

Surgical Technology

guitar

Mechanical Design NURSING  
Electronics  
Cosmetology  
Accounting  
Professional Business Human  
Marketing  
Criminal Justice

STUDENT

HANDBOOK

2014-2015

Dental Assistant  
Graphic Communications

Aer  
Sul  
Interior Des  
Mark  
Electro  
EMT

www.gtc.edu

Interior Design

CULINARY ARTS Horticulture  
Graphic Communications

Medical Assistant  
Horticulture

Early Childhood Education NURSING  
Mechanical Design  
Automotive Technology  
Criminal Justice  
Electronics  
Cosmetology  
Accounting  
Interior Design  
Horticulture

Accounting  
Marketing  
Graphic Communications  
COMMUNITY QUERQUACY TECHNICIAN  
Nursing  
Professional Communications  
Human Service Associate  
Business Management

Aero  
Surgie



Land Survey Technician



# STAY CONNECTED

Keep up with what's happening at Gateway!

Follow Gateway on Facebook  
and receive our tweets on Twitter.

Campus updates, student activities announcements,  
special events, and much more will be posted for  
students via student e-mail, Facebook,  
Twitter and YouTube.



## Events worth texting about!

Performers, multicultural events, films,  
and more coming to your campus  
in 2014-15!





2014-2015  
Student Handbook

**This handbook belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

# Welcome to Gateway



On behalf of the Gateway Technical College District Board of Trustees, the president, faculty and staff, welcome to Gateway Technical College. The Gateway community is very pleased that you have chosen Gateway as the place to pursue your academic, personal, or career goals. We hope you will stay involved in your college as a student, a graduate, and a proud alum!

This student handbook provides an in-depth review of the policies and procedures that are important to you as a Gateway Technical College student. Please take time

to carefully review the handbook as the information provided will aid in your success at Gateway Technical College.

Our student success division has a team of experts ready to assist you as you navigate your educational journey at Gateway, so please call on us whenever you need assistance.

Best wishes for a successful college experience.

A large, stylized handwritten signature in black ink, appearing to read 'John Thibodeau'.

**Dr. John Thibodeau**  
Assistant Provost/Vice President  
Institutional Effectiveness &  
Student Success

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# 2014-2015 Academic Calendar

## Summer 2014 (May 12 – August 23)

May 12	First Day of Summer Semester
May 26	Holiday – College Closed
July 4	Holiday – College Closed
August 23	Last Day of Summer Semester

## Fall 2014 (September 2 – December 13)

September 1	Holiday – College Closed
September 2	First Day of Fall Semester
September 24	Employee Learning Day – No Classes
November 27-29	Holiday – College Closed
December 13	Last Day of Fall Semester
December 18 (tentative)	Graduation
December 24 – January 1	Winter Recess – College Closed

## Spring 2015 (January 12 – May 2)

January 12	First Day of Spring Semester
January 19	Martin Luther King, Jr. Day – No Classes
March 9 – 14	Spring Break – No Classes
April 3 – 6	Holiday – College Closed
May 2	Last Day of Spring Semester
May 19 (tentative)	Graduation



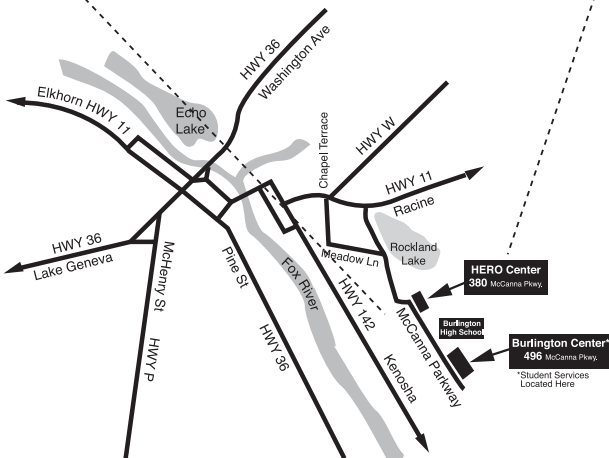
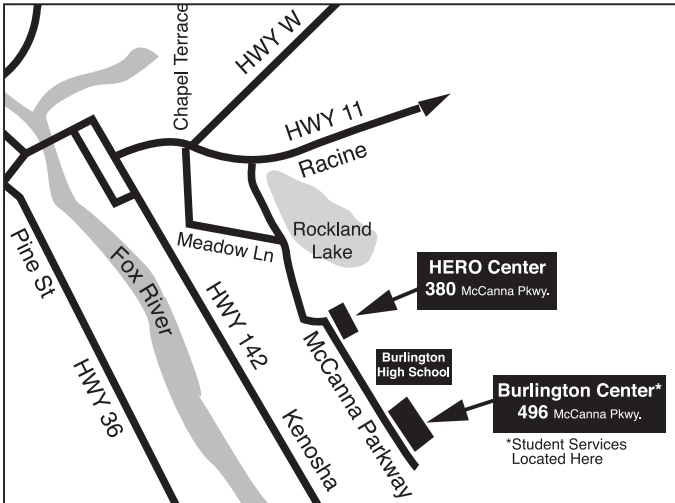
## Burlington Center

496 McCanna Parkway  
Burlington, WI 53105-3622



## HERO Center

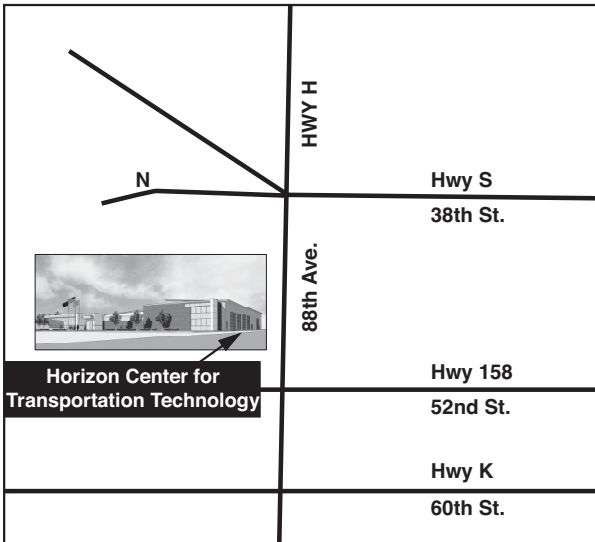
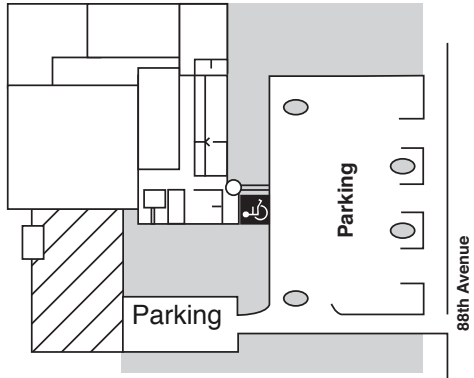
380 McCanna Parkway  
Burlington, WI 53105-3622







**Horizon Center for  
Transportation Technology**  
4940 - 88th Avenue  
Kenosha, WI 53144-7467





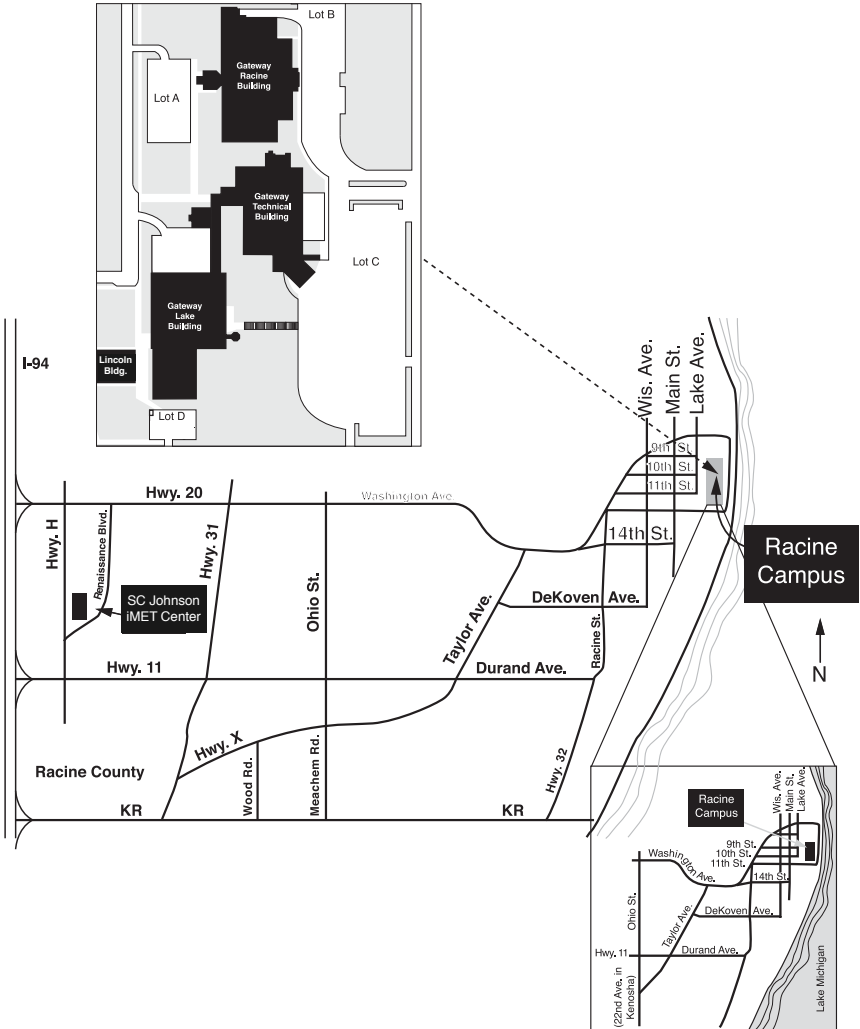
## SC Johnson iMET - Integrated Manufacturing & Engineering Technology

2320 Renaissance Blvd.  
Sturtevant, WI 53177



## Racine Campus

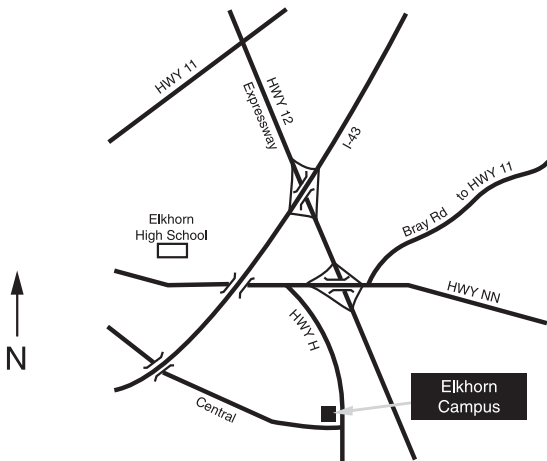
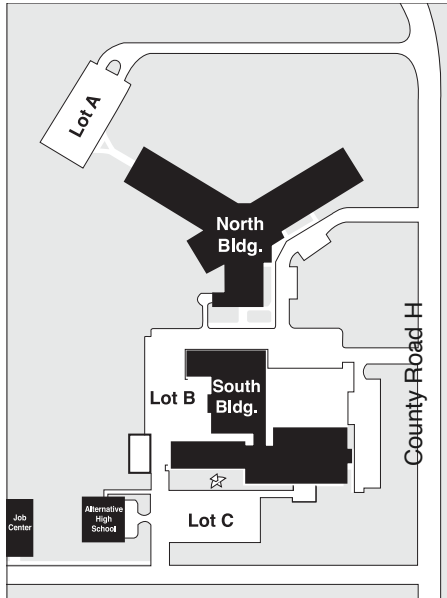
1001 South Main Street  
Racine, WI 53403





