

MATC will comply fully with state and federal Equal Opportunity and Affirmative Action laws, executive orders, and regulations. Direct questions concerning application of this policy to the Human Resources office, 700 West State Street, Milwaukee, WI 53233-1443, 414-297-6528.

It is the policy of MATC to provide reasonable accommodations for students or applicants for admission with disabilities (see Discrimination Against Individuals With Disabilities policy C0203). The exceptions to providing accommodation are if doing so would (1) cause undue hardship or (2) pose a direct threat to the health and safety of others at MATC. MATC will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity and access to programs and services for students with disabilities. Reasonable accommodations will be provided in a timely and cost-effective manner. Access shall not be denied because of the need to make reasonable accommodations to an individual's disability. Both state and federal laws include the concept of "reasonable accommodation" as a key element in providing equal opportunity and access to programs and services for students with disabilities.

Annually students and employees take part in online Preventing Sexual harassment Training. Students may access this training at www.matc.edu/about/humanresources/employeetraining.html

What Is Discrimination and/or Harassment/Sexual Harassment?

Discrimination means a difference in treatment in any service, program, course, or facility of MATC on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

Harassment means the use of verbal or physical conduct which:

1. Has the purpose or effect of creating an intimidating, hostile or offensive academic environment.
2. Has the purpose or effect of unreasonable interference with an individual's academic progress.
3. Otherwise adversely affects academic progress.

The term "harassment" encompasses "sexual harassment," which means unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome requests for sexual favors and other verbal or physical conduct of a sexual nature (including, but not limited to, the deliberate, repeated making of unsolicited gestures or comments, or the deliberate or repeated display of sexually graphic materials, which is not necessary for educational purposes), when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student.
2. Submission to or rejection of such conduct by an individual is used as a basis for enrollment, rating, or grading of a student.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic progress, or creating an intimidating, hostile or offensive academic environment.

As an MATC student, you have the right to file a discrimination/harassment complaint whenever you have reason to believe that you are being discriminated against or harassed. All charges of discrimination and/or harassment will be investigated by MATC's Human Resources office, which serves as the central intake point for all internal complaints of discrimination and/or harassment.

Discrimination Complaint Procedure

Administered by the Human Resources office, MATC's discrimination complaint procedure has been designed to assist you in resolving your conflicts and concerns. It encompasses the following steps:

- File complaint
- Fact gathering/policy review
- Complaint investigation
- Finding determination
- Respondent notification
- Complainant notice/solution
- Interviews
- Appeal

The complaint procedure is in compliance with Title IX of the 1972 Education Amendments and applicable federal regulations which require federal grantees to "adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints" alleging discrimination on the basis of sex, 34 CFR 106.8(b).

It also conforms with Wisconsin law prohibiting discrimination against students, Section 38.23, Wis. Stats. The procedure is, therefore, available for complaints by applicants for admission, students, applicants for employment and employees concerning alleged discrimination or harassment as those terms are described.

How to File a Complaint of Discrimination or Harassment/Sexual Harassment

A complaint may be filed by a citizen, applicant or student who experiences or observes discrimination at MATC. It must be filed with the MATC Human Resources office, Downtown Milwaukee Campus, Room M254, in writing, within 300 days of the alleged discrimination. It should detail the facts and circumstances, including the individual(s), policy, procedure or practice that is responsible for the alleged discrimination or harassment.

When an individual files a complaint, the office will review the written statement and request any additional information that may be required. Afterward, the individual will be interviewed by a Human Resources specialist who will provide a copy of the complaint procedure. The individual will also be advised of the college's policy prohibiting retaliatory action against anyone filing a complaint of discrimination, including sexual harassment.

Complaint Resolution

If the findings indicate probable cause to believe that unlawful discrimination or harassment may have occurred, the Human Resources office will make an effort to resolve the dispute through conciliation and consensus. If a resolution is not achieved through the conciliation process, the office will refer the matter to the appropriate MATC department for disciplinary action or sanctions.

If the findings show that there is no probable cause to believe that discrimination or harassment occurred, the Human Resources office will dismiss the complaint. The individual will be sent a Letter of Complaint Dismissal.

To seek help in investigating any complaint or harassment, immediately contact the Human Resources office at 414-297-6528. The staff can answer questions, take reports and give advice on formal complaint procedures.

Assessment Center

The Assessment Center, located in Room S215 of the Downtown Milwaukee Campus, conducts admission placement testing of diploma and associate degree program applicants, apprenticeship trainees and others referred from various instructional divisions and special project programs.

The Assessment Center also administers General Educational Development (GED) tests to students seeking to earn a high school diploma.

Athletics

Varsity Program

MATC is a member of the North Central Community College Conference (N4C) and is affiliated with the National Junior College Athletic Association (NJCAA).

Other members of the N4C include Madison Area Tech, College of DuPage, Joliet Junior College, Rock Valley College, Triton College and Harper College.

The varsity men's and women's teams are nicknamed the Stormers.

Men's teams include baseball, basketball, golf, cross country and soccer. Women's teams are basketball, golf, soccer, volleyball and cross country.

In general, students at MATC are eligible to participate on varsity teams if they meet the following minimum requirements:

- An entering first-year student athlete enrolling for his or her first semester must carry, as a regularly enrolled student, at least 12 credits, or be in classroom attendance 24 class periods per week.
- For succeeding semesters, a student athlete must *pass* and accumulate a number of credit hours equal to 12 times the number of terms in which the student was previously enrolled full time for credit courses, or 24 times the number of terms for noncredit courses with a 2.0 accumulated grade-point average or better.

For more information, call 414-297-7872, e-mail stormers@matc.edu or visit the athletic office, Room M14, Main Building, Downtown Milwaukee Campus.

Attendance

Class attendance is among the best predictors of successful course completion. Instructors are required to take attendance at each class session. Regular class attendance and punctuality are expected of all students. It is the responsibility of instructors to inform students of attendance requirements, which should be included in each course syllabus.

It is the responsibility of students to discuss absences with their instructors. When an absence occurs, students are responsible for making up any missed work.

Auditing Courses

Students may audit courses if they wish to learn the course content but do not want credit or an achievement grade. The symbol "AU" will appear on the student's permanent record to indicate completion of an audited course. Audited courses may not be used to satisfy course prerequisites or required courses. Not all courses can be audited.

Current policies of external agencies do not allow financial aid or veteran benefits for audited courses. Fees and attendance requirements are the same for credit and audit courses.

Child Care

MATC has child care facilities at each campus:

- Downtown Milwaukee Campus, Room H240, 414-297-7880
- Mequon Campus, Room A216, 262-238-2450
- Oak Creek Campus, Room B124, 414-571-4690
- West Allis Campus, 865 S. 72nd Street, 414-456-5419

The centers are open to children of MATC students. Except for the Milwaukee Campus center which operates all year, the regional campus centers operate only during the Fall and Spring semesters. Day, evening, weekend college, and online students may enroll their children Mondays through Fridays during

daytime hours. Hours of operation vary by location. Fees are based on the age of the child and the number of hours per day the child is enrolled. Nutritious snacks and lunches are served.

All sites are accredited by the National Association for the Education of Young Children (NAEYC) and licensed by the State of Wisconsin. Highly educated and experienced teachers provide developmentally-appropriate learning activities for children ages 6 weeks to 13 years.

Children must be pre-registered to attend. Occasional Use child care is available for parents who need child care for school-age children on school “off” days or when other child care providers cannot meet the family’s needs. Occasional use care can be arranged on a space-available basis only and requires pre-registration. Please call for additional information.

College Bookstores

An MATC store is located at each campus. Textbooks, basic student supplies, gift items and MATC logo apparel are sold. MasterCard, Visa and Discover credit cards are accepted. No refunds or exchanges are made without an MATC college store receipt.

College stores will make refunds and/or exchanges for two weeks after the start of the spring and fall semester classes, and one week after the start of the summer classes.

Students are advised not to write in books or deface them in any way until they are certain that the books are the proper ones for the course and that the class will be held.

Students purchasing books with a book loan must present their official class schedule at the time of purchase. Students purchasing books with a deferment or a personal check are required to have a current MATC Campus Card (Student ID).

Used books may be sold back to the college stores. The policy on used books is as follows:

- A limited quantity of used books will be purchased at a maximum of 50% of the customer’s purchase price if:
 1. The text is a current edition that will be used in the following semester as determined by the dean’s booklist.
 2. The book is in good, usable condition. Heavily underlined books or books with broken bindings are not acceptable.
- A lower price may be offered which is commensurate with the condition of the book if the book does not qualify as “good.”
- Used textbooks repurchased at 50% of the customer purchase price are resold at 75% of list price.
- Used books will be bought back during regularly scheduled store hours. For more information see the bookstore pages at matc.edu.
- Books will be bought back in quantities determined by management. College buy-back personnel are the sole judges of the resaleability of a book.
- Books in poor condition, discontinued books, workbooks and study guides will not be taken back.
- Wholesale prices may be given on books that the college store cannot buy back.

Complaint Procedures for Students

MATC has a system that will assist students in resolving problems efficiently and effectively. The key to quick resolution is to follow a simple procedure.

Academic Problems

If you are experiencing an academic problem or have a question on, for instance, course requirements or assignments:

- Step 1: Meet with the instructor. If the issue remains unresolved or needs further clarification,
- Step 2: Meet with the associate dean of the department. If still unresolved or in need of further clarification,
- Step 3: Meet with the dean of the department. If still unresolved, go to the Office of Student Life for assistance.

Academic Grades

- Step 1: Meet with the instructor. If the issue remains unresolved,
- Step 2: Meet with the associate dean or dean. If still unresolved,
- Step 3: Petition for a final grade change in writing to the associate dean/program supervisor of the appropriate department. (A copy of the Academic Grade Appeal Procedure [DD0705] is available in the Office of Student Life or the academic dean's office.)

(NOTE: The change or removal of a grade from a student's record will be done only upon authorization by the instructor of the course.)

Student/Employee Problems or Disputes

- Step 1: Meet with the employee. If the issue remains unresolved,
- Step 2: Meet with the employee's supervisor. If still unresolved,
- Step 3: Contact the Office of Student Life at the appropriate campus.

Harassment/Sexual Harassment and Discrimination Problems and Complaints

- Step 1: Review the Harassment/Discrimination section of this handbook.
- Step 2: Contact the Human Resources office at 414-297-6528.

General Campus Problems — Food, Parking, Vending Machine Refunds, etc.

- Step 1: Meet with area manager on duty. If the issue remains unresolved,
- Step 2: Contact the Office of Student Life at the appropriate campus.

Safety Concerns

- Step 1: Report to the Emergency Response Center (Downtown Milwaukee Campus, Room M274) or call 414-297-6588, or contact the first MATC employee available.
- Step 2: Contact the Office of Student Life at the appropriate campus.

Student Code of Conduct Violation

- Step 1: Contact the Office of Student Life at the appropriate campus. If it is an emergency,
- Step 2: Contact the Public Safety Department at the appropriate campus for immediate response.

Student Problems/Disputes

Any complaints regarding day-to-day operation of the Student Accommodation Services Learning Center on all four campuses should first be directed to the Coordinator/Instructor of the Learning Center. Students who have complaints regarding sign language interpreters should contact the Manager of Testing and Interpreting Services. If unresolved, the Director of Academic Support and Student Accommodation Services/ADA/504 Student Coordinator should be contacted.

All other complaints should be handled according to the MATC policies and procedures as outlined in the “Student Code of Conduct.”

Counseling

Career Planning Center

The Career Planning Center, Room S203 in the Student Center at the Downtown Milwaukee Campus, provides counseling and resources to MATC students and potential students who are making decisions about their college majors and/or career choices.

Counselor-led workshops are offered to help students identify their skills and career interests and to learn about job market trends. Counseling sessions help students make informed career-life decisions and plans for education and training. Career research materials are available through the center’s print library and online resources. Call 414-297-6267 for more information.

Program Counseling

Program counseling for individual programs is located at all campuses. The Program Counseling Center is located in Room S203 of the Student Center at the Downtown Milwaukee Campus and in the Student Services office at the Mequon, Oak Creek and West Allis campuses. Program counselors primarily conduct the academic and admissions counseling of students enrolling at MATC.

Each of the programs offered at the college is assigned to a counselor who is then responsible for the initial admission of students into the program. In addition to daytime hours, counselors are available Monday through Thursday evenings from 4:15 to 6 p.m. at the Downtown Milwaukee Campus. Call 414-297-6267 or the Student Services office at the Mequon, Oak Creek and West Allis campuses for evening appointments.

Student Assistance Center

The Student Assistance Center is a free, confidential crisis intervention and support service available to all MATC students. Students are welcome and encouraged to see a counselor when they have personal problems that may interfere with educational and/or occupational goals. Professional counselors work with students to assess the problem and provide appropriate community and campus referrals. The Student Assistance Center is open Monday through Thursday from 8 a.m. to 6 p.m. and Fridays from 8 a.m. to 4 p.m. when classes are in session.

For more information, contact the Student Assistance Center at each campus: Downtown Milwaukee Campus, Room S203, at 414-297-6675; Mequon Campus, Room 108, at 262-238-2469; Oak Creek Campus, Room A106, at 414-571-4500 or 414-571-4736; or West Allis Campus, Room 120, at 414-456-5351 or 414-456-5353.

Credit Transfer

Liberal arts transfer courses, offered at MATC in the 200 series of the Liberal Arts and Sciences Division, are designed primarily for transfer to colleges and universities. Acceptance of these courses for transfer credit is strictly the decision of the receiving institution. Associate degree, diploma and apprentice courses are designed primarily for occupational entry offerings. Acceptance of these courses for transfer credit is also strictly the decision of the receiving institution.