# Elkhorn Campus

400 County Road H  
Elkhorn, WI 53121-2046





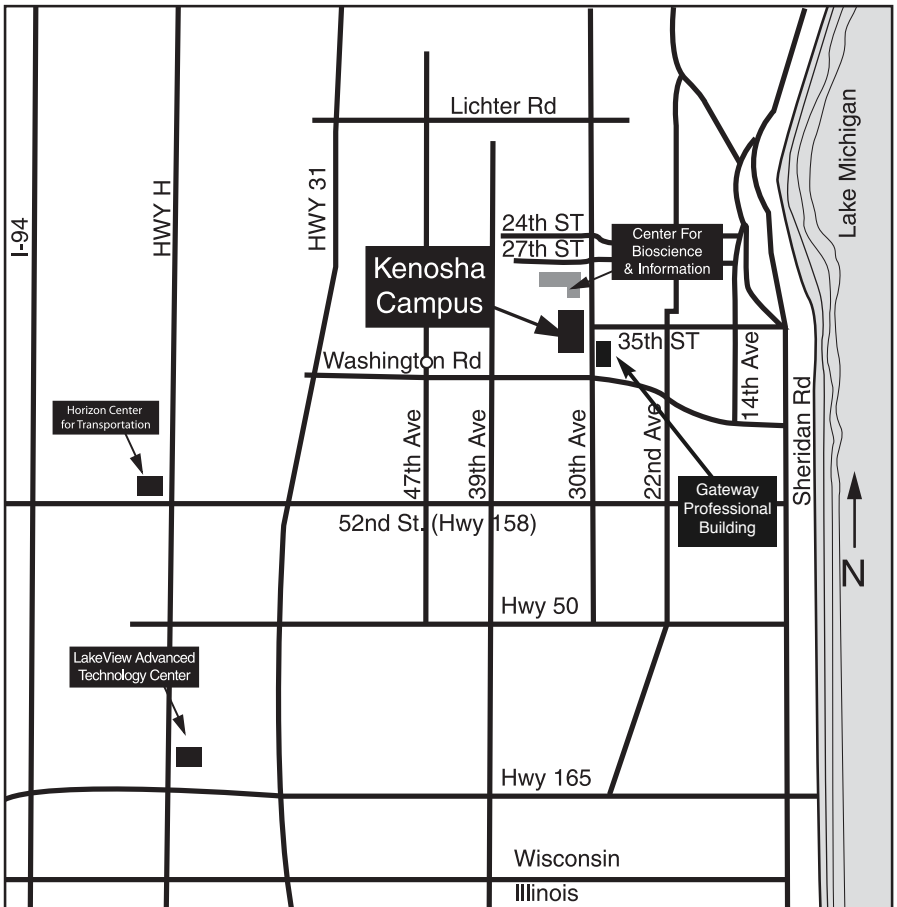
**Kenosha Campus**  
 3520 - 30th Avenue  
 Kenosha, WI 53144-1690



**Center for Bioscience & Information Technology**  
 3520 - 30th Avenue  
 Kenosha, WI 53144-1690



**LakeView Advanced Technology Center**  
 9449 - 88 Ave (Hwy H)  
 Pleasant Prairie, WI 53158



# Gateway Vision and Mission Statements

## College Vision

We are the community technical college of choice for academic achievement, occupational advancement, and personal development.

## College Mission

We collaborate to ensure economic growth and viability by providing education, training, leadership, and technological resources to meet the changing needs of students, employers, and communities.

# Student Success Vision and Mission Statements

## Student Success Vision

Students confidently navigate their educational journey through meaningful connections with staff and recognize the Student Success Division as a welcoming and caring partner in their development.

## Student Success Mission

We assist and support students by providing information and services to help them achieve their academic and career goals.

# Core Abilities

## Philosophy of Core Abilities

We believe students need both technical knowledge and skills and core abilities in order to succeed in careers and in life. Our nine (9) core abilities are the general attitudes and skills essential for every successful graduate. Our faculty promotes the development of these core abilities through learning experiences in all Gateway Technical College courses. We continually assess our students' learning in these areas to improve the general component of a Gateway Technical College education.

1. Act responsibly.
2. Communicate clearly and effectively.
3. Demonstrate essential computer skills.
4. Demonstrate essential mathematical skills.
5. Develop job-seeking skills.
6. Respect self and others as members of a diverse society.
7. Think critically and creatively.
8. Work cooperatively.
9. Value learning.

## Atención

Si usted necesita asistencia en Español, por favor de llamar a:

- Linda Badillo: 262-564-2660
- Maria Perez: 262-619-6328
- Rosalva Santana: 262-619-6612

Gateway es un empleador; programa, y educador con derechos/opportunidades iguales.

## Accreditation

All Gateway campuses are fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Wisconsin Technical College System Board has approved Gateway as a self-governing district. Associate of Applied Science degrees, technical diplomas, advanced technical certificates, and Adult High School diplomas are granted.



## Academic Year

Gateway's academic year is made up of three 15-week semesters with specified vacation periods. Individual programs may schedule courses within one, two (usually fall and spring), or all three of these semesters. Gateway's academic year begins with the Summer semester. Summer semester begins in May and ends in August. Fall semester begins in September and ends in December. Spring semester begins in January and ends in May. Most courses are scheduled for the full length of the semester.

# Phone Numbers to Know

Student Services Contact Center..... 800-247-7122

## Burlington Center

Adult Learning Center ..... 767-5090

Emergencies/Accidents/Injury.....741-8208 or 911

Tech Central - Technology Support..... 564-3695

## Elkhorn Campus

Adult Learning Center ..... 741-8184

Emergencies/Accidents/Injury.....741-8208 or 911

Learning Success Center ..... 741-8020

Student Government..... 741-8082

Tech Central - Technology Support..... 564-3695

## Kenosha Campus

Adult Learning Center ..... 564-2796

Emergencies/Accidents/Injury.....564-2208 or 911

Learning Success Center ..... 564-2006

Student Government..... 564-2797

Tech Central - Technology Support..... 564-3695

## Racine Campus

Adult Learning Center ..... 619-6218

Emergencies/Accidents/Injury.....619-6208 or 911

Learning Success Center ..... 619-6216

Student Government..... 619-6120

Tech Central - Technology Support..... 564-3695

# Building Hours

Elkhorn Campus: Monday-Friday 7:00 a.m. – 10:00 p.m.  
Saturday 7:00 a.m. – 2:30 p.m.  
Sunday Closed

Kenosha and Racine Campuses: Monday – Friday 7:00 a.m. – 10:00 p.m.  
Saturday 7:00 a.m. – 3:00 p.m.  
Sunday Closed

## Adult Learning Centers

The Adult Learning Centers offer classes and individualized instruction in basic skills, GED® and Wisconsin High School Equivalency Diploma (HSED) preparation, career exploration, and academic preparation for entry into a technical program. These services are free to Wisconsin residents.

Burlington Center: Room 123, 262-767-5090

Elkhorn Campus Learning Success Center: North Bldg., Room 208, 262-741-8184

Kenosha Campus Learning Success Center: Academic Bldg. First Floor, 262-564-2796

Racine Campus Learning Success Center: Racine Bldg. First Floor, 262-619-6218

## Bookstores

The Follett Bookstores at Gateway offer a complete selection of new, used, digital and rental textbooks, schools supplies, school-related software and clothing. Be sure to bring your course schedule to the bookstore when purchasing books and materials for courses. While it is not mandatory to do so, students may find it advantageous and convenient to purchase the necessary supplies from the Follett Bookstore at each campus. Students may also purchase course materials online using [efollett.com](http://efollett.com). Students can use financial aid to purchase course materials in the campus stores or online. Students can have their online orders sent to a home address or pick up their order at one of the campus bookstores.

### Bookstore Refund Policy

New or used textbooks may be returned for refund or exchange within seven (7) calendar days from the start of courses. Short-term and interim courses have two (2) calendar days from start of the course. All refunds or exchanges require:

- **Books to be in purchased condition; shrink wrapped materials and sealed disks or CDs must not be opened.**
- **Customer to provide original dated cash register receipt.**

Your refund will be processed in the currency it was purchased. For example, if you purchased your books/supplies with cash, a cash refund will be given. If you purchased your books/supplies with your financial aid authorization, your refund will be credited to your student account and refunded directly to you.

If your text is not refundable, it may be eligible for buy back. Follett Bookstore buys back texts every day, although the best value is usually at the end of each semester. All other store purchases may be returned within thirty (30) days for refund or exchange, provided they are in purchased condition and with dated cash register receipt. Special orders may require payment at time of order and are not eligible for refund. Any electronic devices purchased from the bookstore are non-returnable if the package is opened including; computers, calculators, headphones, etc.

For bookstore hours and information visit [gtc.edu/bookstore](http://gtc.edu/bookstore).

Elkhorn: 262-741-8108

Racine: 262-619-6866

Kenosha: 262-564-2246



## Bulletin Boards, Posters and Campus TV System

The campus television messaging system, posters, and bulletin boards will keep students informed of various happenings on campus and in the community. Keep this in mind for promoting club sales or events. It is necessary to obtain permission from the Office of the Dean of Campus Affairs before posting material on campus. In order to keep bulletin boards current, any outdated information will be removed.

## Campus Safety

### Emergency Notification System

Gateway Technical College's "AlertMe," emergency notification system will alert all persons with a Gateway Technical College email address and other subscribers with a text message in the event of a dangerous situation occurring at one of the Gateway locations. In addition to the email and text alerts the "AlertUs" beacons, which are located throughout all of Gateway's buildings, will sound in the effected building(s). Once the situation no longer presents a threat an "all clear" message will be sent.

All students are enrolled in the AlertMe system at the time of enrollment. If you provide your cell phone information then you will receive text messages as well as email messages when the college issues a warning. All students are encouraged to login to the AlertMe system at [gtc.edu/alertme](http://gtc.edu/alertme) to verify their enrollment if they are uncertain of their current status.

Note: If your cell phone provider charges for text messages received there will likely be a cost associated with this service. Check with your mobile phone provider. If you wish to not participate in the AlertMe text messaging then you will need to login to the AlertMe system at [gtc.edu/alertme](http://gtc.edu/alertme) each semester and discontinue text notices.

### Security Reports

Gateway Technical College encourages all persons to take an active role in ensuring the safety of the campus community. If you observe or are victim of an incident on campus, Gateway encourages you to directly file a report by completing an on-line Security/Incident report at [gtc.edu/safety](http://gtc.edu/safety) or in person at campus security. Examples of items to submit through this reporting system would include: safety concerns, criminal law violations, violations of college policy, academic cheating, property damage, personal injuries and violations of the student code of conduct. Persons completing a report may remain anonymous if they desire.

### C.A.R.E. Team

The mission of the Communication, Awareness, Referral and Evaluation Team (CARE Team) is to contribute to a safe campus environment by reducing potential threats and increase student success through the identification, assessment, and management of troublesome or concerning behaviors. This multidisciplinary team will assess available information regarding an individual student (or employee) and determine an appropriate course of action and interventions. By intervening with a student or employee who has exhibited behavior that is of concern, Gateway hopes to prevent escalation of harmful or disturbing behavior and ultimately limit future acts of violence. Members of the campus community are strongly encouraged to report persons of concern by completing a Security/Incident report at [gtc.edu/safety](http://gtc.edu/safety). Persons completing a report may do so anonymously but are encouraged to identify themselves so that contact may be made if additional information is required. If you observe or hear ANY behavior that causes concern (no matter how small or limited your direct knowledge may be) please complete a Security/Incident Report to alert the college.

## Emergency Response Plan

Gateway Technical College has developed Emergency Response Plans (ERPs) for each of the campuses that can be found at [gtc.edu/safety](http://gtc.edu/safety). These plans include an outline of the college's processes for responding to a campus or district incident. They also include a "checklist" of responses to typical incidences that may occur on campus. The college provides a flip chart of these checklists in each of the building classrooms, meeting rooms and office complexes. Students may find additional information by self enrolling to the "Safety and Security" BlackBoard (Bb) site located in the communities section of Bb.

## Emergency Website

In case of an emergency that would impair the college's ability to use its own website for communication with the public, please go to the emergency website <http://emergency.gtc.edu> for important information.

## Campus Emergency Notification

### Campus Security

Elkhorn 262-741-8208

Kenosha 262-564-2208

Racine 262-619-6208

### Dean of Campus Affairs

262-741-8538 (Office)  
262-496-2887 (Cell)

262-564-3218 (Office)  
262-496-8216 (Cell)

262-619-6712 (Office)  
262-358-1709 (Cell)

- 1) If person and/or property are in immediate danger call 911.
- 2) Then notify campus security at the phone numbers above.

## Career and Employment Services

### Career Planning

If students are unsure of what program they would like to pursue, help is available from Career and Employment Services. Gateway Career Counselors will work with students to provide guidance in choosing an appropriate program and career. Students can sign up for a Career Exploration Workshop or individual appointment by calling 1.800.247.7122 or in person at any Student Services Center. Career exploration includes assessing student interests, values, and skills to help align self-knowledge with potential career options. Assessment tools include the Strong Interest Inventory and the Personality Mosaic. Students will be shown how to conduct occupational research and uncover labor market statistics and employment trends using Internet resources.

### Student Employment

Career and Employment Services is also dedicated to teaching students the skills necessary to find employment in their chosen career. Students can sign up for a Job Seeking Skills Workshop or individual appointment by calling 1.800.247.7122 or in person at any Student Services Center. Job Seeking Skills Workshops focus on the following topics: resume and cover letter writing, interviewing skills, and job search strategies. Career Counselors are also available to help students with resume review, job search strategy and interview practice.

Students can also access a wide variety of job opportunities from local and nationwide employers through Wisconsin TechConnect, a web-based job database specifically developed for the Wisconsin Technical College System. TechConnect can be found at **wisconsintechconnect.com**. To utilize TechConnect students must be a program student or a graduate of Gateway Technical College. If students would like their resume reviewed before posting to TechConnect, please contact a Career Counselor.

Career and Employment Services also partners with employers to offer employment opportunities to Gateway students and alumni including:

### On-Campus Recruiting

Employers staff a table on campus to discuss employment opportunities, collect applications and resumes, and schedule interviews with students.

### Career Fairs

On campus career fairs are held each fall and spring to expose students and alumni to a variety of employers in one convenient setting.

### Computer Labs

There are computer labs on each campus. Each computer lab is equipped with computers that have software to support Gateway program curriculum and have access to the Internet. Every currently enrolled student has access to the computer labs. Open computer lab hours are posted outside each lab.

In addition, Gateway locations without open computer labs have computers available in other areas such as the library, the commons, or other locations. These computers have basic office applications installed as well as access to the Internet.

## Computer Software

Students may purchase discounted software through the Wisconsin Integrated Software Catalog at [wisc.edu/wisc](http://wisc.edu/wisc), select “Gateway” in the WTCS Students drop-down box; read and agree to licensing terms; and fill out the online order form. Information is also available in Student Services. Reproducing computer software without authorization violates the U.S. copyright laws. It is a federal offense. The money paid for a software product represents a license fee for the use of one copy. It does not represent an authorization to copy. Civil damages for unauthorized software copying may be imposed.

## Deaf/Hard of Hearing Services

Gateway Technical College provides services to Deaf and Hard of Hearing (D/HH) individuals. Educational support services include interpreters, tutorial services, note taking, and other support to enable a student to obtain equal access to the college.

To find out more or to meet with a Deaf/Hard of Hearing staff member, please contact:

Lisa Sadowski, Disability Support Specialist (D/HH)

Office: 262-564-2564 (Voice)

Cell/Text: 262-960-1931

Email: [sadowskil@gtc.edu](mailto:sadowskil@gtc.edu)

## Food Service

Gateway’s Burlington, Elkhorn, Kenosha and Racine locations all have food service in the student commons. Private companies run the service. The Racine Campus also has food service managed by members of the Culinary Arts program. Beverages and food are also offered at Café 91.1, located in the Center for Bioscience and Information Technology on the Kenosha Campus.

## Gateway GreenPrint

Each semester registered students will receive a \$10 credit of non-refundable Gateway Print Points on their GatewayOneCard student ID card. Students will be required to swipe their card to activate print points each semester and to print at any college printer.

### Costs:

Single-sided, black & white print or copy: 5¢

Double-sided, black & white print or copy: 7¢

Single-sided color prints or copy: 50¢

Double-sided color prints or copy: 75¢

There will be no charge for scanning to email.

Double-sided printing will be the default setting on all printing devices.

If a student does not have sufficient funds in his/her account, a job will not be released. The student is responsible for adding additional funds to their account via their online account or kiosk stations on campus. Kiosk locations and directions for logging into the online account center are available at [gtc.edu/printing](http://gtc.edu/printing).

The \$10 credit will be allocated the first day of each semester. This credit will expire/dissolve the day before the start of the next semester. Students and community members may also purchase blank visitor cards and load/re-load them at the kiosk stations.

## Housing

Gateway does not have dormitory facilities for students. It is a student's responsibility to arrange for room and board if they will be living away from home. Students moving into local housing are advised to register their address with the Student Services office on the campus they attend.

## Learning Success Centers

Learning Success Centers provide free tutoring and small group work for any student enrolled in Gateway Technical College courses. Instructors in the centers also provide advice and direction for successful study skills. Computers are available for use.

Learning Success Centers are located as follows:

Elkhorn Campus: North Bldg. Room 208, 262-741-8020

Kenosha Campus: Academic Bldg. First Floor, 262-564-2006

Racine Campus Learning Success Center: Lake Bldg. First Floor, 262-619-6216

## Library

Libraries are located on the Elkhorn, Kenosha, and Racine campuses. Students have access through an online catalog to over 50,000 print, electronic, and audiovisual materials; audiovisual and computer equipment; and electronic book, periodical, and film databases. Students studying at home can access the library's online catalog, electronic databases, and selected world wide web resources through the Library section of the Gateway website at [gtc.edu/library](http://gtc.edu/library) and through the Library tab in Blackboard available after login. Students are able to request materials from other campuses or other libraries in person, by phone, or via e-mail. The library staff is available to assist students with research and information seeking needs, in addition to explaining the extensive services and resources that are available. Users are reminded that abuse of library borrowing privileges or other library policies may result in revocation of patron's borrower card and/or use of library facilities and services. Library hours of operation, policies, and extensive list of services offered are posted on their webpage [gtc.edu/library](http://gtc.edu/library).

## Lockers

Lockers are available on the Kenosha and Elkhorn campuses for students who would like the convenience of storing coats, books, and materials while on campus. Students can get information on lockers from Student Services. In Kenosha, students should use their own lock. Locks and contents not belonging to the individual assigned to the locker will be

removed. All items will be cleaned out of the lockers at the end of the semester and contents destroyed. The College reserves the right to search or inspect lockers at any time.

## Lost and Found

Students who have lost or found something should contact Lost and Found which is located in the Building Services Office in Elkhorn and Student Services Centers in Burlington, Kenosha and Racine.

## Medical Coverage

Student health insurance is available at minimal cost. Information concerning student insurance cost and coverage is provided through brochures available at Student Services. All students are expected to have adequate health insurance coverage.

## Accident Insurance Coverage

Gateway has implemented a mandatory student accident insurance coverage through Arthur J. Gallagher & Co. The accident insurance covers any accidents related to student's time on campus, en route to or from campus or in college-sponsored activities (i.e. clinicals, etc.) as long as the student is enrolled in a least one eligible course. All students enrolled in at least one post-secondary eligible course will be automatically enrolled in this plan. Students taking only online courses are not eligible for the accident insurance. Visit [gtc.edu/accidentinsurance](http://gtc.edu/accidentinsurance) for more information.

## Online Student Services – My Gateway

### My Gateway Password

My Gateway password is the single password that you will use to log in to and access the following accounts: WebAdvisor, Blackboard, Gateway student e-mail, and the Gateway wireless network. Even though the same password is used, you have to log in to each online service individually.

Additionally, the security question is a method of confirming your identity, either by the Internet or phone.

It is a good idea to keep the security question unknown to anyone but you – anyone who has this information along with your student ID, last name and birth date will assumed to be you. If you have further questions about this, please contact any Student Services Center.

### How do I get a “My Gateway” password?

Set up your security questions and answer with at any Student Services Center. You can complete the Security Question and Answer form when you register for courses. You will need the security question and answer to access your account for the first time and to reset your password. In addition, you may request a new or replacement My Gateway password through WebAdvisor's “What's My Password?” link.

### Forgot your password or did not receive a password?

At [gtc.edu](http://gtc.edu) click on My Gateway then on WebAdvisor, and then click on the “What's My Password” link on the bottom of the page and follow the directions.

- Fill in the first section (student ID, last name, and birth date) and check the box in the second section to have your password sent to you via US Postal Service.

- If you know what personal e-mail address Gateway has on file for you, fill in the first and third sections and your password will be immediately sent to that e-mail address. Passwords cannot be sent to student e-mail accounts.
- If you know your previously supplied security question and answer, fill in the first and fourth sections and your password will be immediately displayed on the screen.

Want to change your password? Go to My Gateway, then click on WebAdvisor, log in, click on “Change My Password” and follow the directions.

## Security Question Basics

You will use your WebAdvisor account to access or change your “My Gateway” password. To confirm your identity online or over the phone, Gateway uses a security feature in WebAdvisor called the “Security Question.” Make sure you have set up your security question in WebAdvisor. To make it easier to obtain your password in case you forget it, you should set your security question and answer.

1. Log in to WebAdvisor. ([gtc.edu/webadvisor](http://gtc.edu/webadvisor))
2. Click on the Student menu option
3. Click on the Update Personal Information menu option
4. Review mailing address and update if necessary
5. Scroll down to “What is the Security Question”
6. Select a security question from the drop down list
7. Provide an answer to the question you selected (remember your answer, for future reference).
8. Click Submit.

If everything was completed you will be returned to the Students menu. If not, the red text at the top of the screen will indicate the required fields to be completed. Please complete them and click submit again.

## Blackboard

Blackboard is your web-based hub for course information such as syllabi, handouts, assignments, interactive discussion boards, and online tests. Blackboard use varies by program, course, and instructor. If you are enrolled in an online course, all of your course content will be accessed through your Blackboard account. In addition, many instructors will add material to Blackboard to complement their on-campus courses. Be sure to find out how Blackboard will be used in your courses.

If you have an online course, this is your link to Gateway and that course.

1. Go to [gtc.edu](http://gtc.edu) and click on My Gateway and then on Blackboard or directly at <http://gtc.blackboard.com>

Username: Enter your Gateway assigned seven-digit student ID number.

Password: Enter your My Gateway password, the same password you use for your e-mail, wireless access, and WebAdvisor. For other password questions, see the “My Gateway Password” section.

2. Click “Log in”

Questions about Blackboard? 262-564-3202 or [distancelearning@gtc.edu](mailto:distancelearning@gtc.edu)

## Student E-mail

Gateway student e-mail is the primary way Gateway will communicate with students. It is important to check your student e-mail regularly. Student e-mail allows students to receive important information from Gateway including financial aid notifications, admissions status notifications, student activities announcements, and communication from instructors.

Look for your Gateway e-mail address on your course schedule. Student e-mail guidelines are covered in this handbook under “Computing, Networking, and Information Resources”.

1. Go to **gtc.edu** and click on My Gateway and then on student e-mail or directly at **http://mail.gtc.edu**

2. Fill in login information.

User name: Enter your Gateway student ID number

Password: Enter your My Gateway password. The same password you use for Blackboard, WebAdvisor and wireless access.

Questions about student e-mail? Contact Tech Central at 800.353.3153.

## WebAdvisor

WebAdvisor is an online service used by students to search and register for courses, track financial aid, print course schedules, access grades and transcripts, and keep personal information up to date.

### Accessing WebAdvisor

1. Go to **gtc.edu** and click on My Gateway and then on WebAdvisor

2. Click on “log in”

User ID: Enter your own Gateway-assigned seven-digit student ID number

Forgot your student ID number?

Click on “What’s My User ID?”

Then enter your last name, Social Security number, and birth date. Click on “submit.” WebAdvisor will return your student ID number.

Password: Enter your My Gateway password, the same password you use for your e-mail, Blackboard, and wireless accounts.

First-time WebAdvisor users can obtain a password by clicking on My Gateway, then on WebAdvisor, and then click on the “What’s My Password” link on the bottom of the page and follow the directions. Fill out sections 1 and 3; or Section 4 if you have set up a security question.

3. Once you’ve entered your ID and password, click on “Submit.”

Click on “Students” to get to the menu to check grades, register, make payments, and update your personal information.

4. When you’re finished, be sure to “log out.”

Questions about WebAdvisor? Contact the Student Services Contact Center at 1-800-247-7122.

## Wireless Computer Information

Gateway offers all students free access to the college network and the Internet. In order to eliminate the need for students to continually log in to access Gateway’s wireless network, the college has implemented the XpressConnect system.



XpressConnect is designed to assist students in securely setting up their personal devices to access Gateway's network. You will not need to run XpressConnect every time you come to Gateway—once the setup is complete, your device will automatically connect to the secure wireless network on every campus.

Please follow the instructions below to access the wireless network.

The XpressConnect software supports Windows 8, Windows 7, Windows XP, Mac OSX, iPhone/iPad, Android devices, and Ubuntu.