For more information about transfer of credits from MATC to public four-year schools in Wisconsin, you can access the Transfer Information System (TIS) at www.uwisa.edu/tis For a list of private four-year colleges that have credit transfer agreements with MATC, see the College Transfer section at matc.edu or visit Room M270 at the Downtown Milwaukee Campus.

Degree Requirements

The Associate in Arts or Associate in Science degree is awarded to graduates of the Liberal Arts and Sciences program. The Associate in Applied Science or Associate in Applied Arts degree is awarded to graduates of all other degree programs. In order to qualify for a degree, a student must meet the following requirements:

- Satisfaction of all course requirements for the program of graduation. Program requirements can be met by completion of MATC courses or by advanced standing.
- At least 16 credits must be earned in residence.
- The final semester of the program must be taken in residence unless prior arrangements have been made with the dean.
- Achievement of a minimum overall grade-point average of 2.0 in all courses that are taken in residence and which are applicable to the degree.

The student must apply for graduation at the Registration office before the start of the final semester of his or her program after meeting with their advisor to determine what degree requirements are being met.

A second degree/diploma may be earned by meeting the course requirements. Students who wish to earn a second degree should discuss this with a program counselor, and obtain an appropriate Academic Plan before working toward a second degree.

Distance Learning

Finding time for classes can be a struggle for adult learners who have commitments to work and families. Distance learning offers alternatives to the traditional classroom. Some of the alternatives are listed below: Online and ITV.

Online Instruction (Blackboard)

Students who have Internet access can take a wide variety of courses. Online courses are offered in the Blackboard (Bb) learning management system. Blackboard offers several options for ongoing contact between the instructor and student, such as student groups, chat rooms and discussion boards. For more information, see the Blackboard area under “My MATC” at matc.edu.

Interactive Television (ITV)

These technologies provide for one-way or two-way video transmission between an instructor and students. Audio communication is always two-way. Class sessions can originate from an MATC campus and be shared with other campuses or locations that have compatible systems. ITV is used to deliver courses that require active interactions between the instructor and the participants at multiple locations and allow students to take classes closer to their homes.

Dropping Courses

The last day for a student to withdraw from a 15- or 16-week course is two weeks before the end of the semester. For summer sessions and quarter sessions, the cutoff date for withdrawal is one week before the end of the course.

If a withdrawal occurs within the refund period mandated by the Wisconsin Technical College System Board, there will be no official record of it on grade reports or transcripts.

Students who wish to withdraw from a course may withdraw online through INFOline or complete a Course Change form available in the Welcome Center, Room S115 at the Downtown Milwaukee Campus, or in Student Services at the Mequon, Oak Creek and West Allis campuses. Students are urged to discuss their intention to withdraw from a course with their instructor, counselor or faculty advisor, who may be able to recommend an alternative course of action.

Emergency Messages

An emergency may arise that requires you to be contacted while you are on campus. *Please keep in mind that all emergencies are not crisis situations.*

The following are examples of when a student will be contacted:

- Severe Illness or death of a family member or
- Calls involving a child care center or provider

Family members, employers or neighbors should be instructed to handle other unexpected situations on their own. The following situations are NOT considered an emergency:

- Lost keys/keys locked in car or house
- Sickness or death of a pet
- Work-Related calls from employers
- Transportation issues

If an emergency requires that you be contacted while you are on campus, the phone number to call is 414-297-6470 during the hours of 7 a.m. to 6 p.m. Monday through Thursday, and from 7 a.m. to 4 p.m. on Fridays. Please call 414-297-6200 after normal school hours. *It may be helpful for you to provide a copy of your schedule and classroom locations to relatives and others who may wish to contact you during an emergency.*

District Emergency Response Center

The District Emergency Response Center (Room M274), Downtown Milwaukee Campus, is open 24 hours a day. All crimes and suspicious behavior should be reported immediately (414-297-6588; if you are calling from a school phone from the Downtown Milwaukee Campus, you may dial ext. 76588).

Listed below are the rooms and phone numbers at the Mequon, Oak Creek and West Allis campuses where such incidents should be reported:

Mequon Campus: Room A280C
262-238-2200

Oak Creek Campus: Room A106
414-571-4500

West Allis Campus: Room 101
414-456-5500

Fee Information

Fees for most courses are set by the Wisconsin Technical College System Board. Fees for personal enrichment courses are set by the MATC District Board. The refund policy is established by the state board. Because fees and the refund policy are subject to change, see current information at matc.edu or in the Master Class Schedule.

Fee Payment

Generally, fees are due at the time of registration. MATC payment methods include cash, check/money order, credit card (VISA, Mastercard or Discover), a completed Financial Aid award, a sponsor authorization or by the MATC payment plan. Refer to current Master Schedule for detailed payment plan options and dates. Payments may be made at any campus cashier's office or on INFOnline.

Students who expect to have expenses paid by an agency such as the Wisconsin Division of Vocational Rehabilitation or by their employer should bring a letter of authorization stating the course or courses approved for payment, and which items will be paid when the student registers. Students who have not been awarded financial aid from MATC's Financial Aid Office and elect to sign a payment plan agreement must pay one-third of their tuition and a nonrefundable participation fee at the time of registration.

Any unpaid balance is the responsibility of the student. It is the student's responsibility to ensure that all applicable financial aid, sponsor payments and other outside payments are applied to their account as expected. Balances not paid by the due date are subject to:

- A penalty charge of 1% per month on the unpaid amount of the account.
- A late payment fee of \$25.00 for failure to pay installments on payment plan.
- Referral to an outside collection agency and collection cost.
- The withholding of transcripts.

Fee Refunds

A 100% refund of the course fee is given only under two conditions:

1. If the college cancels the class, or

2. If the student initiates the refund in writing, or by phone registration or on INFOnline **before** the first scheduled class meeting.

If the student withdraws from a course after the start of classes, fees will be refunded in accordance with the following refund schedule if a written request is made by the student.

Courses that are 15 and 16 weeks	Amount of refund	Courses that are less than 15 weeks in length	Amount of refund
<i>When the class is dropped:</i>		<i>When the class is dropped:</i>	
From day 1 to day 12	80%	Before 11% of scheduled class is completed	80%
From day 13 to day 25	60%	From 11-20% of scheduled class completed	60%
After day 25	None	After 20% of scheduled class is completed	None

If a withdrawal request is mailed, the postmark is the effective date. Attendance is not a determining factor. Students with course fee deferrals must submit their withdrawal requests within the refund period to have the amount of the deferral reduced.

Financial Aid

The Department of Financial Aid is located in Room S222 at the Downtown Milwaukee Campus. Financial Aid staff members are available in the Student Services area at the Mequon, Oak Creek and West Allis campuses.

All students who wish to apply for financial aid must complete, sign and submit the online Free Application For Federal Student Aid (FAFSA) via www.fafsa.ed.gov.

Financial Aid awards are processed based on the date a valid application is received from the U.S. Department of Education. Some funds are limited and are awarded to early eligible applicants. To be considered in the initial awarding of funds, students should submit an application before March 1. Applications received after March 1 will be considered as funds become available. To be included in the percent of load computation for financial aid purposes, developmental courses must have been designated as financial aid eligible for the specific program major in which the student is enrolled.

Financial aid payments are disbursed based on the number of credits that a student has registered for on the census date; adjustments will not be made if the student adds or drops credits. A student's financial aid award will be recalculated for any class(es) he or she never attended. The student will be required to repay any funds he or she received for the credits never attended. Students should register for all classes for the semester before the census date, as no award adjustment will be made after the census date. See the Financial Aid section of matc.edu for a list of important dates.

You must complete 60% of the semester in order to earn all of the financial aid that you are eligible to receive. The Financial Aid Office determines the date when 60% of the semester is completed.

If you withdraw or your instructor withdraws you from all of your classes before the 60% date, you may be required to repay a portion of the financial aid funds you received. Total withdrawal after the 60% date will not require repayment, unless the withdrawal reason was "never attended."

If you withdraw from all your classes before the census date, you may be required to repay a portion of the financial aid funds you received. Total withdrawal after the census date will not require repayment, unless the withdrawal reason was "never attended." Financial aid will be granted on the basis of need as well as ability to maintain good standing in the program of enrollment.

In addition to the academic standards, when students receive financial aid, they are subject to the 150% Rule. This rule means that they are eligible for no more than 150% of the number of credits needed to graduate from their program of study. If they exceed 150% in any one program, their financial aid eligibility will be suspended. For more information regarding eligibility and available funding, contact the financial aid office at 414-297-6908.

Get Connected

E-Mail

Your MATC student e-mail account is the primary means of communication between the school, your instructors and you. To begin using your account use the My MATC/Check My E-mail link on the homepage. You will see step-by-step instructions and “How to” Videos to help you learn how to use your account. After you have logged in for the first time, you will need to change your password to something more secure. You will also need to create a sent e-mail folder so you have a copy of the messages you send. If you have any problems using your e-mail account, please contact the Helpdesk at 414-297-6541.

INFOnline

INFOnline is a highly useful information source. New students can use INFOnline to search for available classes. Enrolled students can use INFOnline to register for classes; search for available current class listings; obtain their financial aid status, class schedules, obtain grades and cumulative grade-point average; and check and print unofficial transcripts.

Access INFOnline through *matc.edu*.

Health Information

Students may find health insurance information at their campus Student Life office.

Health Issues and Resource Information

Alcohol and Drug Information

MATC supports the goals and policies of a drug-free educational environment. To that end, the college directly adheres to the following policies:

- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (including, but not limited to, marijuana and cocaine) on college premises, or while participating in college events off college premises, is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including expulsion in accordance with civil, state and federal laws, and the Student Code of Conduct.
- Alcohol use, possession or distribution is also prohibited, except at approved college functions in accordance with college policies and procedures (which may be obtained in the Office of Student Life), and subject to statutory age restrictions.

- The college recognizes drug and alcohol dependency or abuse as major health problems, as well as safety and security problems. Students who need help with such problems are encouraged to contact the Counseling Department, Room S203 at the Downtown Milwaukee Campus or call 414-297-6267. Conscientious efforts to seek such help shall not in themselves jeopardize any student's enrollment and will not be noted in the student's records.
- The college takes a proactive approach to alcohol and drug dependency and abuse through education, prevention and assistance. This is achieved by providing information, answering questions, sponsoring campus programs and making referrals to proper agencies for students seeking further assistance.

Mental Health Information

MATC offers assessment, education and referral services on mental health issues, including anger management and stress reduction techniques. Contact the Counseling Department, Room S203, or call 414-297-783-6267 for information. These services are free and confidential.

Housing

MATC does not have residence halls; however, the Student Life Office has information on housing for students. Under state and federal laws, it is illegal to treat any person unequally in housing because of gender, race, color, handicap, religion, national origin, gender or marital status of the person maintaining a household, lawful source of income, age, ancestry or sexual orientation.

Legal Clinic

This free service is designed to provide MATC students with information and advice on civil law questions or problems. The MATC Student Legal Clinic helps students resolve problems that interfere with their MATC studies. The Legal Clinic will give information and referrals on such matters as unemployment and employment problems, landlord/tenant issues, small claims court and family issues.

The Student Legal Clinic helps students access government programs such as BadgerCare and FoodShare. The Clinic sponsors an insurance information fair in the fall and a health insurance fair in the spring at the Downtown Milwaukee Campus. The Legal Clinic is located at the Downtown Milwaukee Campus, Main Building, Room M326. Clinic hours are available at the Mequon, Oak Creek, and West Allis campuses. For more information on hours or services, please call 414-297-6630.

Libraries

Students find the MATC campus libraries quiet and inviting places to study; to obtain books, periodicals and audiovisual and reserve materials; and to use copying machines. Information retrieval has been revolutionized in the MATC libraries. The MATC Library Online Public Access Catalog, which replaced the card catalog, provides electronic access to library resources. Circulating materials can be borrowed between campuses. Some e-books are also available.

Online database indexing/abstracting services provide access to articles from serials, periodicals, journals and magazines. Many of those titles are full text. Students benefit from easy-to-use search capabilities and more efficient ways of retrieving information within databases. Full text options expand periodical/newspaper title holdings and also provide additional indexing of currently held periodical titles at MATC. Users are provided with the ability to print, including full-image printing when available, e-mailing articles or downloading.

Students are also provided with electronic access to the library catalogs of Marquette University Library, UW Medical College Library, UW–Milwaukee Library, Milwaukee County Federated Library System and the Switch Libraries — composed of Alverno, Concordia, Cardinal Stritch and Wisconsin Lutheran. Access to borrowing from these and other libraries throughout the metropolitan Milwaukee area is available via an InfoPass.

All library users must have a valid MATC Campus Card (student ID) to use or borrow library materials. Additional library policies and procedures are available at each campus library.

Multicultural Student Services Department

The Multicultural Student Services Department is composed of four offices: Asian American, African American, American Indian and the Latino office. These offices are staffed with specialists who are culturally sensitive to the types of support services needed by minority students. The specialists serve as advocates for current and prospective minority students from diverse backgrounds. The staff provides case management to help with students' retention and graduation, and is concerned with helping students overcome their educational, vocational and financial obstacles so they can successfully achieve their educational goals.

The Multicultural Student Services Department is located in Room M238 of the Main Building at the Downtown Milwaukee Campus and is open Monday through Thursday, 7:45 a.m. to 6 p.m. and Friday until 4:15 p.m. For more information, please call 414-297-6968.

Office of Student Life

The Office of Student Life promotes and coordinates a variety of educational, recreational, social, cultural, and entertainment programs and services. These programs and services enhance interpersonal skills and nurture individual growth. At each campus, a Student Life coordinator (located in the Office of Student Life) assists students in student activities and student group membership.