1. Connect to the GTC-Guest network and open a Web browser.  
DO NOT enter an e-mail address.
2. Click the “student” link.
3. The XpressConnect Wizard will begin. Check the license agreement box and click “start.”
4. Enter your student ID number and your My Gateway password and click “continue.”
5. After continuing, you may experience a “user account control” popup, asking if you wish to allow changes to be made. If this happens, click “yes.” Mac users will be prompted to enter their Mac password and authorize the changes.
6. When the XpressConnect Wizard completes the setup, you will be connected to the secure network.
7. Any time you are at a Gateway facility, you will be automatically connected to this network – you do not need to connect to any other wireless network.

Q: Will I need to log in every time I want to access the network?

A: No. You do not have to log in after running through the XpressConnect Wizard.

Q: What happens if I change my password?

A: If you change your password, the next time you try to access the network, you will be prompted to provide that password. Enter the new password and click “OK.” Your password will be saved and your device will begin connecting automatically to the network again.

Questions about wireless access? Contact the Tech Central at 800.353.3153.

## Parking

Lighted parking is available on all campuses. Vehicles should be locked and students should avoid keeping valuables in unattended cars. Students are cautioned against parking in unauthorized areas as their cars will be ticketed or towed. Specifically designated parking areas have been reserved for disabled individuals. Only those with a special permit available from the Wisconsin Motor Vehicle Department are allowed to park in these areas. All others will be ticketed and fined by the local police department.

## Enforcement

- Campus Security shall enforce all college parking regulations and applicable state parking regulations and laws.
- Parking fines shall be assessed for each violation as follows:
  - Handicapped space use violation: Tickets (issued by the city police department)

# Services for Students

- Improper parking: \$10
- Parking ticket fines shall be paid in any Student Services Center. Outstanding student parking fines will be applied to the student's account.
- Names of college employees who violate the parking policy will be submitted to their supervisor for counseling.
- Vehicles may be towed at the owner's expense for the following reasons:
  - Abandoned/disabled vehicles
  - Illegal parking including unauthorized use of a handicapped space or reserved space.

## Appeal Process

Students may appeal the Gateway issued citation through the student due process procedure.

## Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, Gateway special needs staff provide a full range of support services/ reasonable accommodations at the request of the student with documented disabilities. This is to give all students equal access to learning opportunities at Gateway Technical College in order to reach their educational goals. Disability support services should be requested before the start of the semester to allow adequate time to review documentation and to facilitate accommodations.

“The term ‘disability’ means, with respect to an individual –

- (a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- (b) a record of such impairment; or
- (c) being regarded as having such an impairment.” (P.L. 101-336, Sec.)

## Procedure to Receive Services and Accommodations

- Collect your disability documentation – see the Gateway website for the information needed from your doctor which specifies how your disability may affect learning.
- Contact a Disability Support instructor on your campus for more information on disability documentation, accommodations and other support services. The Disability Support instructors will verify the documentation and assist you with the transition process.

## Student ID Cards

The Gateway photo ID card – GatewayOneCard – is the property of Gateway Technical College, serving as the official form of College identification. The following applies:

- All students (registered in a course more than 4 weeks in length) and staff are required to have a GatewayOneCard.
- It must be carried at all times and presented to Gateway staff and/or security personnel upon request.
- Failure to present a valid GatewayOneCard may result in a request to leave the premises.

- Security personnel may verify identity with any Student Services Center if student fails to present valid GatewayOneCard.
- The GatewayOneCard is nontransferable.
- The GatewayOneCard may be confiscated and/or disciplinary action taken if presented by someone else for use or altered in any way.
- Students in courses off-campus are not required to have a GatewayOneCard.

To report a lost or stolen GatewayOneCard, contact the Student Services Contact Center or any Student Services Center immediately. GatewayOneCards that are damaged or defaced are no longer valid and must be replaced. There is no charge for your initial card. To replace a lost or stolen card, there is a \$5.00 charge. For more information about the GatewayOneCard visit [gtc.edu/gatewayonecard](http://gtc.edu/gatewayonecard).

## Student Support Counselors

Gateway Student Support Counselors provide free short-term private and confidential counseling for students at the Elkhorn, Kenosha and Racine campuses. Student Support Counselors help students address: personal and relationship issues, transition and change, stress management, communication skills, grief and loss, self-awareness/advocacy, coping strategies, and community referral (e.g. housing, transportation, other personal emergencies). Students can make an appointment by calling 1-800-247-7122 or at any Student Services Center.

## Student Support Programs

Gateway offers a variety of support services to help students succeed in their program of study including tutoring, supplemental instruction, and disability services.

A variety of specific support programs are also offered. These support programs are designed to support and assist students in a variety of different ways from providing workshops to one-on-one assistance.

**Multicultural Program:** Provides students with one-on-one support and mentoring, workshops, leadership development, connection to campus and community resources, scholarships, social-cultural programming, and tutoring.

**TRiO Program:** TRiO support specialists work one-on-one with students with disabilities to help them adjust to the demands of college.

**Non-traditional Occupations Program:** Assists students who are pursuing career goals in non-traditional occupations through a variety of resources. A non-traditional occupation is defined as any occupation of which women or men comprise less than 25 percent of the workforce.

**StepUp Program:** Supports individuals who have worked in the home for a substantial number of years providing unpaid household services for family members or individuals who are not gainfully employed, including unemployed or underemployed. Step Up Program services include: case management services, workshops, and networking opportunities.

**HPOP Program:** The Health Profession Opportunity Program (HPOP) prepares eligible students to enter and advance in healthcare professions that are expected to be in high demand by combining supportive services and education.

## Tech Central – Technology Support

Gateway's Tech Central technology help desk is ready to help students 24/7 with expanded, free support services to keep students' personal computers running and keep them connected to their coursework. Reasons to contact Tech Central include; computer slowed down by a computer virus, difficulty accessing Gateway's wireless network, trouble with software updates or installation and questions regarding WebAdvisor or Blackboard. Tech Central can be reached at 262-564-3695, [techcentral@gtc.edu](mailto:techcentral@gtc.edu), or [gtc.edu/techcentral](http://gtc.edu/techcentral).

## Visitors, Guest Speakers, and Children on Campus

Visitors and guest speakers shall be permitted to visit classes offered by the Gateway District with prior consent of the instructor. Consent and permission for visitors will be granted only for the purpose of becoming knowledgeable about a course or oriented to the educational mission of the Gateway District. Students are not allowed to bring a child or children to a class. Furthermore, students, visitors, or guest speakers are prohibited from leaving a child under the age of sixteen (16) years unattended in Gateway District facilities unless the child is enrolled in a course or program. Greater restrictions may apply in computer labs, program labs, and other areas of the college that may be restricted to students only or are unsafe.

## Weather Closings

In case of bad weather, do not assume that classes are canceled. More than likely, classes will be held as scheduled. Information on campus closings is available at [gtc.edu](http://gtc.edu) or at **1-800-353-3152**. During bad weather conditions, students are encouraged to use their own judgment in regard to distance, safety, and road conditions.

Each campus is closed on an individual basis, depending on each county's weather and road conditions.

**Classes Cancelled** means no classes will be held, but buildings are open/staff to remain or report to work stations.

**Campus Closed** means the buildings are closed.

**Building Emergency** means building(s) evacuated, return or dismissal determined by campus dean or designee.

Students can also check Gateway's Facebook page, listen to Gateway's radio station WGTD 91.1 FM or other local radio and television stations for updated information. These stations are notified as early as possible about any Gateway campus closings.

A variety of student activities and events are planned during the academic year on all campuses through the Student Life staff, United Student Government, as well as other staff members of the Student Success department. Events such as musical entertainment, comedians, awards ceremonies, trips, graduation, and multicultural events are planned for students, faculty, and staff to ensure a more enjoyable college experience. Most activities and events are held during the day in the student commons area of the campuses. For more information on student activities and events, please contact the Student Life Coordinator at 262-741-8452, the Student Life Specialist at 262-619-6570 or visit [gtc.edu/studentactivities](http://gtc.edu/studentactivities).

## Star Ambassadors

The Star Ambassador Awards program is designed to acknowledge deserving students based on their occupational competence, personal goals, enthusiasm for technical education, outstanding character, positive attitude, leadership, communication skills, and self-confidence. In order to be nominated as a Star Ambassador, nominees must be accepted and enrolled in a technical diploma or an associate degree program and must have completed at least one semester at Gateway. Nominees are then required to give a presentation that is judged by a panel of three. A winner is selected from Kenosha, Racine, and Elkhorn to represent their campus as the Campus Star Ambassador. A District Star Ambassador is selected from the three Campus Star Ambassadors to represent Gateway in Madison as well as around the state. The competition is held annually. Application and information at [gtc.edu/starambassadors](http://gtc.edu/starambassadors).

## District Activity Advisory Board

The District Activity Advisory Board (DAAB) oversees the disbursement of funds derived from student activity fees. The board consists of 12 members appointed by the college president. The DAAB consists of four administrators, four faculty members, and four students. The DAAB prepares an annual budget that is submitted to the college president for approval. Fundable activities include, but are not limited to, student government, student newspaper, student club activities, student success activities, advisor expenses, cultural activities, etc. The DAAB may not expend any funds for the purchase and/or distribution of alcoholic beverages. To request DAAB funds, contact the Student Life Coordinator at 262-741-8452 or Student Life Specialist at 262-619-6570.

Your participation in college organizations is encouraged. Many groups have state and national affiliation. Club meetings are scheduled periodically throughout the semester to provide meeting times during the academic day. Each club must have a faculty/staff advisor. Club social, civic, and service projects foster a broadened appreciation of experiences outside of the Gateway classroom and can result in your personal development. Future employers recognize the value of club participation in identifying leadership potential. Clubs and other student organizations receive many advantages and conveniences provided by the college. These include the use of college facilities at no charge for social activities, meetings, and fundraisers. Club checking account services are provided at no charge, and District Activity Advisory Board (DAAB) funds are made available upon request to support club activities.

For additional information on the clubs listed visit [gtc.edu/clubs](http://gtc.edu/clubs).

# Student Organizations and Clubs

## District | Advisor(s)

Nat'l Society of Leadership & Success - Sigma Alpha Pi	Rebecca Gement/Lindsey Mizak
Phi Theta Kappa	Kathy Nordhaus
United Student Government (USG)	Trina Muscarella/Lindsey Mizak
Assoc. of Information Technology Prof. (AITP)	Jim Buck/Wendy Klemp/Tina Trainor
Student Nurses Assoc (SNA)	Diane Cozzi/Shronda Green

## Kenosha Campus | Advisor(s)

Alpha Beta Hortus (Horticulture)	Kate Field/Kate Jerome
Collegiate DECA (DECA/GMMA)	Kari Aiello
HOSA/Surgical Tech	Tedd Lupella
Iota Delta Kappa (IDK/ASID – Interior Design)	Rita Serpe
Nurses Christian Fellowship	Katrina McGovern
Physical Therapist Assistant (PTA)	Susan Conlon
SAIFD (Floral Design)	Jane Edwards/Kathy Estep

## Racine Campus | Advisor(s)

Alliance for Multicultural Students	Vanessa Perez/Julani Bayan
Culinary Arts	Adam Larkin/Steve Villalobos
Cosmo/Barber Club	Susan Curi
HOSA/Human Services	Seth Wollwage/Paul Zenisek
Racine DECA (Marketing)	Jennifer McLean

## SC Johnson iMet Center | Advisor(s)

Amateur Radio Club	Pat Hoppe
Biomedical Engineering Club	Pat Hoppe
Electronics Club	Jill Eide
Land Surveying Club	Jon Hardbarger
Society of Manufacturing Engineers (SME)	Rich Buhnerkemper
Society of Women Engineers (SWE)	Jill Eide

## Elkhorn Campus | Advisor(s)

Business Professionals of America (BPA)	Tina Page/Anna Konkel
Gateway Computer Professionals United (G-CPU)	Paul Nelson
GTC Graphic Designers' Association	Laura Laznicka
HOSA/Medical Assistant	Robert Formanek
Robotic Welders	Scott Rohde

## Burlington Center | Advisor(s)

GO RT (Radiologic Technologist)	Sue Hermann
Gateway Fire Students	Jack Jasperson

## National Society of Leadership and Success – Sigma Alpha Pi

The National Society of Leadership and Success (NSLS) is a nationwide organization dedicated to creating lasting positive change in students' lives and in the community. Students participate in nationwide leadership telecasts, a leadership training day, peer coaching and receive a leadership certificate. To be eligible for membership students must achieve a 3.3 grade point average or better.