Student Life also handles student disciplinary procedures (see the Student Conduct section in this handbook), and helps students become involved in campus policy decisions. The office provides assistance to students in these areas and more. If you are experiencing a college-related problem or have tried to solve it elsewhere on campus and were unsuccessful, the Office of Student Life at your respective campus should be your next stop.

Prerequisites

A prerequisite is a required course that must be taken before an advanced course may be attempted. For example, ENG-201 is a prerequisite for ENG-202. The student should be familiar with the prerequisites in the program of his or her choice. Ignoring prerequisites may result in the need for an extra semester of work to complete the requirements for graduation. Prerequisites are listed online in the MATC catalog or can be viewed through INFOnline.

Professional Standards Committee

The Professional Standards Committee is a standing committee of the Student Senate designed to provide a means for voluntary resolution of student disputes with faculty and staff members throughout the

district. The committee has no authority to impose sanctions, but may make recommendations to college administrators. The investigation and recommendations are kept confidential.

The student should first attempt to resolve the dispute directly with the person involved. If the dispute is not resolved, the student should meet with the supervisor of the person with whom he/she has the dispute.

If the student has exhausted all other avenues in an attempt to solve the problem, he or she should then submit a written statement to the Professional Standards Committee defining the problem, stating what has been done to solve it to that point and indicating how he/she would like to see the problem resolved. At that time, contact should be made with the committee. Professional Standards representatives also may assist in grade appeal and disciplinary appellate processes.

For a copy of the Professional Standards Committee Procedure, contact the Office of Student Life at any campus.

Program Load

A full-time student who plans to graduate in four semesters will normally carry between 15 and 18 semester credits. For financial aid, insurance, and veterans' benefits purposes, 12 credits is considered full time. Many students take longer than four semesters to complete their programs.

Program Plan

The Program Plan includes comprehensive student information such as academic status, advisor name and location, courses taken, and courses yet to be taken to complete the diploma or degree.

It is prepared for all students enrolled in degree and diploma programs and Adult High School. Students use their Program Plan to monitor their academic progress and plan for the future.

Students may obtain their Program Plan through INFOnline.

Public Safety

Downtown Milwaukee Campus
Room M274, Main Building
Emergency: 414-297-6200
Nonemergency: 414-297-6588
(Regional Campuses, see Campus Directory)

The Department of Public Safety is available to assist you with any matter related to student safety and security. If you are a victim of a theft of your personal belongings, if you are being threatened, or if physical harm has come to you, contact the Department of Public Safety in Room M274 to report these incidents and receive assistance.

You may contact the Public Safety office at any time, 24 hours a day.

- Emergency Telephones

Each campus has several yellow emergency telephones located around campus exterior areas. The telephones bring you in contact with Public Safety personnel for assistance.

- Escort Van

The van service, provided at the Downtown Milwaukee Campus provides escort service to students, faculty and staff to outlying parking structures and nearby city street parking locations within specific boundaries. The van is available from 7 a.m. to 10 p.m., Monday through Friday when school is in session. There is limited service during peak periods. The two loading areas are on 6th Street in front of the Main Building and on 7th Street across from the Foundation Hall building. Call 414-297-6588 for a pickup.

Record Changes of Name and Address

Name or address changes should be reported promptly to the Registration office at any campus. To change a name, official documentation must be submitted to include current picture ID with correct name, and official documentation that changed the name, like a marriage certificate.

Repeating Courses

Students may repeat courses they previously completed and for which they received a grade. The initial grade and all subsequent grades will remain a part of the student's permanent record. A student's final grade-point average will reflect the highest grade earned in the course.

Scholastic Recognition

Associate degree students who have a cumulative grade-point average of 3.5 or higher, with a minimum of 16 credits taken at MATC, who have filed for graduation and have graduated or will graduate in the current school year, are eligible to receive recognition on the Dean's List.

Diploma program students who have a cumulative grade-point average of 3.5 or higher, who have completed at least 12 credits, filed for graduation, and have graduated or will graduate during the current academic year are also eligible to receive recognition on the Diploma Honors List.

Students eligible for honors recognition are automatically contacted and apprised of their status each semester. For more information about Scholastic Recognition programs, contact the Student Services coordinator at 414-297-7986.

School Closing Information

WMVS, Channel 10, is the official medium for announcing cancellation of classes and closing of operations at any MATC campus or evening center in the event of severe weather or other emergency as determined by the administration.

When it becomes necessary to cancel day classes because of a severe snowstorm or other emergency, the announcement may indicate that classes and other operations will be resumed at a specific time later in the day.

An official followup announcement will be made on Channel 10 the day after classes are canceled indicating whether or not classes will be in session that day. When severe weather occurs during the day and the decision is made to cancel evening classes at campuses and evening centers, the announcement will be made on Channel 10 beginning at 2 p.m. You may also call the emergency school closing number at 414-297-6561 to check the status of canceled classes.

Smoking Policy

MATC has a smoke-free policy for all district facilities. Smoking is prohibited in all MATC indoor facilities, including entrances to buildings. This policy is in compliance with the Clean Indoor Air Act, which regulates smoking in public places.

Soliciting or Peddling

Soliciting or peddling on college property, except by recognized student organizations following the guidelines set by the Office of Student Life, is prohibited.

Standards for Academic Success

The MATC Standards of Academic Success (SAS) define the requirements students must meet to maintain satisfactory academic progress. They also establish a formal process to identify, notify, and provide assistance to students who fall below required academic standards.

MATC calculates a student's Academic Status twice a year, after the end of the fall semester and the end of the spring semester. Students are not calculated at the end of the summer semester. This calculation includes:

1. **Semester Grade Point Average (GPA)** based on coursework completed at MATC during the semester being evaluated
2. **Cumulative GPA** based on all coursework completed at MATC
3. **Semester course completion rate** (percentage of credits completed out of credits attempted at MATC for the semester being evaluated)
4. **Cumulative course completion rate** (percentage of credits completed out of all credits attempted at MATC and transferred to MATC)

Good Academic Standing

To remain in Good Academic Standing, a student must maintain:

1. Minimum 2.0 Semester GPA
2. Minimum 2.0 Cumulative GPA
3. Minimum 67% Cumulative Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed.)
4. Minimum 67% Semester Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed.)

Students who fail to meet the above requirements for Good Academic Standing will be subject to any or all of the following: Academic Warning, Academic Suspension and Academic Probation.

Academic Warning

- As a consequence of failing to meet the standards for Good Academic Standing, students will have their status changed to Academic Warning at the end of the semester being evaluated and will receive written notification from the registrar.
- Students on Academic Warning will not be restricted in the number of credits that they can take. However, they must achieve a minimum 67% semester completion rate and a minimum 2.0 semester GPA to avoid being placed on Academic Suspension.

- Students on Academic Warning will have their academic status evaluated at the end of the fall semester and the spring semester only. Those who meet semester, but not cumulative, standards will continue on Academic Warning.
- Students will return to Good Academic Standing when they meet both semester and cumulative standards.
- Students may not appeal their Academic Warning status.
- Students who fail to meet a minimum 2.0 semester GPA and a minimum 67% semester completion rate will be subject to Academic Suspension.

Academic Suspension

- As a consequence of failing to meet the semester GPA of at least 2.0 and the semester course completion rate of at least 67%, students on Academic Warning will be placed on Academic Suspension. Students will be notified by the registrar of their change in status.
- Students also will be notified of the procedures and deadlines to file an Academic Appeal for Reinstatement. All appeals must be in writing.
- The Academic Appeals Committee established by the vice president of Student Services will review all appeals for reinstatement. The appeal review process includes a determination of financial aid eligibility.
- Students whose appeals are granted will be placed on Academic Probation with or without financial aid.
- Students whose appeals are denied will be suspended and required to sit out of MATC for one semester. To be considered for reinstatement and financial aid eligibility, students must file an academic appeal by the deadline established by the Academic Appeals Committee.

Academic Probation

- Upon successful appeal of their suspension status, students will be reinstated with Academic Probation status and will be limited to a maximum of eight counselor-approved credits. Students will not be reinstated for the summer session. The program counselor will serve as advisor to students on Academic Probation.
- Reinstated students on Academic Probation who have lost financial aid eligibility must complete a minimum of six college-level credits at MATC before they will be reconsidered for financial aid.
- The academic status (cumulative and semester GPA, and cumulative and semester course completion rate) of students on Academic Probation will be evaluated every semester.
- Students on Academic Probation must successfully achieve a 100% course completion rate and a minimum 2.0 GPA each semester to continue at MATC. The consequence of not meeting these requirements is a return to Academic Suspension status.
- Students will return to Good Academic Standing when they meet both semester and cumulative requirements, as defined by the standards for Good Academic Standing.

Student Access to Their Educational Records

Reviewing and Amending Student Records

Academic records are kept on permanent file in the Registration and Records office at the Downtown Milwaukee Campus. All requests for transcripts must be submitted in writing, in person, or by mail; telephone requests will not be honored. There is a charge for official transcripts. Financial obligations to the college must be cleared before a transcript will be issued.

Include with your transcript request: name (when you attended MATC), student ID or Social Security number, birthdate, first and last years of attendance, complete mailing address, and appropriate fee. Payment can be made by check, MasterCard, Visa, Discover card, or money order. You may also request a transcript via fax. Call 414-297-6416 for an information recording.

Family Educational Rights and Privacy Act: Students are afforded certain rights with respect to their education records under the Family Educational Rights and Privacy Act (FERPA) of 1974. These rights are:

- The right to inspect and review the student's education records within 45 days of the day MATC receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records requested are not a part of the Registrar's office, the student will be directed to the correct office.
- The right to request the amendment of the student's education records. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

FERPA gives MATC the right to disclose directory information to anyone inquiring without having to ask students for permission, unless the student specifically requests in writing that all such information not be

made public without their written consent. Directory information is information contained in an educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information for MATC includes the student's name, major field of study, dates of attendance, sports participation, degrees and honors.

If a student wishes to withhold the disclosure of all of the items of Directory Information, he or she must complete a Request to Prevent Disclosure of Directory Information form available in the registrar's office. The completed form must be received in the registrar's office within the first two weeks of each term. If it is not received in the office by that date, all directory information will be disclosed for the remainder of the term. A new non-disclosure form must be completed each term, including summer.

Student Accommodation Services

Student Accommodation Services provides reasonable accommodations and specialized academic support to students with disabilities who demonstrate specific educational needs. Student Accommodation Services staff work closely with program counselors, faculty and other staff within the college to assist the student with addressing academic and program needs. Specific Documentation of Disability is required to access these services. Transition Services to help prospective students with disabilities through the Admissions process are available by calling 414-297-7839. Students who have questions about accommodations should contact:

Cathy Bohte, Coordinator/Instructor
Student Accommodation Services
414-297-6750
TTY: 414-297-8982
bohtec@matc.edu

Student Advocacy/Complaints

Students with college-related concerns or problems, both academic and nonacademic, or who have complaints or disputes involving college policies, services, employees or other students, are welcomed and encouraged to visit and use the services provided by the Office of Student Life at each campus. The office provides assistance and guidance to students seeking to resolve issues pertinent to them and serves all students of the campus, promoting a healthy student environment.

Student Conduct Expectations

To accommodate the variety of interests and activities of the MATC community, a reasonable set of rules has been established. These are published in the Student Code of Conduct distributed to all new students at orientations. It is also available at all campuses in the Office of Student Life. In addition to these rules, academic departments also may publish additional professional and academic requirements in their department handbook and/or class syllabus. This information is distributed at the beginning of the semester either in the classroom and/or academic department orientation.

The Student Code of Conduct details student behavior expectations which state MATC students are expected to (1) comply with all federal, state, county and municipal statutes and ordinances while participating in MATC activities or while located on MATC property, loaned or leased, or property used by MATC; and (2) to conduct themselves in such a manner that will not interfere with or disrupt the educational process administered by MATC agents.

MATC may impose disciplinary sanctions for violations of the Student Code of Conduct. The Student Code of Conduct is available at all Student Life offices and at matc.edu.

Student Conduct Expectations Away From MATC Owned or Leased Property

To maintain a college environment of integrity and justice, the MATC Student Code of Conduct applies to conduct that occurs on college property and to conduct that occurs elsewhere during the course of a related function. Conduct that occurs away from college property also may be subject to disciplinary action, provided that the conduct adversely affects the college and/or the pursuit of its objectives.

Academic Expectations and Procedures Related to Student Conduct

To encourage and foster academic excellence, the college expects students to conduct themselves in accordance with certain generally accepted norms of scholarship and professional behavior. Because of this expectation, the college does not condone any form of academic misconduct.

Academic misconduct is an unacceptable activity and is in conflict with academic and professional ethics and morals. Consequently, students who are judged to have engaged in some form of academic misconduct shall be subject to: (1) academic penalties as outlined in the instructor's syllabus or department handbook, (2) disciplinary action as outlined in the Student Code of Conduct or (3) any combination thereof. For more information, see a copy of the MATC Student Code of Conduct, available at the Office of Student Life.

Disciplinary Procedures

Students who have violated the Student Code of Conduct are subject to disciplinary sanctions, including possible expulsion. Refer to the Student Code of Conduct, available in the Office of Student Life, for further details on disciplinary sanctions and appellate processes. The Student Code of Conduct is the definitive document on student conduct, the appellate process, and the judicial system.

Student Employment Services — The JOBshop

The JOBshop provides student and graduate employment assistance. Students and graduates seeking full- or part-time employment may obtain individual assistance or participate in group sessions designed to prepare them for successful entry and advancement in their chosen career.

The JOBshop staff assists students in identifying potential employers, applying for specific employment opportunities, developing successful work habits and values, planning for advancement and evaluating future employment options.

The JOBshop specialists develop and maintain close contact with employers, graduates, faculty members and advisory committees to provide up-to-date job market information including data on salaries, qualifications, trends, application and advancement for fields related to MATC programs of study.

The JOBshop office on the Downtown Milwaukee Campus is located in Room S203 of the Student Center. Employment information and employment assistance are available by appointment or on a walk-in basis downtown and by appointment at the regional campuses. Please call 414-297-6244 to schedule time with an employment specialist. Pick up a copy of the most recent Graduate Employment Report at any of MATC's four campuses.

Many employment services and resources are available on the JOBshop webpage, including a resume bank the TechConnect job system, Visit the JOBshop link on the MATC homepage at matc.edu.

Student Fee

The Student Fee makes it possible for MATC to provide all students with an enriching MATC experience beyond academics. Money raised through this fee finances all competitive athletic events and the MATC student newspaper, *The Times*. As a result, there is no admission charge to any athletic event for the holder of an MATC Campus Card student ID. *The Times* is distributed free of charge to all students. The Student Fee also helps to finance social events, the lecture series program, and many other student activities. Most of these events are free to students with a valid MATC Campus Card.

Student Organizations

Affiliated Student Organizations

Student organizations with local or national affiliations must submit a copy of the constitution and bylaws of the affiliated organization along with their own. Further details and information regarding affiliated organizations can be obtained from the Office of Student Life at any campus.

Certification (Recognition) of Student Organizations

All student organizations must be certified (officially recognized) as official student groups *before* conducting activities. The certification process includes the completion and submission of registration information and hearing reviews before the Student Life coordinator and the Student Life Committee.

Privileges of MATC Student Organizations

Following is a list of privileges granted those student organizations officially recognized as certified by the Student Life Committee:

- The use of the college's name with that of the organization, e.g., *The "MATC" Times*.
- The use of specified college facilities for meetings and programs.
- The use of bulletin boards belonging to the Office of Student Life throughout the college.
- The use of tables of the Office of Student Life, at which the organization may display posters, have literature for distribution and conduct sales.
- The opportunity to raise funds to maintain and further their organization.

Rules and Regulations Governing Student Organizations

For information about rules and regulations governing student organizations, see the *Student Organizations Recognition and Regulation Procedures* manual available in the Office of Student Life at any campus.

National Technical Honor Society

Eligibility requirements to join the National Technical Honor Society are as follows:

- Associate degree students who have completed at least 24 credits, or technical diploma students who have completed at least 12 credits;
- These credits must have been earned in an occupational program;

- The student must have a 3.5 cumulative grade-point average;
- The student must be actively involved, or have been actively involved, in the occupational field for which he or she is being trained.

Each semester, students eligible for membership in the society will be contacted and offered the opportunity to join the society. Induction ceremonies are then conducted for those students who meet the criteria for eligibility. For more information, go to the Current Students/Student Life/Honors link on the homepage or contact Pamela Curtin, curtinp@matc.edu, 414-297-7986.

Phi Theta Kappa Honor Society

Associate degree students who have completed at least 24 credits of study in their program, with a 3.5 or higher cumulative grade-point average, with at least 16 credits achieved in residence at MATC, are eligible to join the Phi Theta Kappa Honor Society.

Each semester, students eligible for membership in the society will be contacted and offered the opportunity to join. Induction ceremonies are conducted for the students who meet the criteria for eligibility. For more information, go to the Current Students/Student Life/Honors link on the homepage or contact Pamela Curtin, curtinp@matc.edu, 414-297-7986.

Registration of Campus Student Organization Events

MATC-recognized student organizations must preregister all events, programs and projects — whether held on or off-campus — by using an Event Registration Form. This form must precede any other registration requirements or reservations for use of campus equipment, facilities or services. Registration forms are available from the Office of Student Life, and they must be filed at least one week before the event.

MATC has an obligation to ensure that no program endangers the security of the faculty, students and other people associated with MATC, infringes upon the academic mission of the college, or conflicts with any MATC policy or rule or governmental law or ordinance. Therefore, the college reserves the right to refuse to sanction an event when such a program would endanger the MATC educational community, disrupt the educational process, or violate institutional or civil regulations.

Student Senate

The Student Senate is considered an important part of student life at MATC. Each student has representation in the student senate. Representatives are free to make recommendations to the administration on any college problems they believe need attention. While the student senate cannot make laws by its own action, its recommendations are given serious consideration by the administration.

Student senators may be excused from classes to attend regularly scheduled senate meetings, which are held twice each month. Additional meetings may be held, but attendance at such meetings will not be the basis for an excused absence. For more information, contact the Student Senate office or Student Life office at any campus.

Area Student Senate Board

The Area Student Senate Board is a student group of the current presidents and vice presidents of the four student senates in the district; two members-at-large from the Milwaukee Student Senate and one member-at-large from the Mequon, Oak Creek, and West Allis Student Senates; the ranking MATC

student board member of the American Student Association; and the MATC student governor of the Wisconsin Student Government Association.

The organization meets at least once each month to coordinate recommendations on district legislation that addresses problems and concerns pertinent to students or education for the administration's consideration. The board also is responsible for reviewing and confirming all student selections and appointments to any district, local, state or national committees, organizations and/or conferences including the student representative to the district board. The efforts of this group open lines of communication between the district student body and the administration, creating a positive means for the resolution of student problems.

Student Programming Board

The Student Programming Board develops, arranges and promotes social and cultural extracurricular events. Students interested in membership may find out more at the Student Life office, Room S303, in the Student Center at the Downtown Milwaukee Campus.

Student Publications

Participation on the staffs of the college's award-winning student newspaper, *The Times*, and other student publications is open to any interested student. Although helpful, previous journalism training or writing experience is not necessary. *The Times*, which is published every two weeks except for holiday and exam periods, is distributed free at all four campuses.

The Times is a member of the Associated Collegiate Press (ACP), the Columbia Scholastic Press Association (CSPA), the Community College Journalism Association and the Society for Collegiate Journalists. In addition, the newspaper is home to the Delta Gamma chapter of Beta Phi Gamma national journalism honorary society.

Students are encouraged to talk with the Student Publications advisor or *Times* staffers if interested in any of the following:

- Writing/Reporting
- Photography/Photojournalism
- Illustrating/Graphics
- Page Makeup/Design
- Advertising

The Times, students may visit Room S220 at the Downtown Milwaukee Campus; or Student Life at the Mequon, Oak Creek and West Allis campuses.

Besides *The Times*, other student publications seek student staff members and contributions.

The Phoenix is the college's award-winning literary magazine, published annually by the English Department. It contains poetry, prose, artwork and photography. It is sold at all campus bookstores for a nominal price.

For more information about *The Phoenix*, see an English or Communication Skills instructor.

Student Parking

Permits are required at all MATC campuses. Semester and school year permits are available at the Cashier's office at each campus. Fees apply for the parking permits, and parking at the Downtown Milwaukee Campus will require an additional daily fee. Abide by the parking signs. Any violation is subject to a fee. No refunds after purchase of a student parking permit. For more information, contact the Student Services Office and/or Cashier at the campus. (Maps are also available to help you locate the student parking areas.)

Students' Right to Know Publication

The Wisconsin Legislature and the U.S. Congress recently passed laws requiring colleges and universities to provide all students and staff detailed information in writing about alcohol and other drug use, sexual assault and sexual harassment, and campus security and crime statistics.

To comply with the requirements of the new laws, MATC provides each student with a publication entitled "Employees' and Students' Right to Know." This publication is distributed at all student orientations and is available on all campuses at the Student Life office.

Please take the time to read this publication thoroughly. This material is only a start, but it is an essential start for you in learning what is necessary to protect yourself, to assist your friends and to join MATC in efforts to make a difference in our community.

If you have any questions or comments regarding this publication, please visit the Public Safety Department at the Downtown Milwaukee Campus, or call 414-297-6516.

Students' Rights and Responsibilities

Exercising your rights and acting in a responsible manner go together. Some of the college's rules and regulations are simply restatements of existing laws, such as laws against possession, use or sale of illegal drugs. It is the responsibility of all MATC students to comply with the policies as stated in the Student Code of Conduct and obey all public laws. This compliance assures all students the opportunity of having the best possible educational experience.

MATC students have the right to be informed — by the college through individual departments and/or divisions — of policies and procedures concerning student conduct (Student Code of Conduct), course requirements (class syllabus), and ethics/professional conduct (as outlined in the division/department handbook and/or class syllabus). MATC students have the right to be evaluated fairly on the basis of their performance as required by the instructor as part of the course.

These policies/procedures also may include published/posted standards of conduct for recreational, lab and learning areas, including clinical facilities. It is the student's responsibility to be aware of such published/posted policies and procedures and to seek clarification, if needed, from the Office of Student Life and/or the appropriate academic department.

Transportation

Public Bus Schedules

Public transportation is available to students who commute between the Oak Creek, West Allis and Downtown Milwaukee campuses.

Bus route information and schedules are available from the Milwaukee County Transit System (www.ridemcts.com or 414-344-6711).

Bus passes and tickets can be purchased at the Cashier's window at each campus.

Tutoring Services

Tutoring is provided at no fee to any currently enrolled MATC program students who wish to receive extra help with their course work. Tutoring can be one-on-one, small study groups and Supplemental Instruction (SI). Distance tutoring and online support services are also available through the Homework Helpline, Online Tutoring and Online Writing Lab (OWL). See www.matc.edu/student/resources/support.html.

Tutors should be currently enrolled MATC students taking 6 or more credits, have a GPA of 2.5 or better, have a B or better grade in the class they wish to tutor and have instructor's recommendations. For more information, contact Tutoring Services, Room C201, at 414-297-6791 at the Downtown Milwaukee Campus or the Academic Support Centers at the other campuses.

UPASS

UPASS is a Milwaukee County bus pass available to students enrolled in a certain number of credits. Check with your campus Student Services Office to determine if you are eligible to obtain your UPASS. This UPASS is nontransferable and provides unlimited use of the Milwaukee County Transit bus system beginning one week before school starts and expires at the beginning of the next semester. All MATC campuses are connected with the Milwaukee County Transit Bus service. Contact the MCTS to determine the bus service that will connect to the campus of your choice or visit matc.edu and select UPASS. Improper use of the UPASS is subject to disciplinary action. For more information, contact your campus Student Services Office.

Veterans Affairs

Students wishing to use their Veterans Affairs educational benefits must complete the required forms each semester and submit the necessary paperwork to the veterans clerk at the campus where they plan to attend. This should be done before the beginning of each semester to make sure monthly GI Bill payments will arrive on time.

Veterans Affairs benefits are expected to help pay college expenses. Additional types of financial aid may be available to those eligible. For more information regarding eligibility, go to Room S223 or call the office at 414-297-6397.

Welcome Center

The Welcome Center is located on the first floor of the Student Services Building in Room S115. The Welcome Center provides program, admissions and financial information to prospective students and assists current students with program changes and related information.

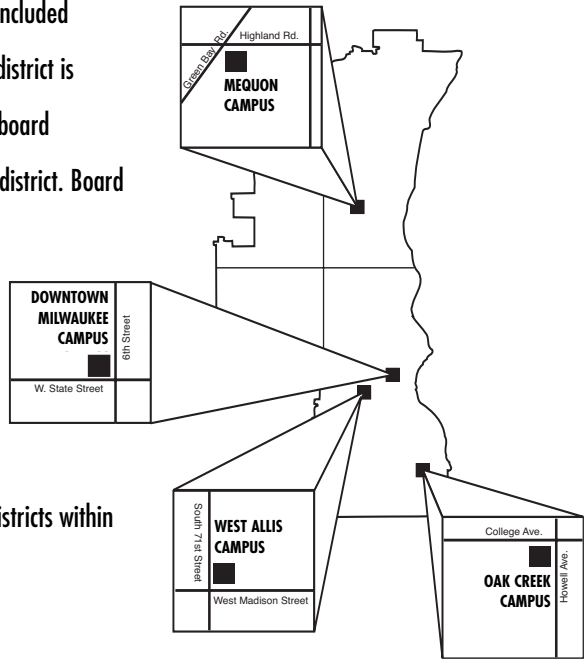
The Welcome Center is staffed with a counselor, financial aid specialist, Student Services specialist and support staff to assist students with a variety of services.

The community may visit the Welcome Center to receive information regarding the admissions process, program requirements, tuition rates, class schedules, transcript information and a variety of other services related to MATC and the enrollment process.

The Welcome Center is open Monday through Thursday from 7:45 a.m. to 6 p.m. and Fridays from 7:45 a.m. to 4 p.m.

The MATC District

The MATC District is one of 16 districts that make up the Wisconsin Technical College System. MATC's district includes all of Milwaukee County, most of Ozaukee County and portions of Waukesha and Washington Counties, with a total population of 1.2 million residents. Twenty-one K-12 school districts are included within the MATC District. The district is governed by a nine-member board composed of residents of the district. Board members serve without pay and are appointed to three-year terms by an appointment committee that consists of elected officials from the 21 school districts within the MATC District.



MATC Facilities

Within the MATC District are four comprehensive campuses and selected Evening Centers. All campuses and centers are conveniently located throughout the district, and all are easily accessible.

DOWNTOWN MILWAUKEE CAMPUS

700 West State Street • Milwaukee, WI 53233-1443

414-297-6600 Fax: 414-297-7990

Individual floor maps are available at all campuses in the Office of Student Life.