## Phi Theta Kappa (PTK) – Scholastic Honorary Fraternity

All Gateway students have the opportunity to earn scholastic recognition through membership in Phi Theta Kappa, the honors society for two-year colleges. The PTK member becomes part of the international organization that offers national scholarships. To be eligible for membership, a student must be currently enrolled in an associate degree program and have earned 12 or more credits with a grade point average of 3.75 or higher.

## United Student Government

The United Student Government (USG) is the one encompassing body representative of the student population. It provides students with opportunities to learn leadership skills. Officers of the United Student Government are elected by the student body in an annual online election. This organization is an advisory body, working with students, faculty, and administration on the social, educational, and cultural aspects of college citizenship, and for the betterment of the campus. The United Student Government underwrites many special events planned for students. United Student Government membership is open to all students. For additional information visit [gtc.edu/usg](http://gtc.edu/usg).

# Admissions

The Gateway District provides an equitable process for admitting individuals to Gateway programs which is consistent with Chapters 38 and 118 of the Wisconsin Statutes and TCS 10 of the Wisconsin Administrative Code that govern the Wisconsin Technical College System. Applications and related materials are reviewed on a first-come, first-served basis.

The laws pertaining to Family Educational Rights and Privacy Act rights (FERPA) begin at the time of matriculation. A student is defined as one who has been accepted to a program and/or enrolled in a course.

## Priority Admissions Dates

While Gateway welcomes your application any time of year, we do offer priority dates. Applicants completing their application files by January 1 for Summer semester, March 1 for Fall semester, and November 1 for Spring semester enrollment are guaranteed program admission by the priority registration date for new students.

## Student Types

### Degree-seeking Students

Degree-seeking students are individuals who are accepted to a specific postsecondary program with the intent of graduating. Application, application fee, placement testing, official high school transcripts and any other identified admission requirements must be completed for program admission.

### Non-degree-seeking Students

Non-degree seeking students are individuals who are attending Gateway with no intention of completing a program. These individuals may enroll in courses for which all prerequisites have been met. Placement testing may be required depending on the course(s) selected. Students seeking this status do not need to complete an application for admission and may register beginning the first day of open registration. Students accepted as non-degree seeking students are not eligible for federal financial aid.

### Guest Students

Guest students are individuals who are accepted to Gateway for the purpose of transferring credits back to the college or university they are currently attending. These individuals should complete the guest student application and return it to Gateway's Admissions Office with the appropriate required signatures or ACT/SAT scores. Gateway Technical College does not offer financial aid to guest students. Guest students must work with their home institution to develop a consortium agreement with Gateway to utilize financial aid at the home institution.

## Acceptance Status

### Full Acceptance Status

For individuals who have met all program admission requirements.

### Remedial Acceptance Status

For individuals who have met all program admission requirements and for whom placement scores indicate remediation is required.



## Conditional Acceptance Status

For individuals who are required to verify high school or GED graduation for admission to their program. A conditional acceptance may apply for students who have completed their junior year of high school or at least half of their GED testing (passed 3 of 5 GED tests). To be accepted conditionally, all other admission requirements for the program must be met. Conditionally accepted students may register with newly accepted students for their first semester at Gateway. The receipt of official verification of the secondary credential or equivalent must be met prior to the start of the student's second semester.

The official date of program acceptance is the date Admissions receives official transcripts verifying high school or GED completion. Students accepted conditionally are not eligible for financial aid until the semester following the date Gateway has received official verification of completion of the secondary credential.

## Placement Testing

All individuals applying for admission to Gateway's postsecondary educational programs must take a placement assessment to assist in the appropriate placement in coursework. All applicants must meet the current placement test requirements for admission and courses.

Individuals not seeking program admission who wish to take a college course(s) may be required to take a placement test for courses with a placement score prerequisite.

When individuals with a documented disability are required to test, reasonable accommodations will be provided pursuant to state and federal regulations.

## Admission of Transfer Students

Students who want to transfer credits from another college or university to Gateway Technical College must be accepted to a postsecondary program and submit official transcripts to Student Services. Official transcripts are defined as transcripts sent directly to Gateway from the issuing institution, by a recognized electronic transcript service or hand delivered by the student if the transcripts remain unopened in the issuing school's sealed envelope. Official transcripts must have the issuing school's seal and appropriate official's signature to be accepted. Please also see the section on credit for prior learning.

## Admission of High School Age Students

### Compulsory School Attendance (118.15)

§118.15 Contracts are exemptions to the requirements of compulsory attendance. Students qualify for these contracts under varying circumstances. Requirements for school districts also vary.

1. Upon the child's request of the school board and with the written approval of the child's parent or guardian, any child who is 16 years of age or over and a child at risk, as defined in § 118.153 (1) (a), may attend, in lieu of high school or on a part-time basis, a technical college if the child and his or her parent or guardian agree, in writing, that the child will participate in a program leading to the child's high school graduation. The district board of the technical college district in which the child resides shall admit the child.
2. Upon the child's request and with written approval of the child's parent or guardian, any child who is 17 years of age or over may be excused

by the school board from regular school attendance if the child and his or her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification under par. (d) leading to the child's high school graduation or leading to a high school equivalency diploma (HSED).

Prior to a child's admission to a program leading to the child's high school graduation or a high school equivalency program under 1 or 2, the child, his or her parent or guardian, the school board and a representative of the high school equivalency program or program leading to the child's high school graduation shall enter into a written agreement. The written agreement shall state the services to be provided, the time period needed to complete the high school equivalency or program leading to the child's high school graduation and how the performance of the pupil will be monitored. The agreement shall be monitored by the school board on a regular basis, but in no case shall the agreement be monitored less frequently than once per semester. If the school board determines that a child is not complying with the agreement, the school board shall notify the child, his or her parent or guardian and the high school equivalency program or program leading to the child's high school graduation that the agreement may be modified or suspended in 30 days.

3. Upon the child's request, and with the written approval of parent or legal guardian, a child 17 years of age or older shall be excused by the school board from regular attendance if the child began a program leading to a High School Equivalency Diploma (HSED) in a secured correctional facility, a secured child caring institution, secured detention facility, or a juvenile portion of a county jail, and the parent or guardian agree that the child will continue to participate in the HSED program. The child must have passed at least one of the five content areas of the General Educational Development tests.

Children at risk of not graduating from high school are defined as pupils in grades 5 to 12 who are at risk of not graduating from high school because they are dropouts, or are two or more of the following:

1. One or more years behind their age group in the number of credits attained.
2. Two or more years behind their age group in basic skills levels.
3. Habitual truants, as defined in § 118.16 (1) (a).
4. Parents.
5. Adjudicated delinquents
6. Eighth grade pupils whose score in each subject area on the examination administered under § 118.30 (1m) (am) 1 was below the basic level, 8th grade pupils who failed the examination under § 118.30 and 8th grade pupils who failed to be promoted to 9th grade.

Dropout means a child who ceased to attend school, does not attend public or private School, technical college or home-based private educational program on a full-time basis, has not graduated from high school and does not have an acceptable excuse under § 118.15 (1) (b) to (d) or (3).

Participants attending Gateway under a 118.15 contract for the High School Equivalency Program must complete all HSED requirements prior to taking GED tests.

## Voluntary Attendance of Youth Sixteen (16) Years or Older

Any child who is the age of sixteen (16) years or older is eligible to apply to a Gateway post-secondary program if all of the following apply:

- Gateway agrees to admit the individual.
- The individual satisfies the other requirements for admission under s.38.22(1), Technical College Admission Requirements.
- The individual has the written permission of his or her parents or legal guardian.
- The individual will not be attending Gateway during the hours of normal school day established under s.119.18(7) or 120.12(15).
- The attendance is not a fulfillment of the student's compulsory school attendance requirement.
- The student attends at the regular tuition rate charged adult students.
- Individuals taking course(s) solely for Gateway program credit shall pay their own tuition and fees, books, and other associated costs.

## Home Schooled Students

Any pupil who is under a Home School agreement with the Wisconsin Department of Public Instruction and requests educational services from Gateway shall first seek assistance from the public school system. Home schooled students may attend Gateway at the regular tuition rate charged adult students, provided the attendance is outside of their designated home school schedule and is not counted toward fulfillment of their Home School attendance or completion requirements.

## Youth Options Program

Any public school pupil may enroll at Gateway for the purpose of taking one or more courses if they satisfy the following:

1. The pupil has completed 10th grade.
2. The pupil is not defined as At Risk.
3. The pupil is not attending Gateway under Compulsory Attendance.
4. The pupil has the written approval of the pupil's parent or guardian.
5. The pupil has notified the school district of his or her intent to attend Gateway Technical College as outlined in 118.55(7r).

The pupil shall be admitted in the Gateway course(s) if he or she meets the requirements and prerequisites of the course, and if space is available only after admitting to the course all individuals applying for admission to the course. Youth Options students are eligible to enroll beginning the first day of open registration.

After Gateway admits the pupil, the secondary school board shall be notified in writing within thirty (30) days after the course(s) begins. If the pupil is approved for high school and Gateway program credit, Gateway shall charge the secondary school board the actual cost of resident tuition, course fees, and books. The payment for Youth Options students with a disability attending Gateway shall be adjusted to reflect the cost of any special services required for the pupil.

## Adding or Withdrawing from a Program

Students are responsible for keeping demographic and program of study information updated on their records. Students' programs along with personal information are listed in

WebAdvisor. It is important to keep this information updated so students receive important program information and notifications.

Students who wish to withdraw from their programs should do so through WebAdvisor. To add a program students must complete an Application for Admission and submit it to the Admissions Office. Forms are available at [gtc.edu/student-services/admissions/getting-started](http://gtc.edu/student-services/admissions/getting-started). Students will be required to complete all coursework outlined on the curriculum sheet that corresponds to the academic year they were accepted into the program.

To encourage academic progress toward graduation, Gateway limits the number of programs students may pursue to three. Students applying to more than three programs, excluding internal and Advanced Technical Certificates, must seek approval from program deans before the additional application is accepted.

## Active Program Status

Students who are not enrolled for two consecutive academic years will be deactivated from their program(s). To be reinstated, students must reapply to the program by completing a new application for admission at [gtc.edu/student-services/admissions/getting-started](http://gtc.edu/student-services/admissions/getting-started). Applicants who are reapplying must meet the programs current admission and graduation requirements. The new date of program admission will be considered the official date of acceptance. *Note: Withdrawal from a program does not imply withdrawal from courses. See Student Services staff for course withdrawal information.*

## Readmission of Students Activated for Military Service

Students who are forced to withdraw from their educational program due to military deployment shall be readmitted to the program with their original acceptance date.

## High Demand Programs/Petitioning

Some programs have a greater number of students than available core course seats. For such programs, Gateway Technical College utilizes a petition process where a post-admission, second-tier process is used to select accepted students for upcoming core course seats. As directed by TCS 10, students selected via the petition process are chosen based on Gateway District residency, then Wisconsin non-district residency, followed by non-Wisconsin residents, and the application completion date. Applicants who change their minds regarding program enrollment or have their application/program status deactivated and want to return to the program will need to reapply and will be selected based on the most recent program acceptance date, not the original acceptance date.

The time element prior to selection for and enrollment in core courses varies by program and is not predictable. Further information about specific program petitioning is available at [gtc.edu/student-services/admissions/what-petitioning](http://gtc.edu/student-services/admissions/what-petitioning). Gateway must be informed of all address changes and changes for telephone or cell phone numbers. If the College does not have updated information, the result could be program deactivation or bypassing the student for openings in a program's core courses.

## Residency Qualifications

Gateway determines whether students are eligible for in-state tuition and petition selection per Administrative Code TCS 10.03. This policy is applicable to all courses whether credit, noncredit, English Language Learner (ELL) or Adult Basic Education (ABE). Determination of Wisconsin residency is based on where the student permanently resides and holds

legal bona fide residence. Students must demonstrate the intent to permanently reside in Wisconsin and may not be charged in-state rates if their purpose of residing in Wisconsin is for educational purposes. A person who enters and remains in the state principally to obtain an education is presumed to continue to reside outside the state and the presumption continues in effect until rebutted by clear and convincing evidence of residence in the state through the Residency Determination process. A visa is a permit granted to persons legally residing outside the United States (U.S.) to enter the U.S. for a specified period of time with the intent of returning to their home country. Therefore, students on visas cannot be considered Wisconsin residents for tuition purposes.