Downtown Milwaukee Campus Directory

	ROOM
Academic Support Center	(See next page)
Assessment	S215
Campus Card (Student ID)	S Bldg., Third Level
Career Planning	S203
Cashier	S123
Children's Center	H240
College Bookstore	8th and State Sts.
Counseling/Student Assistance Counseling (SAC)	S203
Dining Services	S Bldg., Third Level
Financial Aid	S222
The JOBshop	S203
Library	M377
Lost and Found	M274
Public Safety	M274
Student Accommodation Services	C219
Student Life	S303
Student Senate	M324
Switchboard	S101
Test Monitoring	S215
Times Newspaper	S220
Tutoring	C201
Veterans Information	S223
Welcome Center	S115

Academic Directory

Divisional offices located at the Downtown Milwaukee Campus

Business	Room M244
Continuing Education and Workforce Development	FH8
Graphic Arts	Room M244
Health Occupations	Room H116
Liberal Arts and Sciences	Room M214
Pre-College Education	Room FH208
Technology and Applied Sciences	Room T203

Student Academic Support Services

Contact individual campuses and centers for current hours or go to www.matc.edu/student/resources/support.html.

Current Campus Cards are required for printing and may be required for entry.

Evening and Saturday hours begin when evening school is in session.

Communication Center

The Communication Center, in Room C278, is open to all students and offers services for business courses, business-related courses, computer application courses, computer use, e-mail access, multimedia presentations and Internet access. The center is open Monday through Friday from 7:45 a.m. to 4:15 p.m. Call 414-297-6739 for information.

Computer Production Center

The Computer Production Center, in Room M273, is open to all students and offers services in CAD, computer use, computer programming, computer application courses, keyboarding, graphic arts, multimedia presentations, TurboTax, website creation and online access. A copy machine and in-college telephone are available. The center is open Monday through Thursday from 8 a.m. to 9 p.m. and on Friday and Saturday from 8 a.m. to 4 p.m. Call 414-297-7922 for information.

Student Accommodation Services

Students with disabilities who require classroom accommodations, including test accommodations, notetaking services and sign language interpreters, should apply in The Learning Center in Room C219 or call 414-297-6750.

Math Center

The Math Center, Room C271, is open to all students and offers assistance in accounting, computer-assisted math, instructional programs, engineering-related courses, math videos, occupational math (including Business, Health Occupations and Technical and Applied Sciences courses) and statistics. The center is open from Monday through Thursday from 8 a.m. to 9 p.m. and on Friday from 8 a.m. to 4 p.m. Call 414-297-6702 for information.

Online Academic Support

Academic Support provides two online services to currently registered students. These include an online writing center and online tutoring services. The online writing center is available at

<http://oncampus.matc.edu/writingcenter>. The online tutoring is available at <http://oncampus.matc.edu/tutoring>. The Homework Helpline can be contacted at 414-297-8376 or 262-238-2479 on Tuesdays and Thursdays, from noon to 1 p.m. and from 4 p.m. to 7 p.m. The telephone service is for students in accounting and mathematics courses (all levels).

Science Center

The Science Center, also in Room C271, is open to all students and offers assistance in anatomy and physiology; computer-assisted instructional programs in astronomy, biology, chemistry, medical terminology, microbiology, nutrition, physics, psychology and sociology; health sciences; physical sciences; social science courses and technical science-related courses. The center is open Monday through Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 4 p.m. Call 414-297-6989 for information.

Tutoring Services

Tutoring Services are available to all students enrolled in an occupational program in Room C201, or the Academic Support Centers at the regional campuses. The services include one-on-one peer tutoring, study groups and Supplemental Instruction (SI). The office is open Monday through Thursday from 8 a.m. to 7 p.m. and Friday from 8 a.m. to 4 p.m. Call 414-297-6791 for information.

Writing Center

The Writing Center, Room C270, is open to all students and provides assistance for course-related written assignments and projects, business writing and research papers, (MLA or APA). The center is open Monday through Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 4 p.m. Call 414-297-8189 for information.

Alcohol, Tobacco and Other Drug Abuse Prevention Assistance (ATODA)

MATC's Prevention Specialist offers assessment, education and referral services for students concerned about their own or another's alcohol/drug use. Students receive free, confidential evaluations with resources and referrals tailored to their needs. Support services are offered for students in recovery, those coping with a loved one's substance abuse, those seeking to cease smoking and those wishing free alcohol screening.

Counselors have a large selection of information on ATODA and mental health topics, including anger management, available for borrowing. Office hours are Monday through Thursday from 7:45 a.m. to 6 p.m. and Friday from 7:45 a.m. to 4 p.m. in Room S203 of the Downtown Milwaukee Campus. Services are available evenings and at the Mequon, Oak Creek and West Allis campuses by appointment. Call 414-297-6267 for information.

ATM

TYME automatic teller machines are located on the first floor lobby and on the third floor of the Student Center.

Bulletin Boards

Permission to post anything on bulletin boards must be obtained in the Office of Student Life, Room S303 of the Student Center.

If the poster meets with college guidelines, it will be stamped and posted by the Office of Student Life. Unstamped posters and announcements will be removed immediately by monitors.

For more information, visit the Office of Student Life, Room S303.

Campus Card

MATC students may obtain their MATC Campus Card (Student ID) from the Campus Card station. A fee is charged for the campus card. Students are expected to carry their campus card when on campus and present it, when requested, to Public Safety officers, faculty, staff or school administrators. Failure to comply with this regulation may result in disciplinary action.

The campus card is used for the library, computer terminal usage, lab utilization and athletic facilities. It also provides many additional benefits, including new debit features.

Child Care

A child care facility is available at the Downtown Milwaukee Campus. For more information, contact the center at 414-297-7880.

College Bookstore

The College Bookstore is located on 8th and State Streets. Textbooks, basic student supplies, gift items and MATC logo apparel are sold. College Bookstore hours are posted on the website: matc.edu.

Copying Machines

Copying machines are located in the Library and the Computer Production Center in Room M273.

Dining Services

The food court (Atrium Marketplace) is located on the third floor of the Student Center at the Downtown Milwaukee Campus.

Vending machines are located in the Main, A, C, F, H, S and T Buildings.

Gymnasium

The gymnasium, including Nautilus and other weight training facilities, is open to all students with a current Campus Card. Check matc.edu for hours.

Days and hours of accessibility will vary due to the use of facilities by varsity and intramural athletic events.

Library and Study Center

The library is located in Room M377. Students with a Campus Card (Student ID) may search for and review books, periodicals and audiovisual materials. A copying machine is available at a nominal charge.

Lockers

In any Downtown Milwaukee Campus building, students may use empty lockers except those marked reserved. Select a locker that is closest to the majority of your classes.

According to the Public Safety Dept., most thefts from lockers are the result of students leaving their lockers open or their locks unlocked. Do not leave items on top of your locker.

All locks must be removed at the end of each semester. Locks left on will be removed, and the valuable contents stored for 30 days. MATC is not responsible for property left in the lockers. Property not claimed within 30 days is disposed of.

Please observe all signage posted to locker.

Lost and Found

Public Safety maintains a lost and found log in Room M274 of the Main Building. The hours are from 7:45 a.m. until 4 p.m. Monday through Friday.

Any items found can be turned in to Public Safety at this location.

If you are looking to recover items, please check with Public Safety which is located in the Main Building on Room M274.

Parking

Parking is available on city streets and in public parking structures and lots around the Downtown Milwaukee Campus.

6th and Wells Structure — Located on the corner of 6th and Wells Streets. Parking at this structure is available to MATC employees and students.

8th and State Structure — Located on the corner of 8th and State Streets. Parking at this structure is available to MATC employees, students and the public.

Parking permits may be purchased at the Cashier's office, Room S123. For more information, visit the Office of Student Life, Room S303.

Public Safety

The Public Safety Department is available to assist you with any matter related to student safety and security.

If you are a victim of a theft of your personal belongings, if you are being threatened, or if physical harm has come to you, contact the Public Safety Dept. in Room M274 to report these incidents and receive assistance.

You may contact the Public Safety office at any time, 24 hours a day.

Room M274, Main Building

Emergency: 414-297-6200

Nonemergency: 414-297-6588

- **Security Escort Van** — The van service, provided at the Downtown Milwaukee Campus, provides escort service to students, faculty and staff to outlying parking structures and nearby city street parking locations. The van, available from 7 a.m. to 10:30 p.m., Monday through Friday, picks up passengers in front of the Main Building parking area and, on return trips, will be available to pick up anyone affiliated with MATC and drop them off on campus.

Report crime anonymously by calling 414-297-TIPP (8477).

Special Services

Bakery

A variety of traditional and specialty baked goods are available for purchase from the MATC Bakery located in the east wing of the Main Building on the 6th floor. Just follow your nose and the smell of fresh bakery and you can't miss it. Fresh bread, bakery, coffee, milk and specialty items are offered. The Bakery is open mornings during the Fall and Spring semesters. Days and hours vary. Get there early for the best selection!

Barbering/Cosmetology

The MATC Barbering/Cosmetology Department offers beauty, hair and nail care services for minimal fees. Services offered include shampoos, scalp treatments, haircuts, hair styling, tinting, permanent waving and manicures (under direction of professional instructors). Services are provided in the Main Building on the first floor in Rooms M108, M116, M118, M124 and M126. Days and hours vary. For more information or to schedule an appointment, call 414-297-6819.

Dental Hygiene Clinic

The MATC Dental Hygiene Clinic provides preventive oral hygiene services including teeth cleaning, X-rays, fluoride treatments and sealants. The Dental Hygiene Clinic is located in the Health and Science Building in Room H115. The dental clinic is open September to mid-May. It is closed during winter, spring and summer breaks. Days and hours vary. For more information or to schedule an appointment, call 414-297-6573.

Optical Dispensary

Bring in your eyeglass prescription or have your current glasses duplicated by MATC Opticianry Science students (under direction of certified opticians). The MATC Optical Dispensary is located in the Health and Science Building in Room H130. The dispensary is open during the Spring semester only, from the last week in January to the third week in May. Days and hours vary. For more information, call 414-297-8018.

Test Monitoring Services

Professional test monitoring services for make-up testing for courses are available when classes are in session in Room S215 on Monday through Thursday from 9 a.m. to 8 p.m. and Friday from 9 a.m. to noon. Call 414-297-8180 for information.

MEQUON CAMPUS

5555 W. Highland Rd. • Mequon, WI 53092-1199
262-238-2200 Fax: 262-238-2203

Mequon Campus Directory

	ROOM
Academic Support Center	A282
Assessment	A110
Campus Card (Student ID)	A118
Career Planning	A110
Cashier	A116
Children's Center	A216
College Bookstore	A107
Counseling/Student Assistance Counseling (SAC)	A110
Dining Services	A101
Financial Aid	A110
Library	A282
Lost and Found	A280
Public Safety	A280C
Registration	A110
Student Accommodation Services	B210
Student Life	A118
Student Center	Cafeteria
Student Senate	A122
Student Services	A110
Switchboard	A280
Test Monitoring	A282
Tutoring	B210
Veterans Information	A110

Academic Support Services

Academic Support Center

The Academic Support Center is located within the Library in Room A282. The center's staff provides academic support and tutoring services for various business, math, English, natural science and social science courses offered at the Mequon Campus. Computers and other instructional support equipment and resources are available to students. Please call 262-238-2220 for Academic Support Center hours and information.

The Test Monitoring Service is an additional support service available in Room A282. Arrangements can be made for the proctoring of make-up tests and tests for certain online and other distance learning courses. Call 262-238-2204 for Test Monitoring hours and information.

Student Accommodation Services

Students with disabilities who require classroom accommodations, including test accommodations, notetaking services and sign language interpreters, should apply in Room B210 or call 262-238-2227.

Bulletin Boards

Permission from Student Life is required to post notices on designated bulletin boards. Notices without the Student Life stamp will be removed from the bulletin boards. Any notices hanging outside the confines of the board will be removed.

Campus Card (Student ID)

Students may obtain their Campus Card in Room A118 during scheduled day and evening hours. Call 262-238-2218 or 262-238-2390 for information.

Child Care

A child care facility is available to students at Mequon Campus. For more information, contact the Child Care Center at 262-238-2450.

College Bookstore

The College Bookstore is located on the lower level of the Mequon Campus building, Room A107. Textbooks, basic student supplies, gift items and MATC logo apparel are sold. MasterCard, Visa and Discover credit cards are accepted. The College Bookstore hours are posted at matc.edu.

Dining Services

The cafeteria is located in Room A101 on the lower level of the building. Hours of operation: Breakfast, Monday through Friday, 7:30 a.m.-10:30 a.m.; Lunch, Monday through Friday, 10:30 a.m.-1:30 p.m.; Dinner, Monday through Thursday, 1:30-6 p.m.

Emergency Telephones

The Mequon Campus has been equipped with several yellow emergency telephones located around the exterior of the buildings. The telephones bring you in contact with the switchboard for assistance.

First Aid/Safety

Every effort will be made to provide first aid in case of an accident. All injuries, however slight, should be reported to an instructor or administrative personnel. Accident reports must be completed and signed. Hospitalization and transportation costs are the responsibility of the student. All students are to observe the shop safety laws and wear protective glasses and equipment according to federal, state and local laws. Safety policies are available for each shop and laboratory.

Library

The library is located in Room A282. Along with books and periodicals, it contains a variety of audiovisual materials and a multimedia viewing area, a copying machine, individual study carrels and computers. The library is open when classes are in session, and special holiday and vacation hours are posted on the door. Campus Cards (Student IDs) serve as library cards.

Lockers

Students may use any unoccupied locker. It is important that a good combination lock be placed on the locker. Each student is personally responsible for the safety of the locker's contents. All locks and locker contents must be removed at the end of each spring semester. Any items left in lockers after the end of the regular school year will be disposed of.

Parking

Student parking is available in designated yellow striped areas only. Permits are required and are available from the cashier for a small fee for the entire school year.

Handicapped parking spaces are restricted to special permit holders with a campus permit. Illegally parked cars or cycles will be ticketed and/or towed by the Mequon Police Department. Fines range from \$5 to \$200.

Student Life

The student senate is made up of representatives from each division on campus. The senate schedules all-school events for the campus and makes recommendations to the administration for suggested campus improvements. Other student organizations approved to function on campus include the Environmental Health Club and Horticulture Club. Campus contributors to the district student newspaper, *The MATC Times*, are needed.

Student Services Division

The Student Services staff in Room A110 assists students by providing the following academically related functions:

- Registration
- Financial aid (grants, loans, scholarships and work study)
- Program information
- Personal counseling/Student Assistance
- GED/HSED testing
- Wisconsin Career Information Services
- Admissions counseling
- Placement testing
- Career counseling
- Referral agency coordination

Cooperation with referral agencies within the community is maintained to provide comprehensive services.

Telephone

No public phones are available; however, a student can use the telephone located at the Information Desk located in Room A280.

OAK CREEK CAMPUS

6665 S. Howell Ave., Oak Creek, WI 53154-1196
414-571-4500 Fax: 414-571-4640

Oak Creek Campus Directory

	ROOM
Academic Support Center	A208
Assessment	A106
Campus Card (Student ID)	A106
Career Planning	A106
Cashier	A103
Children's Center	B124
College Bookstore	A101
Counseling/Student Assistance Counseling (SAC)	A106
Dining Services/Cafeteria	A100
Financial Aid	A106A
Library	A202
Lost and Found	A106
Operations	A140
Public Safety	A100D
Registration	A106
Student Accommodation Services	A211
Student Life	A105
Student Senate	A109
Student Services	A106
Switchboard	A106
Test Monitoring	A208
Tutoring	A208
Veterans Information	A106

Academic Support Services

Academic Support Center

The Academic Support Center, Room A208, includes Test Monitoring and Tutoring Services. The center offers assistance in computer application courses; computer assisted instructional programs in astronomy, biology, chemistry, medical terminology, microbiology, nutrition, physics, psychology and sociology; computer-assisted math; instructional programs and videos; computer use; course-related written assignments and projects; occupational math; business writing; and research papers and projects (MLA and APA). The center is open Monday through Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 4 p.m. Call 414-575-4647 for information.

Student Accommodation Services

Students with disabilities who require classroom accommodations, including test accommodations, notetaking services and sign language interpreters, should apply in Room A211 or call 414-571-4525.

Tutoring Services

Tutoring Services are provided to all MATC students. Services include notetaking, study groups, one-on-one tutoring and Supplemental Instruction. For information on tutoring, visit the Academic Support Center in Room A208 or call 414-575-4647.

Bulletin Boards

Permission to post notices on designated bulletin boards must be secured from the Student Life coordinator, Room A105, or the Administrative Office, Room A200.

Campus Card

Students may obtain their Campus Card in Room A106 during scheduled day and evening hours. Call 414-571-4715 for information.

Child Care

A child care facility is available to students at the Oak Creek Campus. For more information, contact the Child Care coordinator at 414-571-4690.

College Bookstore

The College Bookstore is located on the lower level of the Oak Creek Campus building, Room A101. Textbooks, basic student gift items, and MATC logo apparel are sold.

MasterCard, Visa and Discover credit cards are accepted. The College Bookstore hours are posted at matc.edu.

Dining Services

The cafeteria is located in Room A100. Students who buy or bring food are requested to eat in the cafeteria. Food and beverages are not to be transported from the cafeteria. Hours of operation: breakfast, lunch and dinner are served Monday through Thursday, 7:30 a.m.-2:30 p.m.; Friday, 7:30 a.m.-2 p.m.; Weekend College, continental breakfast only, 8-11:30 a.m.

Emergency Telephones

Oak Creek Campus has been equipped with several yellow emergency telephones located around the exterior of the buildings. The telephones bring you in contact with Public Safety personnel for assistance.

First Aid/Safety

Every effort will be made to provide first aid in case of an accident. All injuries, however slight, should be reported to the instructor or administrative personnel on duty. Accident reports must be completed.

Transportation and hospitalization costs are the responsibility of the student. All students are to observe the shop and safety laws and wear protective glasses and equipment according to federal, state and local laws. Safety policies are available for each shop and laboratory.

Library

The library is located in Room A202. The hours are posted. A complete list of library regulations and checkout procedures is available at the main desk. The library also provides a copying machine for a nominal fee. Campus Cards (Student IDs) are required to withdraw books.

Lockers

Students may use any locker except those reserved for a particular class. Students are responsible for the security of the contents of his or her locker, and should therefore obtain an adequate padlock. All locks must be removed at the end of the spring semester. Locks that remain on lockers after classes end will be removed and the contents of the lockers will be disposed of.

Parking

Parking areas are designated by signs posted at the entrance to the campus. Students may park in the following areas: Area B, Area C or Area K. Parking permits are required and are available from the cashier for a nominal fee. All vehicles require permits. No permit is required for parking bicycles, but they must be parked in the racks provided.

Student Life

The Oak Creek Student Senate is made up of representatives from each division on campus. The Student Senate schedules all-school events for the campus and makes recommendations to the administration for suggested campus improvements. For more information, contact the Student Life coordinator in Room A105.

Other student organizations approved to function on campus include:

- African-American Student Club
- Association of Information Technology Professionals (AITP)
- Criminal Justice Student Club
- Digitek Student Club
- Heating, Refrigeration and Air Conditioning Student Club
- International Student Club
- Oak Creek Student Senate
- Travel Marketing Club
- United Hispanic Association

Students are needed to cover Oak Creek Campus for the district student newspaper, *The Times*.

Student Services Division

The Student Services Division provides services for students through Student Services (Room A106) and Student Life (Room A109). These services include, but are not limited to, the following:

- Admissions
- Advising
- Alcohol, Tobacco and Other Drug Abuse Prevention Services
- Career Planning Workshops
- Child Care Services
- Family and Women's Resource Center
- Financial Aid
- GED/HSED Testing
- Legal Clinic
- Program Advising
- Registration
- Student Life (activities, organizations, student senate, IDs, student employment)
- Student Accommodation Services
- Transcripts
- Veterans' Information

Cooperation with referral agencies within the community is maintained to provide a comprehensive service.

WEST ALLIS CAMPUS

1200 S. 71st St. • West Allis, WI 53214-3110

414-456-5500 Fax: 414-456-5360

West Allis Campus Directory

	ROOM
Academic Support Center	249
Assessment	120
Campus Card (Student ID)	133
Career Planning	120
Cashier	114A
Children's Center	865 S. 72nd St.
College Bookstore	153
Counseling/Student Assistance Counseling (SAC)	120
Dining Services	121
Financial Aid	112
Library	213
Lost and Found	101
Public Safety	100
Registration	114
Student Accommodation Services	217
Student Life	133
Student Center	137
Student Senate	137B
Student Services	114
Switchboard	101
Tutoring	249
Veterans Information	112

Academic Support Services

Academic Support Center

The Academic Support Center, Room 249, includes Tutoring Services. The center offers assistance in computer application courses; computer-assisted instructional programs in medical terminology and nutrition; computer assisted math; instructional programs and videos; computer use; course-related written assignments and projects; occupational math; business writing; and research papers and projects (MLA or APA).

The center is open Monday through Thursday from 8 a.m. to 8 p.m., on Friday from 8 a.m. to 4:30 p.m., and during Weekend College periods only on Friday from 8 a.m. to 7 p.m. and Saturday from 8 a.m. to 2 p.m. Call 414-456-5334 for information. Hours are subject to change.

Student Accommodation Services

Students with disabilities who require classroom accommodations, including test accommodations, notetaking services and sign language interpreters, should apply in Room 217 or call 414-456-5352.

Tutoring Services

Tutoring Services are provided to all MATC students. Services include study groups, one-on-one tutoring and supplemental instruction. For information on tutoring, visit the Academic Support Center in Room 249 or call 414-456-5334.

Bulletin Boards

Bulletin boards are available in each of the buildings for posting information relative to students and student activities. Approval for posting must be secured from Student Life staff in Room 133.

Campus Card (Student ID)

Students may obtain their Campus Card in Room 133 during scheduled day and evening hours. Call 414-456-5304 for information.

Child Care

A child care facility is available for students at West Allis Campus. Contact the coordinator at 414-456-5419 for more information.

College Bookstore

The College Bookstore is located on the first floor at the south end of the main West Allis Campus building, Room 153. Textbooks, basic student supplies, gift items and MATC logo apparel are sold. MasterCard, Visa and Discover credit cards are accepted. College Bookstore hours are posted at matc.edu or call 414-456-5357.

Dining Services

The cafeteria is located in Room 121. Students who buy or bring food are requested to eat in the cafeteria. Food and beverages are not to be transported from the cafeteria. Hours of operation when classes are in session: Monday through Thursday, from 7:30 a.m. to 6:30 p.m.; Friday, from 7:30 a.m. to 2 p.m. There are no weekend hours.

Emergency Telephones

The West Allis Campus has been equipped with emergency telephones located in each classroom, in hallways, and around the exterior of the buildings. The telephones bring you in contact with Public Safety personnel for assistance.

First Aid/Safety

Every effort will be made to provide first aid in case of an accident.

All injuries, however slight, should be reported to the instructor or administrative personnel on duty. Accident reports must be completed. Transportation and hospitalization costs are the responsibility of the student. All students are to observe the shop and safety laws and wear protective glasses and equipment according to federal, state and local laws. Safety policies are available for each shop and laboratory.

Library

The Victor Schmitt Memorial Library is in Room 213. Library hours are posted. Call 414-456-5392 for more information. Your Campus Card (student ID) serves as your library card. A copy machine is available for a nominal charge.

Lockers

Lockers are available for student use. You are responsible for the security of the contents of your locker and must provide your own lock. Locks that remain on lockers at the close of the year will be removed and the contents of the lockers will be disposed of.

Parking

Day and evening student parking is available in designated lots near the campus. Parking permits are sold upon registration in Room 114A (cashier).

Student Life

A variety of services are offered to help students become a part of campus life and enhance the quality of their college experience.

The Student Center in Room 137 provides recreational space and a central location for Student Life staff (Room 133) to coordinate student programs including the following:

Athletics (Varsity and Intramurals)
Campus Cards
Diversity programs
Guest speakers
Housing
Legal Clinic
Recreational games
Social events
Student problems
Student publications

Student Organizations —
Association of Information Technology
Professionals (AITP)
Hispanic Cultural Association
International Association of Administrative
Professionals (IAAP)
International Students Club
Sigma Phi Sigma
Student Senate

Call 414-456-5304 for more information.

Student Services Division

The Student Services Division provides services for students through Registration, Counseling, Financial Aid, Academic Support, Student Life and Student Accommodations. These services include, but are not limited to, the following:

- Admissions information
- Academic Records
- Career Planning Workshops
- Cashier
- Financial Aid
- GED/HSED Testing
- Graduation information
- Parking permits
- Personal counseling
- Program advising/information
- Registration
- Student Accommodation Services
- Student Assistance Center
- Student Life (activities, organizations, student senate, IDs, UPass)
- Transcripts
- Tutoring
- Veterans' information

July 2009

JUNE							2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							
7	8	9	10	11	12	13							
14	15	16	17	18	19	20							
21	22	23	24	25	26	27							
28	29	30											

JULY							2009						
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MONDAY

27
July

TUESDAY

28
July

WEDNESDAY

29
July

If you are expecting courses from another college to transfer in, get that transcript and follow up with your program counselor.



THURSDAY **30**
July

FRIDAY **31**
July

SATURDAY 1 August	SUNDAY 2 August
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Aug. 2009

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MONDAY

3
August

TUESDAY

4
August

WEDNESDAY

5
August

Plagiarism means taking another person's words or ideas as your own. Be careful to always cite your source whether you quote directly or paraphrase.



THURSDAY

6
August

FRIDAY

7
August

SATURDAY

8
August

SUNDAY

9
August

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Aug. 2009

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MONDAY

10
August

TUESDAY

11
August

Mequon: New Student Orientations

WEDNESDAY

12
August

Mequon: New Student Orientations

Find study resources on campus. Find out where the labs, library, tutors, and other campus resources are located. Become familiar with your school!



THURSDAY

13
August

FRIDAY

14
August

SATURDAY

15
August

SUNDAY

16
August

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Aug. 2009

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MONDAY

17
August

August 17 -
September 4, 2009
District wide re-carding

TUESDAY

18
August

WEDNESDAY

19
August

The syllabus is a tentative course outline instructors give out the first day of class. Hang onto it the entire semester, it will help navigate you through the course.



THURSDAY

20
August

FRIDAY

21
August

SATURDAY

22
August

SUNDAY

23
August

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Aug. 2009

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MONDAY

24
August

TUESDAY

25
August

WEDNESDAY

26
August

16+ Week Semester Starts

*Sit near the front of the class to avoid distractions.
Take notes the first day of class, even if it is routine stuff
you think you already know.*



THURSDAY **27**
August

FRIDAY **28**
August

SATURDAY 29 August	SUNDAY 30 August
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Aug. 2009

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MONDAY

31
August

TUESDAY

1
September

WEDNESDAY

2
September

Evening Classes Start

*Study the hardest the first two weeks of the semester to set your study habits and stay ahead of the game.
Have you scoped out the campus library yet?
Don't wait until your first research paper is due.*



THURSDAY

3
September

FRIDAY

4
September

SATURDAY

5
September

SUNDAY

6
September

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Sept. 2009

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MONDAY

7

September

Labor Day — No Classes

TUESDAY

8

September

Mequon: Recruitment Day
(Clubs/Organizations)

Oak Creek: Senate Meeting,
Room A102, noon-1:00 p.m.