Any person who is a resident of Wisconsin/the Gateway district at the beginning of any semester for which the person makes application, is a resident of the state/Gateway district for admission and fees purposes. Any resident of the state who has maintained a permanent residence within the district prior to application at Gateway is a Gateway district resident for admission priority. Prior to the beginning of any semester or session for which admission is applied, a person may petition the district admissions office for a reconsideration of a residence determination based on changed circumstances. Upon receipt of such petition, the district official charged with residence determinations shall issue a written decision within 30 days of receipt of the request.

Applicants/students who wish to have their residency status reviewed should complete the Wisconsin/Gateway Technical College District Residency Verification form at [gtc.edu/forms](http://gtc.edu/forms) and supply corresponding, supporting documentations. All residency verifications must be done prior to the start of the semester in which the applicant/student attends. If verification is received after the start of the term, the new residency status will be effective at the start of the next semester.

## Remission of Nonresident Fees for Out-of-state Residents Including Au Pairs (Out-of-state Fee Waiver)

WTCS Administrative code allows for Gateway to remit the out-of-state fees for individuals who are considered out-of-state, who can demonstrate financial need, and who demonstrate the ability to benefit from their educational experience. Au pairs are eligible for remission of out-of-state fees for up to six (6) credits or the equivalent. Additional credits/courses beyond those approved for remission are at the out-of-state rate. Remission of nonresident fees is limited and granted to those eligible on a first-come, first-served basis. Remission applications are submitted on an academic year basis. To apply, complete the remission of nonresident fees application available at [gtc.edu/forms](http://gtc.edu/forms). Registration will be at the out-of-state rate until remission is approved. Students approved for fee remission are responsible for the payment of any in-state fees (and out-of-state fees, if applicable) that are incurred.

## International Students

Gateway Technical College is authorized to issue I-20's for students attending under F-1 and M-1 visas; however, enrollment of foreign students in the educational programs at Gateway will be based upon space availability unless there is a Contract for Service (C-150) which provides for completely dedicated courses at full cost recovery. Gateway is not authorized to issue I-20's to students for study of the English language or for programs considered high demand. International students are not considered Wisconsin residents and are required to pay tuition equal to the out-of-state rate.

## Conditions for Admission

- Enrollment in technical diploma or associate degree programs that have no waiting period, waiting list, or other restrictions.
- Verification of financial resources covering the cost of education.

- Completion of all necessary international student admission requirements.
- If transferring, demonstration of good standing in academics, conduct, and have no debt at the sending institution(s).
- Sufficient proficiency in English to enable the student to benefit from instruction. Evidence of English proficiency may be TOEFL or IELTS scores that meet Gateway's minimum requirements.

## Procedure

An international student seeking to be admitted to Gateway Technical College shall:

1. Submit a completed WTCS application with application fee.
2. Complete International Student admission documents:
  - Declaration of financial resources or certification of finances documenting funds to cover education for the length of the program.
  - International student questionnaire/emergency contact form
  - Transfer clearance form (if transferring from another U.S. school)
3. TOEFL score of 500+ or written documentation that the applicant is from an approved English-speaking country.
4. Submit official evaluation of high school and/or college transcripts. Evaluations must be provided directly from the recognized, educational evaluation service.
5. Gateway requires that prior to issuing an I-20 applicants make a deposit equal to one (1) year's nonresident tuition and fees established by the WTCS Board for the program in which he/she wishes to be enrolled. The only exceptions are:
  - students attending under Section 38.14(3) of the Wisconsin Statutes where Gateway has entered into a Contract for Service with a foreign government or business not operating in Wisconsin.
  - students qualifying as eligible for Nonresident Fee Remission:
    - those enrolling under Administrative Bulletin 04-03, Exchange Agreements with Foreign Educational Institutions.
    - those who meet the requirements to qualify as Needy and Worthy under Administrative Bulletin AB 04-02. An international student who qualifies for needy and worthy status will have his/her deposit returned.
6. Upon completion of all above admission requirements, an I-20 will be issued to the student.
7. When the student arrives, he/she will be required to submit a copy of his or her visa, take the placement test, and complete an agreement of attendance and program completion.

International students interested in applying for admission should contact the Primary Designated School Official, Director of College Access, Admissions, and Testing in Student Services for further information. Additional information and all forms are available at [gtc.edu/admissions](http://gtc.edu/admissions).

*Please note that due to enrollment restrictions, international student applicants should view the list of programs available to them on our website.*

## Reciprocity Agreements with the College of Lake County (CLC) and McHenry Community College (MHCC)

Through an agreement between Gateway Technical College and CLC and MHCC, students may be able to attend approved programs in their neighboring state at the in-state rate. Students participating under the terms of these agreements must be accepted to an Associate Degree or Technical Diploma program approved by the receiving college under the agreement. These students are not considered district residents for petition selection purposes. Illinois students interested in this option should contact the appropriate official at the college in their home county. Gateway Technical College district residents should contact the Admissions Office at Gateway Technical College. Individual courses, certificate, and transfer programs are not covered by this agreement.

## Reciprocity Agreement with Minnesota

Wisconsin has a reciprocal agreement with Minnesota. Individuals from Minnesota who wish to attend Gateway may do so at in-state tuition rates by completing a Residency Determination Verification form and submitting MN residency verification (same as for WI). These students are not considered residents for petition selection purposes.

## Academic Advising

Gateway Technical College offers a staff of highly trained and experienced Academic Advisors in each program area. Academic Advisors are available to provide new and continuing students with information about academic programs, curriculum requirements, and assist students with course selection. Academic Advisors are the primary contact for students regarding all things academic planning (registering, dropping/adding courses, transferring to another program or school, withdrawing, or any other matter of an academic nature).

We strongly encourage all new students to meet with the Academic Advisor for their program prior to beginning coursework. To a new student, the advisor is the primary source of academic advice and assistance in interpreting placement test results, providing an overview of their program, and helping complete an initial course schedule. To the continuing student, the advisor is able to update students on their progress in their program, review graduation requirements, and provide encouragement, guidance, and referrals as needed. Advisors are available to guide students at any time during their educational experience at the college. They are available by appointment in the Student Services Center on each campus.

## Role of the Student in Advising

It is the responsibility of the student to consult an Academic Advisor regarding academic information and concerns that may affect the student's academic progress. While Gateway's Academic Advisors are here to guide and assist students towards completion

of their program, it is ultimately each student's responsibility to fulfill his/her degree requirements. New and continuing students who have remedial requirements, less than 24 credits, or do not meet the standards for good academic standing should work with their Academic Advisor. Continuing students with 24 or more credits that are in good academic standing should transition to working with a faculty advisor but always have access to their Academic Advisor as well. Students may set up an appointment at 1-800-247-7122.

## Role of the Faculty Advisor

Faculty members from each program serve as faculty advisors to continuing students who have completed all remedial requirements and 24 or more credits toward a diploma or associate degree program. Faculty advisors are available during faculty office hours throughout the year and help plan course schedules during faculty advising days, which are scheduled prior to the beginning of each registration period.

## Advising Appointment Tips

To make the most of your time with your advisor, it is essential for you to prepare for your appointment and be prompt.

- Find your Academic Advisor. All advisors are listed in the advisor link: **[gtc.edu/career-advising/academic-advising](http://gtc.edu/career-advising/academic-advising)**
- Schedule an appointment with your advisor well in advance of your registration date. Your registration date is located in WebAdvisor, this can be found under the Registration heading.
- Review the semester schedule of courses on WebAdvisor and the curriculum sheet for your program; this will help you have an idea of what courses you would like to take for the upcoming semester.
- Write down a list of questions to ask your program advisor. These can be questions about the current/future semester, additional programs, certificates, petitioning processes, and additional advising resources. (See sample questions you may ask your advisor)
- Print a copy of your Program Evaluation/Degree Audit/Graduation Audit from WebAdvisor, this can be found under the Academic Profile heading. Do not worry if you do not know how to evaluate your degree audit, your advisor will help you with this process.
- Assess how the current semester is working for you. Do you like your current schedule? Are you taking a comfortable amount of credits? How much are you working and spending time with your family? Do you have enough study time built into your day? The answers to these questions can help you and your advisor prepare the best schedule for the upcoming semester.
- If you have questions about Financial Aid or your student account, contact a Student Finance Specialist for information about your account prior to your registration date. You may schedule an appointment by calling the Student Services Contact Center or in any Student Services Center.
- Let your advisor know your goals!



**Sample questions you may want to ask your advisor:**

- How do I explore program options?
- May I change programs if I change my mind? How do I make that change?
- Where can I get a curriculum sheet for the program that I am in?
- How do I access my GPA and/unofficial transcript?
- What tutoring services are available to me? Where are they located?
- How do I find out what transfer credits are accepted and what are their equivalencies?
- What are the articulation agreements?
- What is an academic plan?
- What is the difference between degrees and certificates?
- What are the benefits of pursuing a higher degree?
- What career opportunities do I have for my future in this program?
- How long will it take me to graduate?
- How do I apply for graduation?

## Registration Information

Registration is the process of enrolling in courses. Dates, hours, and instructions for registration are available each semester through WebAdvisor. Academic advising will be provided by faculty and academic advisors.

- Students must be officially registered to attend class.
- Students must be officially registered in order to receive credit for class(es).
- Students who have a debt greater than \$200 will not be able to register for a class until the account balance is at \$200 or less. Students who have any outstanding debt will not be able to receive their transcript or diploma.

## Registration Requirements

To register for classes, students must:

- register via WebAdvisor or submit a completed registration form to any Student Services Center.
- make any necessary payment or payment arrangements.
- not have an outstanding financial obligation of more than \$200 to the college.
- have met class pre-requisites and be accepted to the program, if applicable.

## Priority Registration

Students who are accepted to a postsecondary program are eligible to register during the priority registration period. A continuing program student is given a priority registration date based upon the number of credits the student has completed. Newly admitted program students may register during New Program Student Registration. Students not accepted into a postsecondary program register during the open registration period. Students attending Gateway Technical College under the Youth Options program register during the open registration period regardless of whether or not they have been accepted into a postsecondary program.

## Service Member Priority Registration

Wisconsin Assembly Bill 201 gives priority registration to eligible service members attending a Wisconsin technical college. Eligible services members include those who have served or who are serving on active duty under honorable conditions. In accordance with the law, Gateway Technical College allows eligible service members (not including dependents) to register one day prior to their standard registration date.

## Prerequisites and Corequisites

A prerequisite is a required course which must be successfully completed before a student can register for an advanced course. Most courses require a minimum D- grade to be earned in the pre-requisite. However, some courses require a higher minimum grade. Please see course description information for prerequisite requirements. A co-requisite is a class which must be completed prior to or at the same time as the selected course. Students should become familiar with the prerequisite and corequisite requirements of their

program courses. Prerequisite and corequisites are identified on curriculum sheets. Not following these requirements can result in the need for extra semesters of work to complete graduation requirements. A student who feels they have work experience or training which may qualify for enrollment in an advanced course, they should discuss the situation with their academic advisor.

## Electives

Elective credits may enable students to take courses in addition to those specified in their program's curriculum. Elective courses may be chosen from the wide variety of classes offered each semester. Students in associate degree programs should be sure that their electives are at the associate degree level. Students should check with their faculty advisor or an academic advisor on the selection of elective credits.

## Changes in Registration

Changes to students' schedules may be made via WebAdvisor or in person at any Student Services Center. If using WebAdvisor, review "My Class Schedule" after conducting your transaction to verify that you are registered for the correct classes. A student wanting a third party to complete any transaction on their behalf must give the third party written permission authorizing the transaction. Photo identification of the third party and the student must be presented with the written permission.

## Financial Aid Census Date

The actual amount of financial aid funding a student is eligible to receive will be determined based on the fundable number of credits in which the student is enrolled and attending on the Census Date (the 14th calendar day of each semester at Gateway). After this date:

- adjustments will not be made for additional enrollment
- award may be recalculated for classes with no attendance and/or,
- a repayment may be charged for all or a portion of funds received

Gateway highly encourages students to register for all classes for a semester prior to the Census Date.

## No-shows

If a student does not attend class, they are not eligible to receive financial aid for the class. If an instructor drops a student from the class they are teaching, due to the student being a 'no show' or having poor attendance, there is no refund of tuition and fees; however, the Financial Aid office is required to adjust aid based on actual credits.