Oak Creek/West Allis:
Brewers Game

WEDNESDAY

9

September

Oak Creek: Club Recruitment
Day/Patio Picnic, 10:00 a.m.-
1:00 p.m., Brewers game in
the evening

West Allis: Club Recruitment
Days

Have you read your MATC e-mail recently? Remember, this is your primary official communication from school.



THURSDAY

10
September

West Allis: Club Recruitment Days

West Allis: Lecture series (speakers to be announced)
Room 107/117

FRIDAY

11
September

Weekend College Starts

West Allis: Club Recruitment Days

SATURDAY

12
September

SUNDAY

13
September

Sept. 2009

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MONDAY

14
September

TUESDAY

15
September

West Allis: Senate Barbeque

WEDNESDAY

16
September

West Allis: Senate Elections

Meet with your instructors during their assigned office hours before your first big test. This shows you are committed to performing well in the class.



THURSDAY **17**
September

_____ Constitution Day (activity at each campus)

_____ **Oak Creek:** Coffee Break, Constitution Day, Lower Atrium Area, 9:30-10:30 a.m.

FRIDAY **18**
September

_____ Application deadline for ASACC fall conference

_____ Adult Only Boat Cruise, 7:00-9:00 p.m. (Mardi Gras Theme)

SATURDAY 19 September	SUNDAY 20 September
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Family Boat Cruise, 5:00-7:00 p.m. Adult Only Boat Cruise, 7:30-9:30 p.m.	

Sept. 2009

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MONDAY

21
September

TUESDAY

22
September

WEDNESDAY

23
September

Oak Creek: Senate Meeting,
Room E114, noon-1:00 p.m.

West Allis: BadgerCare+
enrollment, Room 107,
by appointment.
Call Diane, 414-456-5448.

*Apply for scholarships now. The deadline is October 15.
Don't wait until the last minute to ask your instructors
for a letter of recommendation.*



THURSDAY

24
September

FRIDAY

25
September

SATURDAY

26
September

SUNDAY

27
September

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Sept. 2009

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MONDAY

28
September

TUESDAY

29
September

Mequon: Welcome Back BBQ

WEDNESDAY

30
September

Block out specific times each day to study. The best times to study are right before and right after class. Don't wait until the last minute and try to cram for tests.



THURSDAY **1**
October

FRIDAY **2**
October

SATURDAY 3 October	SUNDAY 4 October
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West Allis: Leadership Ropes Course	

Oct. 2009

SEPTEMBER 2009						
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MONDAY

5
October

TUESDAY

6
October

**Oak Creek: Senate Meeting,
Room A102, V.P. invited**

WEDNESDAY

7
October

*Turn off your cell phone and don't text message in class.
Remember, if you miss class or you don't pay attention,
you do, indeed, miss important material.*



THURSDAY

8
October

West Allis: Clubs Breakfast
with Campus V.P.

FRIDAY

9
October

SATURDAY

10
October

SUNDAY

11
October

Fright Fest, 10:00 a.m.-8:00 p.m.

Oct. 2009

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MONDAY

12
October

TUESDAY

13
October

Mequon: Blood drive

West Allis: Blood Drive, Room
107, 9:00 a.m.-2:00 p.m.

WEDNESDAY

14
October

Oak Creek: Coffee Break,
Library, 9:30-10:30 a.m.

*When taking an exam always read and follow directions!
Answer the easy questions first. Mark the difficult questions
and return to them later.*



THURSDAY

15
October

Oak Creek: Clubs Advisors
Meeting, Room A102

FRIDAY

16
October

October 16-17, 2009
WSG Board Meeting,
La Crosse

SATURDAY

17
October

SUNDAY

18
October

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Oct. 2009

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MONDAY

19
October

TUESDAY

20
October

WEDNESDAY

21
October

End of Quarter

Oak Creek: Senate Meeting,
Room E114, noon-1:00 p.m.

Oak Creek: Shoo the Flu
Shots, Room A200E, 11:00
a.m.-1:00 p.m.

West Allis: Lecture series,
Room 107/117

Tutoring is not a bad thing! Get help early before the academic damage is irreversible.



THURSDAY

22
October

Second Quarter Starts

FRIDAY

23
October

ASACC Conference,
Washington D.C.

SATURDAY

24
October

SUNDAY

25
October

Make an appointment with your faculty advisor to discuss your academic plan and career goals and to choose your classes for Spring semester.



THURSDAY

29
October

Mequon: Pumpkin carving contest

FRIDAY

30
October

October 30-
November 1, 2009
District Leadership
Retreat

Mequon: Pumpkin carving contest

SATURDAY

31
October

SUNDAY

1
November

Nov. 2009

OCTOBER							2009			
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MONDAY

2
November

TUESDAY

3
November

**Oak Creek: Senate Meeting,
Room A102, noon-1:00 p.m.**

WEDNESDAY

4
November

Your listening skills, note taking, and ability to manage your study sessions will be prime determinations of your success in college.



THURSDAY

5
November

FRIDAY

6
November

Oak Creek: Possible Noche Hispana Event

SATURDAY

7
November

SUNDAY

8
November

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Nov.
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MONDAY

9
November

TUESDAY

10
November

WEDNESDAY

11
November

Oak Creek: Senate Meeting,
Room E114, noon-1:00 p.m.

Register early for the Spring semester to ensure you get the classes you want. Plan an alternate schedule, as the classes you want may be filled.



THURSDAY **12**
November

FRIDAY **13**
November

November 13-14, 2009
WSG Meeting

West Allis: Campus Night at
the Movies

SATURDAY 14 November	SUNDAY 15 November
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Nov. 2009

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MONDAY

16
November

TUESDAY

17
November

Oak Creek: Coffee Break,
ECAM, 9:30-10:30 a.m.

WEDNESDAY

18
November

Oak Creek: Lunch with V.P.,
Lecture Hall (all clubs
invited), 11:30 a.m.-1:00 p.m.

West Allis: Lecture series,
Room 107/117

*Make flash cards and review them several times a day, or
tape record your lectures and notes and listen to them
during your commute.*



THURSDAY **19**
November

West Allis: AITP Life After
MATC Luncheon
Lunch with Campus V.P.,
Room 107/117

FRIDAY **20**
November

November 20, 2009
PTK/NTHS Induction
Ceremony

<p>SATURDAY 21 November</p>	<p>SUNDAY 22 November</p>
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Nov.
2009

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DECEMBER							2009		
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MONDAY

23
November

TUESDAY

24
November

WEDNESDAY

25
November

No Evening Classes

*Set your deadline for assignments a day or two
in advance of the actual due date.*



THURSDAY	26 November
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No Day or Evening Classes

FRIDAY	27 November
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No Day or Evening Classes

SATURDAY	SUNDAY
28 November	29 November

Nov.
2009

OCTOBER							2009		
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DECEMBER							2009						
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MONDAY

30
November

TUESDAY

1
December

Oak Creek: Coffee Break,
Holiday Cake, T&I Area, 9:30-
10:30 a.m.

WEDNESDAY

2
December

West Allis: BadgerCare+
enrollment, Room 107,
by appointment.
Call Diane, 414-456-5448.

Avoid long lines — use INFOnline registration whenever possible. Find your classrooms ahead of time so you know right where to go on the first day of class.



THURSDAY **3**
December

FRIDAY **4**
December

SATURDAY 5 December	SUNDAY 6 December
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Oak Creek: Breakfast with Santa, Cafeteria, 9:00 a.m.-noon	Honors Program
West Allis: Children's Holiday Party, 1:00-3:00 p.m.	Oak Creek/West Allis: Christmas Carol Matinee performance at Pabst Theater

Dec. 2009

NOVEMBER 2009						
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DECEMBER 2009						
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JANUARY 2010						
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MONDAY

7
December

TUESDAY

8
December

WEDNESDAY

9
December

*If possible, study during the daytime when you are fresher.
Use short periods of time during your day to review.*



THURSDAY

10
December

FRIDAY

11
December

SATURDAY

12
December

SUNDAY

13
December

Mequon: Breakfast with Santa

Oak Creek: Christmas Carol Play

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Dec.
2009

NOVEMBER 2009						
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DECEMBER 2009						
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JANUARY 2010						
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MONDAY

14
December

Mequon: Exam week snacks

TUESDAY

15
December

Mequon: Exam week snacks

WEDNESDAY

16
December

Mequon: Exam week snacks

Memorize from General to Specific: Study the big picture, then learn the details. Highlight key ideas in your textbooks and outlines. Pay special attention to bolded words or phrases.



THURSDAY

17
December

Commencement
Ceremony

Mequon: Exam week snacks

FRIDAY

18
December

Application deadline for
WSG spring conference

Mequon: Exam week snacks

SATURDAY

19
December

SUNDAY

20
December

Weekend College Ends

Winter Break through January 18

Dec. 2009

NOVEMBER 2009						
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DECEMBER 2009						
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30						

MONDAY

21

December

Evening Classes End

End of Quarter and/or
16+ Week Semester

TUESDAY

22

December

WEDNESDAY

23

December

College students who get a good night sleep are more alert, focused, and learn easier than those who are sleep deprived.



THURSDAY

24
December

FRIDAY

25
December

SATURDAY

26
December

SUNDAY

27
December

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Dec. 2009

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DECEMBER 2009						
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MONDAY

28
December

TUESDAY

29
December

WEDNESDAY

30
December

Setting goals is important. S.M.A.R.T. goals are Specific, Measurable, Achievable, Realistic, and Timely.



THURSDAY **31**
December

FRIDAY **1**
January

SATURDAY 2 January	SUNDAY 3 January
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Jan. 2010

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JANUARY 2010						
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FEBRUARY 2010						
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28						

MONDAY

4
January

TUESDAY

5
January

WEDNESDAY

6
January

*Make an appointment to see a Financial Aid Specialist
and apply early for next Fall.*



THURSDAY

7
January

FRIDAY

8
January

SATURDAY

9
January

SUNDAY

10
January

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Jan. 2010

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JANUARY							2010	
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FEBRUARY							2010	
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28								

MONDAY

11
January

TUESDAY

12
January

WEDNESDAY

13
January

Use this planner to help you stay organized and make sure you meet deadlines. It is a great tool to improve time management. Don't leave home without it!



THURSDAY

14
January

FRIDAY

15
January

SATURDAY

16
January

SUNDAY

17
January

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Jan. 2010

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FEBRUARY							2010	
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28								

MONDAY

18
January

Martin Luther King, Jr. Day
— No Classes

TUESDAY

19
January

WEDNESDAY

20
January

16+ Week Semester Starts

How you present yourself in the classroom can make a lasting impression on the instructor. Be on time and make sure your instructors know your name.



THURSDAY **21**
January

FRIDAY **22**
January

January 22-23, 2010
WSG Meeting, Madison

SATURDAY 23 January	SUNDAY 24 January
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Jan. 2010

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FEBRUARY							2010	
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28								

MONDAY

25
January

TUESDAY

26
January

WEDNESDAY

27
January

Your instructors can provide feedback about how to take the most successful notes in their course and help you understand and remember the class material better.



THURSDAY

28
January

Evening Classes Start

FRIDAY

29
January

Application deadline for
ASACC spring conference

SATURDAY

30
January

SUNDAY

31
January

Feb. 2010

JANUARY							2010	
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FEBRUARY							2010	
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MONDAY

1
February

TUESDAY

2
February

Mequon: Student Senate
recruitment

WEDNESDAY

3
February

Oak Creek: Senate Meeting,
Room A102, noon-1:00 p.m.,
V.P. invited

*Don't drop a course at the first sign of trouble.
Doing so too often can negatively impact your future.
Ask the instructor or a tutor for help.*



THURSDAY

4
February

Oak Creek: Club Recruitment Day (Soup and Salad), Lower Atrium, 10:00 a.m.-1:00 p.m.

FRIDAY

5
February

SATURDAY

6
February

SUNDAY

7
February

Feb. 2010

JANUARY							2010						
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MARCH							2010						
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MONDAY

8
February

TUESDAY

9
February

WEDNESDAY

10
February

Oak Creek: Black History Luncheon Celebration, Lecture Hall A, 11:00 a.m.-1:00 p.m.

West Allis: Lecture series (speaker to be announced), Room 107/117

*Apply early for financial aid for the Summer semester.
The Financial Aid application for summer classes must be
returned to the Financial Aid office.*



THURSDAY

11
February

Oak Creek: Coffee Break, ESL
Area, 9:30-10:30 a.m.

FRIDAY

12
February

SATURDAY

13
February

SUNDAY

14
February

Feb. 2010

JANUARY							2010	
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FEBRUARY							2010	
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MARCH							2010	
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MONDAY

15
February

TUESDAY

16
February

Mequon: Lunch with VP,
Student Services

Oak Creek: Senate Meeting,
Room E114, noon-1:00 p.m.

WEDNESDAY

17
February

Get involved in clubs and organizations to enhance your leadership opportunities and your resume. Learning takes place outside the classroom too!



THURSDAY	18 February
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	No day classes

FRIDAY	19 February
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	Oak Creek: Winter Carnival Night, Open Mic (Casino Activities)

SATURDAY	20 February	SUNDAY	21 February
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	February 21-23, 2010 WSG Conference, Madison
West Allis: Night at the Movies	

Feb. 2010

JANUARY							2010	
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FEBRUARY							2010	
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MARCH							2010	
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MONDAY

22

February

TUESDAY

23

February

WEDNESDAY

24

February

West Allis: BadgerCare+ enrollment, Room 107, by appointment. Call Diane, 414-456-5448.