## Adding a Class

A student may add a class through the third class hour of the course without instructor approval, provided the class capacity has not been reached and all registration requirements have been met. Accelerated classes require instructor approval once the class has begun. Internet and blended classes require instructor approval when adding a class on or after the start date. After the third class hour of the course has elapsed, the student must obtain a petition to register late form available at [gtc.edu/forms](http://gtc.edu/forms) or in any Student Services Center. After obtaining the signature of the instructor, the student must officially add the class in any Student Services Center. Class capacity may not be exceeded. The student is responsible for any and all missed course work, materials, and assignments. Refunds for students who

# Registration

enter a class late and subsequently drop will be calculated based upon the start date of the class, not the date the student registered for the class. A student who does not register for a class is not eligible to receive credit for the class. Financial aid awards will not be adjusted if adding a class after the census date.

*Students may not attend a class unless they are officially registered for the course.*

## Dropping a Class

A drop is student-initiated. A student may drop a class without a grade up until 20% of the class meeting times have elapsed. In order to drop a class, a student must complete a drop via WebAdvisor or submit a completed Drop Form to any Student Services Center. The drop process is not complete until WebAdvisor processes the drop (confirm by viewing “My Class Schedule”) the Drop Form is received and processed by the Student Services Center. Nonattendance or notifying the instructor that the student will not be attending does NOT constitute a drop. When a student registers for a class, the student owes the corresponding tuition and fees. Students who plan to drop a class should do so immediately. A single day can make a significant difference in the amount of the refund. Drop deadlines are printed on a student’s class schedule and are strictly enforced. For information regarding refunds, please see “Refund Policy” in “Paying for College” section of this handbook. A student who is a financial aid recipient should be aware that dropping a class may affect his or her financial aid award and account balance with the college. If a class is dropped, the financial aid award will be recalculated based on the remaining eligible credits. Dropped classes will be monitored throughout the entire semester. If students have questions on how dropping a class may affect their financial aid award, they should contact a Student Finance Specialist prior to dropping the class.

## Withdrawing from a Class

Withdrawals occur after the refund period; there are no refunds for withdrawn classes. A student may withdraw from a course without an academic penalty up until 80 percent of the class time has elapsed. A student withdraws from classes by completing a Withdrawal Form for each class and submitting it to a Student Express Associate in any Student Services Center. A grade of ‘W’ will be recorded on the student academic record. A student who stops attending a class after the refund period without withdrawing receives an F grade. Withdrawing from a class(es) may affect the student’s financial aid award. W grades are used to calculate satisfactory academic progress for financial aid purposes.

*Note: Withdrawal from classes does not imply withdrawal from the academic program. To withdraw from a program, access Withdraw from a Program in WebAdvisor. program withdrawal forms can be found at [gtc.edu/forms](http://gtc.edu/forms).*

## Class Cancellations

Gateway reserves the right to cancel any scheduled class. Refunds are issued for cancelled classes. The student is encouraged to work with their academic advisor in making alternative class selections.

## Combining Class Sections

Gateway reserves the right to combine class sections as a result of insufficient enrollments. If this occurs, every effort will be made to notify the student prior to the start of the class. The student’s class schedule can be viewed on WebAdvisor at “My Class Schedule.”

## Auditing a Course

At times a student may wish to attend a class without receiving a grade or credit. To do so, the student must register to audit the course. The tuition and fees are the same, whether the student is auditing the course or taking it for credit. Information regarding the exception for senior citizens auditing postsecondary courses follows. A student must officially change his or her audit status within the first 20 percent of class. At the completion of the course, the student will receive a grade of AU (audit).

A student who is auditing a course may not change his or her enrollment in the class to credit-seeking or vice versa after the first 20 percent of the class has passed.

## Senior Citizen Audits of Postsecondary Courses

Wisconsin residents, 60 years of age or older on the start date of the class, may audit an associate degree or technical diploma course without paying the tuition portion of the class fee, provided space is available. This is a significantly reduced rate. Only non-tuition fees, such as material, activity, and other miscellaneous fees will be charged. Forms for requesting a senior citizen audit are available in any Student Services Center. If a senior citizen wants credit for the course, regular registration procedures and charges apply. The regular audit rules apply to changing status from credit-seeking to audit and vice versa.

## Senior Citizens and ACE Classes

Wisconsin citizens 62 years of age or older on the start date of the class may take Adult Continuing Education (ACE) classes at a significantly reduced rate. A student in this category is not charged tuition for the class, only non-tuition fees, such as material, activity, and other miscellaneous fees will be charged. Please contact Student Services for information.

## Student Enrollment Status

Student enrollment status is determined by the number of credit hours for which a student is registered. A full-time student is defined as one who is enrolled in 12 or more credit hours for Summer, Fall, or Spring semesters. A part-time student is defined as one who is enrolled in less than 12 credit hours for Summer, Fall, or Spring semesters. Enrollment verifications reflect the student's enrollment status at the time the verification is completed.

# Paying for College

Gateway Technical College believes that the opportunity for a college education should be within the reach of all interested individuals. To that end, Gateway offers a variety of payment options. Students are ultimately responsible for the payment of tuition, fees, and books. Payment options include cash, check, MasterCard, Visa, financial aid, authorizations and a student payment plan. A payment option must be in place by published deadlines. Out-of-state students pay additional tuition charges. (See Residency Qualifications for more information.)

## Financial Aid

Financial aid is financial assistance to help students meet their educational costs. The Gateway Technical College Financial Aid Office administers a comprehensive program of federal, state and college grants, work-study and loan programs to provide assistance to students who would otherwise be unable to afford an education. Gateway uses the Free Application for Federal Student Aid (FAFSA) to determine if a student is eligible for federal grants, student and parent loans, work-study, and state grants. The FAFSA is available at [fafsa.ed.gov](http://fafsa.ed.gov).

Financial aid is made available to you if you are eligible according to specific state and federal regulations. However, all eligible students must:

- Apply for admission to and be accepted to an aid-eligible program and meet program entry requirements before the start of the semester.
- Be a U.S. citizen, a National, or a permanent resident of the United States.
- Demonstrate financial need as determined by Gateway's Financial Aid Office through the Financial Aid Application (FAFSA) process.
- Not be in default on any educational loan, or demonstrate an unwillingness to repay any educational loan and/or owe any overpayment to Gateway Technical College or the U.S. Department of Education.
- Be in compliance with Selective Service regulations.
- Be enrolled at least half-time status to receive most types of financial aid.
- Maintain Financial Aid Satisfactory Academic Progress as defined by Gateway's Financial Aid Office.
- Must participate in Loan Entrance/Exit Counseling if award includes loan.
- Only receive aid at one college per semester.

There are three major types of aid available to Gateway students. They include:

- Grants (do not have to be repaid unless you stop attending – see information on Return of Title IV funds)
- Student Loans (must be repaid)
- Student Employment (you work and earn money to help pay for college)

Information about the specific types of grants, loans, and student employment available may be obtained at [gtc.edu/financialaid](http://gtc.edu/financialaid). Financial aid information may be subject to change at any time due to change in federal, state, or sponsoring agency regulations.

## Census Date (Date of Record)

In accordance with federal regulations, the Financial Aid Office will recalculate federal, state and institutional awards based on the enrollment status as of the published census date. The census date is set by the college and is the 14<sup>th</sup> calendar day of each semester.

Official census dates for the current academic year can be found at [gtc.edu/census](http://gtc.edu/census). On this day, the college takes a “snap shot” of all students’ enrollment which becomes the “official enrollment” that is used for both state reporting and financial aid eligibility. After this date:

- Adjustments will not be made for additional enrollment
- Award may be recalculated for courses with no attendance and/or,
- A repayment may be charged for all or a portion of funds received

The classes you are enrolled in and attending as of census date will determine the amount of financial aid you receive.

If you are enrolled and attending less than full time as of the census date, your awarded aid will likely be less than what was reported to you in your initial award letter or email. This difference is because students are initially awarded based on the expectation of full time enrollment. Financial aid is then adjusted after the census date to reflect students’ actual enrollment.

Gateway highly encourages students to register for all courses for a semester prior to the census date.

## Drops with a 100 Percent Refund

If a class is taken off your schedule and you are not charged for the class, your financial aid will be recalculated with the remaining eligible credits on your schedule. Dropped classes will be monitored throughout the entire semester.

## No-shows

If you never attend class, you are not eligible to receive financial aid for the class. In a situation where an instructor drops a student from the class they are teaching, due to the student being a ‘no show’, there is no refund on tuition; however, Financial Aid is required to adjust aid based on actual credits.

If you intend to drop a course, you must drop the course via WebAdvisor or submit a class add/drop form in any Students Services Center so that you can be officially dropped from the class. Do not simply stop attending class.

## Financial Aid Satisfactory Academic Progress (SAP) Policy

Financial aid programs require schools to maintain Satisfactory Academic Progress Policy to ensure that students are progressing successfully through their programs when receiving financial aid. Students’ complete Gateway academic record is used to determine if the student meets the Satisfactory Academic Progress Policy standards. This includes all credits attempted at or transferred to Gateway Technical College including those attempted without the use of financial aid.

Students Financial Aid Standing is calculated at the end of each semester as well as when a student’s financial aid application is initially received at Gateway Technical College. Students who do not meet the criteria of Gateway Technical College’s Satisfactory Academic Progress Policy are notified via their student email account and WebAdvisor.

For complete information related to Gateway Technical College’s Satisfactory Academic Progress Policy, please go to: [gtc.edu/financialaid](http://gtc.edu/financialaid).

## Satisfactory Academic Progress Policy (SAP) Parameters

To maintain financial aid eligibility, students must be in Satisfactory Financial Aid Standing as outlined by the four criteria below (please note, financial aid calculations use all postsecondary, remedial and developmental credits earned at or transferred to Gateway Technical College). Students will progress through the SAP statuses if they fail to meet all four criteria below:

- Minimum 2.0 semester GPA
- Minimum 67% semester completion rate (also known as pace)
- Minimum 2.0 cumulative GPA
- Minimum 67% cumulative completion rate

Financial aid GPA is calculated by taking all grade points earned divided by the total amount of attempted credits. Financial aid completion rate is calculated by taking the number of all completed credits divided by all attempted credits. Attempted credits contain all courses including drops, withdrawals, incompletes, retakes and developmental/remedial.

## Financial Aid Satisfactory Academic Progress Policy Statuses

### Financial Aid Warning

Students failing to meet the standards of Gateway Technical College's SAP Policy listed above will be placed on financial aid warning for the next semester. Students in financial aid warning status are not restricted in the number of credits they may take, but these students must meet all four criteria at the end of each semester. Financial aid warning students who meet or exceed all four criteria of Gateway Technical College's SAP Policy will remain on financial aid warning status for the next semester. Financial aid warning students who do not meet or exceed all four criteria of Gateway Technical College's SAP Policy will be placed on suspension appeal.

### Suspension Appeal

Students in the financial aid warning status who fail to meet or exceed all 4 criteria of Gateway Technical College's SAP Policy will be placed on suspension appeal. Suspended students will have their financial aid locked for future semesters; however these students are still allowed to take classes at Gateway Technical College by paying for the classes with alternative resources (payment plan, scholarships, Veterans Affairs benefits, etc.). In addition, students in this status may file a financial aid appeal for reinstatement if they did not meet Satisfactory Academic Progress due to an extenuating circumstance.

### Financial Aid Appeal

Students in the suspension appeal status, who complete the appeal process and are approved, will move to the status of financial aid approved appeal. Once a student is placed on financial aid approved appeal they will only be able to take courses that are listed on the curriculum sheet for the selected program outlined on their appeal form. Students who take a course not listed on their curriculum sheet for their selected program will be placed on financial aid suspension. Also students who are in the financial aid approved appeal status must contact the Financial Aid Office if they would like to change the program listed on their appeal, prior to taking courses in their new program. Students who do not contact the Financial Aid Office prior to making a change will be placed on financial aid suspension.

### Financial Aid Suspension

Students placed on financial aid approved appeal will only be measured on the semester criteria listed in SAP Policy parameters. Students who continue to meet the semester criteria



will stay on the financial aid appeal status until they graduate from their selected program or reach the 150% maximum timeframe (described below), whichever comes first.

Students who fail to meet the terms of their financial aid approved appeal will be placed on financial aid suspension. At this time all future aid will be cancelled at Gateway Technical College until the student has met all four criteria listed in SAP Policy Parameters. Students on financial aid suspension are still allowed to take classes at Gateway Technical College by paying for the classes with alternative resources (payment plan, scholarships, veterans affairs benefit, etc.).