*Plan to spend three hours per week per credit studying.
Read ahead whenever possible. Prepare for each class
as if there will be a pop quiz.*



THURSDAY **25**
February

FRIDAY **26**
February

SATURDAY 27 February	SUNDAY 28 February
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Mar. 2010

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MARCH							2010						
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MONDAY

1
March

TUESDAY

2
March

Oak Creek: Coffee Break,
ASC, 9:30-10:30 a.m.

WEDNESDAY

3
March

Oak Creek: Senate Meeting,
Room A102, noon-1:00 p.m.

Attend Transfer Day if your plans are to transfer to a four-year university. Many area colleges and universities will be on campus for you to gather information.



THURSDAY

4
March

FRIDAY

5
March

SATURDAY

6
March

SUNDAY

7
March

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Mar. 2010

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MARCH							2010						
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APRIL							2010							
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MONDAY

8
March

TUESDAY

9
March

WEDNESDAY

10
March

West Allis: Lecture series,
Room 107/117

*Attend a Job Fair on campus, check out the JOBshop website,
or contact your school's Student Employment Office.
Update your resume now
and be prepared for that summer job.*



THURSDAY

11
March

FRIDAY

12
March

SATURDAY

13
March

SUNDAY

14
March

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Mar. 2010

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MONDAY

15
March

TUESDAY

16
March

Oak Creek: Senate Meeting,
Room E114, noon-1:00 p.m.

WEDNESDAY

17
March

Oak Creek: V.P. Luncheon,
Lecture Hall A (all clubs
invited), 11:30 a.m.-1:00 p.m.

Apply for scholarships now. Don't wait until the last minute
to ask your instructors for a letter of recommendation.
The deadline is April 15.



THURSDAY **18**
March

End of Quarter

FRIDAY **19**
March

March 19-23, 2010
ASACC conference,
Washington D.C.

SATURDAY 20 March	SUNDAY 21 March
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Mar. 2010

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MONDAY

22
March

TUESDAY

23
March

WEDNESDAY

24
March

West Allis: BadgerCare+ enrollment, Room 107, by appointment. Call Diane, 414-456-5448.

*Study the hardest subjects first when you are fresh.
Putting them off until you are tired compounds the problem.*



THURSDAY

25
March

FRIDAY

26
March

PTK/NTHS Induction
Ceremony

Oak Creek: EXCEL
applications deadline

SATURDAY

27
March

SUNDAY

28
March

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Mar. 2010

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MONDAY

29
March

TUESDAY

30
March

WEDNESDAY

31
March

Oak Creek: Senate Meeting,
Room A102, noon-1:00 p.m.

Make an appointment with your faculty advisor to discuss your academic plan and career goals and to choose your classes for Summer and Fall semesters. Remember, faculty advisors may not be on campus in summer.



THURSDAY

1
April

FRIDAY

2
April

Spring Break through April 9

SATURDAY

3
April

SUNDAY

4
April

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Apr. 2010

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MONDAY

5
April

TUESDAY

6
April

WEDNESDAY

7
April

What irritates instructors? Not going to class, sleeping in class, excuses, and failure to meet deadlines.



THURSDAY **8**
April

FRIDAY **9**
April

SATURDAY 10 April	SUNDAY 11 April
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Apr. 2010

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MONDAY

12
April

TUESDAY

13
April

Oak Creek: Senate Meeting,
Room E114, noon-1:00 p.m.

WEDNESDAY

14
April

Your regular study space should be as quiet and comfortable as possible and large enough to have easy access to everything you need for studying.



THURSDAY

15
April

FRIDAY

16
April

SATURDAY

17
April

SUNDAY

18
April

Grand Ball

Apr. 2010

MARCH							2010						
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MONDAY

19
April

TUESDAY

20
April

WEDNESDAY

21
April

Oak Creek: EXCEL Ceremony,
Lecture Hall,
11:30 a.m.-1:00 p.m.

West Allis: Club Honors,
Business Awards and Campus
V.P. Luncheon, Room 107/117

*Register early for Summer and Fall semesters
to get the classes you want.*



THURSDAY

22
April

Earth Day

Oak Creek: Possible Earth
Day Activity

FRIDAY

23
April

April 23-24, 2010
WSG Meeting, Green Bay

SATURDAY

24
April

SUNDAY

25
April

Apr.
2010

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MONDAY

26
April

TUESDAY

27
April

WEDNESDAY

28
April

Oak Creek: Senate Meeting,
Room A102, noon-1:00 p.m.

West Allis: BadgerCare
enrollment, Room 107,
by appointment.
Call Diane, 414-456-5448.

Taking college courses is both an in-class and out-of-class time commitment.



THURSDAY	29 April
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Oak Creek: Honors Luncheon,
Lecture Hall, 11:30 a.m.-1:00
p.m.

FRIDAY	30 April
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Arbor Day

SATURDAY	1 May	SUNDAY	2 May
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Senate Banquet Dinner

Honors Program

May 2010

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MONDAY

3
May

TUESDAY

4
May

Mequon: Club Recognition Day

WEDNESDAY

5
May

*Studying is hard stuff. Take short breaks
to allow your brain to process and retain information.
Go outside and take a brisk walk.*



THURSDAY

6
May

West Allis: Campus Faculty
and Staff Appreciation Day

FRIDAY

7
May

SATURDAY

8
May

SUNDAY

9
May

May 2010

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MONDAY

10
May

TUESDAY

11
May

**Mequon: Appreciation Day
BBQ**

WEDNESDAY

12
May

Gallons of coffee and cola are not the way to survive final exams. Be good to yourself, get plenty of sleep and exercise and eat well to maintain your energy.



THURSDAY

13
May

FRIDAY

14
May

SATURDAY

15
May

SUNDAY

16
May

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May 2010

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MONDAY

17
May

Mequon: Exam week snacks

TUESDAY

18
May

Mequon: Exam week snacks

WEDNESDAY

19
May

Mequon: Exam week snacks

*Congratulations on your progress!
Graduation is this week.*



THURSDAY

20
May

Commencement
Ceremony

Mequon: Exam week snacks

FRIDAY

21
May

End of 15-Week Semester

End of Quarter and/or
16+ Week Semester

Spring Graduation

Mequon: Exam week snacks

SATURDAY

22
May

SUNDAY

23
May

May 2010

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MONDAY

24
May

TUESDAY

25
May

WEDNESDAY

26
May

Calendar Planning Meeting

West Allis: BadgerCare+ enrollment, Room 107, by appointment.
Call Diane, 414-456-5448.

Take a summer class or two to lighten your load during the Fall and Spring semesters. Be prepared! The Summer semester is half as long, so plan accordingly.



THURSDAY **27**
May

FRIDAY **28**
May

SATURDAY 29 May	SUNDAY 30 May
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May 2010

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MONDAY

31
May

TUESDAY

1
June

WEDNESDAY

2
June

*Have you checked your grades online?
Check your program plan for accuracy too!*



THURSDAY

3
June

FRIDAY

4
June

SATURDAY

5
June

SUNDAY

6
June

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June 2010

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MONDAY

7
June

TUESDAY

8
June

WEDNESDAY

9
June

*It is human to lose your motivation from time to time.
Spend time reflecting on why your goal is meaningful
to you. Make a decision to take one step at a time
toward your goal.*



THURSDAY

10
June

FRIDAY

11
June

SATURDAY

12
June

SUNDAY

13
June

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June 2010

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MONDAY

14
June

TUESDAY

15
June

WEDNESDAY

16
June

*Make exercise a habit and keep up with it all year round.
Eat plenty of fruits and vegetables and drink lots of water.*



THURSDAY **17**
June

FRIDAY **18**
June

SATURDAY 19 June	SUNDAY 20 June
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June 2010

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MONDAY

21
June

TUESDAY

22
June

WEDNESDAY

23
June

*Do some volunteer work or get involved in service learning.
It is a great way to build your resume and gain practical
experience, plus it feels good to help others.*



THURSDAY **24**
June

FRIDAY **25**
June

SATURDAY 26 June	SUNDAY 27 June
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June 2010

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MONDAY

28
June

TUESDAY

29
June

WEDNESDAY

30
June

*Have you registered for Fall semester?
If not, better hurry, classes are filling up fast!*



THURSDAY

1
July

FRIDAY

2
July

SATURDAY

3
July

SUNDAY

4
July

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July 2010

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MONDAY

5
July

TUESDAY

6
July

WEDNESDAY

7
July

Becoming successful is all up to you. Set your priorities, get motivated, and have a positive attitude.



THURSDAY

8
July

FRIDAY

9
July

SATURDAY

10
July

SUNDAY

11
July

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July 2010

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MONDAY

12
July

TUESDAY

13
July

WEDNESDAY

14
July

As a successful student you are better equipped to reach your goals and find a great job or transfer to a four-year institution.



THURSDAY

15
July

FRIDAY

16
July

SATURDAY

17
July

SUNDAY

18
July

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MONDAY

19
July

TUESDAY

20
July

WEDNESDAY

21
July

Control your own time. Don't let your friends set your schedule. Surround yourself with people interested in doing well in school.



THURSDAY

22
July

FRIDAY

23
July

SATURDAY

24
July

SUNDAY

25
July

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July 2010

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MONDAY

26
July

TUESDAY

27
July

WEDNESDAY

28
July

*Part-time jobs are better for most full-time students.
Find a job with flexible hours during the semester.*



THURSDAY

29
July

FRIDAY

30
July

SATURDAY

31
July

SUNDAY

1
August

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Aug. 2010

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MONDAY

2
August

TUESDAY

3
August

WEDNESDAY

4
August

“There is nothing like a dream to create the future.”
— Victor Hugo



THURSDAY

5
August

FRIDAY

6
August

SATURDAY

7
August

SUNDAY

8
August

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MONDAY

9
August

TUESDAY

10
August

WEDNESDAY

11
August

“I have discovered in life that there are ways of getting almost anywhere you want to go, if you really want to go.”
— Langston Hughes



THURSDAY

12
August

FRIDAY

13
August

SATURDAY

14
August

SUNDAY

15
August

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MATC VISION

Milwaukee Area Technical College (MATC) is committed to being a world-class educational institution that empowers students, faculty, and staff to realize their potential.

MATC MISSION

MATC is a publicly supported, comprehensive higher education institution committed to increasing the potential and productivity of the people in its district through the delivery of high-quality instruction and programs that are consistent with current and emerging educational and labor market needs. General Education is an integral part of MATC programs, and provides the knowledge and conceptual abilities that college-educated adults must have to achieve in occupational skills training and to perform more effectively in a demanding, complex world.

EDUCATIONAL AND TRAINING INITIATIVES IN SUPPORT OF THE MATC MISSION

As outlined in the Wisconsin Statutes, Section 38.001, the MATC District Board endorses the following educational and training initiatives in support of this mission as determined by community needs and financial capabilities:

- a. Occupational programs and courses to prepare students for entry or reentry into the job market or to pursue further education.
- b. Education, training, and retraining to maintain employability in a technically changing workplace.
- c. Liberal Arts and Sciences courses to complement occupationally specific instruction and to provide a transfer option for those who choose to pursue further education at an upper-division college or university.
- d. Developmental education in basic skills where necessary for effective participation in occupational training, employment, and further higher education.
- e. Coordination, cooperation, and contracting with business; industry; labor; elementary, secondary, and higher education; and governmental agencies to provide educational opportunities to residents of the district.
- f. Education programs and technical assistance to support the economic development efforts within the district.
- g. Opportunities for personal, civic, and multicultural enrichment through courses and activities to improve the quality of life for residents of the district.
- h. Flexible instructional delivery systems designed to meet the unique and changing needs of the learner.
- i. Programs that create an understanding of the global economy and enhance the international competitiveness of the district's business and industry.

MATC is committed to providing the highest quality educational opportunities for all of the citizens of the district. Further, it is dedicated to providing a diverse and well-trained workforce for the community. Through close collaboration with educational institutions, the public and private sectors, labor, and community organizations, MATC will provide leadership in efforts to educate all of its citizens. MATC is committed to being the licensee for WMVS-TV, Channel 10, and WMVT-TV, Channel 36, as nonprofit educational and public television stations serving the people of southeastern Wisconsin.

MATC will maintain an institutional environment which: champions diversity; promotes student well-being; facilitates and encourages learning and multicultural understanding; provides an atmosphere where students and staff value quality education; mirrors the ethnic and gender composition of the community; and creates public understanding of and commitment to MATC and its value to the community.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION COMMITMENT

MATC's commitment to equal opportunity in admissions, educational programs, and employment policies assures that all individuals are included in the diversity that makes the college an exciting institution. MATC does not discriminate against qualified individuals in employment or access to courses, programs, or extracurricular activities on the basis of race, color, national origin, ancestry, religion, creed, sex, sexual orientation, age, disability, pregnancy, marital status, parental status, or other protected class status. The lack of English skills shall not be a barrier to admission or participation in any MATC program or service.

MATC will comply fully with state and federal Equal Opportunity and Affirmative Action laws, executive orders, and regulations. Direct questions concerning application of this policy to the Affirmative Action office, 700 West State Street, Milwaukee, Wisconsin 53233-1443, telephone 414-297-6528.

It is the policy of Milwaukee Area Technical College to provide reasonable accommodations for students with disabilities who apply for admission to the college (see Discrimination Against Individuals With Disabilities policy C0203). The exceptions to providing accommodation are if doing so would (1) cause undue hardship or (2) pose a direct threat to the health and safety of others at MATC. MATC will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity and access to programs and services for students with disabilities. Reasonable accommodations will be provided in a timely and cost-effective manner. Access shall not be denied because of the need to make reasonable accommodations to an individual with a disability.

Rev. 6/2000

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MATC



MATC

CHANGE

DREAM

Imagine.