## Duration of Financial Aid Eligibility – 150%

In addition to meeting the criteria listed in SAP Policy parameters, all students are expected to finish their program within a maximum time frame that cannot exceed 150% of the number of credits required to complete their degree. All credits are counted in this calculation including those for which the student did not receive financial aid. The 150% calculation is made by taking the number of attempted credits and dividing them by the number of required credits needed to graduate from your selected program. If you are enrolled in more than one program, the program that requires the most credits will be used to calculate your maximum time frame.

Attempted credits contain all courses including drops, withdrawals, incompletes, repeats, developmental/remedial, transfer. Attempted credits also contain credits taken at Gateway Technical College and credits transferred in from any other college/university.

The following is a list of the maximum number of credits in which a student is expected to complete his/her degree for financial aid purposes.

Students exceeding the allowable 150% of their current program will be placed on financial aid suspension at the end of the semester in which the 150% limit is reached. The 150% status **cannot** be appealed. At this time all future aid will be cancelled at Gateway Technical College. Students on financial aid suspension are still allowed to take classes at Gateway Technical College by paying for the classes with alternative resources (payment plan, scholarships, veterans affairs benefits, etc.).

REQUIRED CREDIT for Program	150% of that programs credit
70	105
69	104
68	102
67	101
66	99
64	96
61	92
44	66
33	50
32	48
28	42
27	41
17	26

## Financial Aid Disbursement Policy

If you receive federal and/or state funding, your funds will be applied to your student account. You will be able to charge certain expenses to this account. Expenses include tuition, fees, and bookstore charges. After courses begin and your attendance is verified on the census date, Gateway will apply your financial aid award to your student account. If your award exceeds your expenses, a refund representing the proceeds of your funds will be applied to your Gateway Plus card. Financial aid awards are based on enrollment levels. Enrollment level changes will prompt a change in aid funds and a new award notification will be sent to you. Awards may be viewed on WebAdvisor.

## Gateway Plus Card

All eligible financial aid students will receive a Gateway Plus card. Financial aid disbursements are sent electronically to the Gateway Plus card (typically by 3:00 p.m. on the published refund date) and processed according to the choice indicated by the student. When the student activates the card successfully, the student may choose to have funds applied directly to the card or have funds electronically transferred to a bank account designated by the student. This card is good for five years and it is the responsibility of the student to retain this card. The card will be mailed to your address on file at Gateway Technical College. A \$10.00 fee is required when a replacement card is requested.

## Return of Federal Financial Aid Funds

If you withdraw or drop out of Gateway Technical College class(es) prior to completing 60% of the semester, you will be required to return some of the federal financial aid that was disbursed to you. The amount of aid you could keep is proportional with the amount of time you attended class(es) to the total days in the semester. Failure to attend any classes would mean a 100% return of all aid. Gateway is also required to repay to the federal aid funds a proportional part of your tuition that was originally paid with federal aid. The student is required to repay these funds to Gateway Technical College. Any return of tuition will go to the following funds in priority order: (1) Federal Direct Loan (unsubsidized), (2) Federal Direct Loan (subsidized), (3) PLUS Loan, (4) PELL Grant, (5) SEOG Grant, (6) TIP Grant. When aid is returned, the student will owe a balance to Gateway. Payments should be made via WebAdvisor or in any Student Services Center. Students who do not repay a debt as a result of this calculation may be reported to the Department of Education and may be prohibited from receiving Title IV funds at other colleges. In addition, students who have a Title IV debt may not receive an official transcript. Students are reminded to follow the withdrawal procedures outlined in this handbook so that a correct calculation can be made.

## Gateway Foundation Scholarships

Help keep your education more affordable by applying for a Gateway Foundation Scholarship. Annually the Gateway Foundation awards scholarships to eligible students ranging from \$300 to \$1,000 or more. During the continuing student scholarship application period, students are encouraged to go to the Foundation web page and click on the link for "Scholarship Application." To go to the Gateway Foundation online application, use the following link: [gtc.edu/foundation-scholarships](http://gtc.edu/foundation-scholarships). The application period will open at the end of August and close in October. For more information about Gateway Foundation Scholarships visit [gtc.edu/foundation-and-alumni-association](http://gtc.edu/foundation-and-alumni-association).

Established in 1977, Gateway Technical College Foundation secures resources from the community to support, promote, and facilitate the educational activities of Gateway Technical College. As one of its activities, the Foundation raises funds to provide assistance to Gateway students who wish to enhance their lives through education and training. Annually, Gateway Technical College Foundation, Inc. awards scholarships and grants to students. These awards are made possible through the generosity of individuals, businesses, and organizations in southeast Wisconsin who recognize the need to assist in providing funds for students eager to embark on the path to their future. To learn more about the Foundation, please visit us online at: [gtc.edu/foundation-and-alumni-association](http://gtc.edu/foundation-and-alumni-association).

## Veterans Administration (VA) Educational Benefits

Most of the educational programs offered by Gateway are approved for U.S. Department of Veterans Affairs (VA) educational benefits by the State of Wisconsin State Approving Agency. Students who wish to use their VA educational benefits must schedule an appointment to meet with a student finance specialist according to the Gateway campus of their county of residence. Students will learn about the required forms and other documents they need to submit. All students requesting to use benefits must complete the VA education benefit request form (VA-EBRF) at [gtc.edu/forms](http://gtc.edu/forms).

In addition, students will learn about additional resources that can help them complete their VA education benefits application. Additional information on applying for Veterans education benefits and refund dates can be found at [gtc.edu/va](http://gtc.edu/va).

Students must be admitted into an approved program of study at Gateway before they can be certified to receive educational benefits. In order to speed the payment of VA benefits, the submission of all required information should be completed prior to the start of each semester. VA information submitted after the beginning of the semester will result in late payment. Students receiving educational benefits are expected to comply with standards of academic progress and are responsible for meeting all Gateway payment deadlines. For a complete listing of approved programs and other related VA benefit information visit [gtc.edu/va](http://gtc.edu/va). For specific eligibility requirements, you may also call the VA Educational Benefits line at 1-888-442-4551 or the Veterans Service Offices located in your county.

## VA Standards of Progress

Students receiving VA educational benefits are required to maintain academic standards of progress. The standards of progress for Gateway students receiving VA educational benefits are as follows:

- A student who receives less than C average (2.0 on a 4.0 scale) in each of two successive semesters will be placed on a Veteran Benefit probationary status. This means that the school can certify one more semester of enrollment to the VA; however, the student must achieve at least a C average (2.0 on a 4.0 scale) for the semester.
- A student who receives less than a C average in the probationary semester will be considered in an unsatisfactory progress status. This means that the student will not be eligible for further educational benefits until satisfactory progress is reestablished.
- To reestablish satisfactory progress, the student must accumulate a minimum of six (6) credits (or equivalent in program's measured clock hours) with a C average. If the student achieves a C average, the school can resume certifying benefits to the VA beginning the next semester of enrollment. If, however, the student fails to achieve the C average, benefits will be curtailed until satisfactory progress, as defined previously is achieved.

- The student must also be admitted to an approved program of study before being certified to receive educational benefits. The school may only certify courses that are required for that program.

For the most current and additional information on academic standards of progress for students using Veteran Education Benefits visit [gtc.edu/va](http://gtc.edu/va).

## Wisconsin Department of Veterans Affairs (WDVA) Education Benefits

### Wisconsin Veterans Education Reimbursement Grant Program (VetEd)

Eligible Wisconsin veterans attending college can receive up to 100 percent reimbursement of the cost of tuition and material fees after successful completion of full-time or part-time coursework. Individuals eligible for Wisconsin GI Bill benefits must apply for and use those benefits in order to be eligible for VetEd reimbursement.

### Wisconsin GI Bill

New Wisconsin GI Requirement effective January, 2014 Any student using the Wisconsin GI Bill (WI GI), whether it be the veteran, spouse or child of a veteran, must maintain at least a 2.0 cumulative GPA or higher in order to remain eligible for Wisconsin GI benefits. Should a student using Wisconsin GI benefits have a cumulative GPA that falls below 2.0 at the end of the semester, the student may still enroll the following semester, however, the student will not be able to use the Wisconsin GI benefit at this time. Should the student the student earn a cumulative GPA of a 2.0 or higher at the end of the semester in which they did not receive benefits, the student will be re-certified for the subsequent semester by the college.

The Wisconsin G.I. Bill provides a full waiver (“remission”) of tuition and fees for eligible veterans and their dependents for up to eight full-time semesters or 128 credits at any University of Wisconsin System (UWS) or Wisconsin Technical College System (WTCS) institution. Please note that activity fees, miscellaneous fees, and book costs are not covered by the WI GI Bill. The tuition remission will not be applied until the school has received approval from the WDVA regarding a student’s eligibility for the WI GI Bill. Students are responsible for meeting all payment deadlines. Additional information is available at [wisvets.com/WisGIBill](http://wisvets.com/WisGIBill).

### WDVA Retraining Grant

This grant is for recently unemployed or underemployed veterans who demonstrate a financial need while being retrained for employment. The program must be completed within two years. This is a grant, not a loan, and does not have to be repaid. The applicant may not receive a retraining grant and another WDVA education grant for the same period. The maximum grant is \$3,000 per year, for a maximum of two years.

Complete eligibility requirements and application forms for the WDVA benefits are available through the County Veterans Service Office identified below. Please be mindful of the application deadlines for WDVA benefits.

The County Veterans Service Office addresses are:

**Kenosha County Veterans Service Office**

8600 Sheridan Rd, Suite 700

Kenosha, WI 53143

Telephone: (262) 605-6690

**Racine County Veterans Service Office**

1717 Taylor Avenue

Racine, WI 53403

Telephone: (262) 638-6702

**Walworth County Veterans Service Office**

Walworth County Government Center

100 W. Walworth Street

Elkhorn, WI 53121

Telephone: (262) 741-4222

## Guard and Reserve Tuition Programs

1. Wisconsin Army and Air National Guard members attending Gateway can receive 100 percent reimbursement of tuition costs excluding fees up to a maximum set by the Wisconsin Department of Military Affairs. Complete eligibility and application forms are available from the student's Army or Air National Guard unit or at <http://dma.wi.gov>.
2. Army, Air Force and Marine Reserve Tuition Assistance Program. Check with your unit Educational Officer for details on these programs.

## Payment Options

As a student, you may use one of the following options to pay for your tuition/fee charges. A payment option must be in place by the published payment option deadline to prevent being dropped from ALL active classes for nonpayment.

**Option 1: PAY FEES IN FULL** by credit card via WebAdvisor ([gtc.edu/webadvisor](http://gtc.edu/webadvisor) | select "Make a Payment") or by cash, check or credit card in any Student Services Center. Partial payments may be made on your account until the payment option deadline. Your account must be paid in full by the deadline; any balance remaining after the payment option due date may result in your being dropped from all active classes.

**Option 2: PROVIDE AN AUTHORIZATION** from a third party (company/employer/agency) to cover tuition/fees or be awarded financial aid by payment option deadline.

**Option 3: ENROLL IN STUDENT PAYMENT PLAN** via WebAdvisor or in any Student Services Center by the payment plan enrollment deadline.

## Student Payment Plan

The Student Payment Plan is available for Summer 2014 from April 7, 2014 thru May 23, 2014; for Fall 2014 from August 4, 2014 thru September 19, 2014 and Spring 2015 from November 10, 2014 thru January 23, 2015. Enroll in the payment plan via WebAdvisor or in any Student Services Center.

# Paying for College

The following outlines the Student Payment Plan requirements.

- Student must be enrolled in 3 or more credits. (Not available for noncredit students or to students only registered in Certified Nursing Assistant or WEDD courses.)
- A deposit of 40% of eligible tuition/fees plus a \$15 nonrefundable processing fee is required at time of enrolling on the payment plan. Any partial payments made toward tuition for the semester prior to enrolling on the payment plan may be applied to the required 40% deposit. Partial payments do not enroll you in the payment plan; the student must officially enroll on the plan.
- A maximum of \$2,000 is allowed on payment plan after required deposit is made. Any charges over the maximum must be paid in full at time of enrollment on plan.
- Two (2) installment payments are due during the semester for which the payment plan is initiated. Due dates are published in the student handbook, on Gateway's website and on the payment plan form. Students receive a bill, which is sent to the current address on file. Payments are due by scheduled due dates without exception, even in the event a bill is not received by the student.
- A late fee of \$45.00 will be assessed if scheduled payments for the payment plan are received after the due date.
- There is no grace period beyond the due date for payment before a late fee is assessed.
- The student will not be dropped from classes and will be responsible for payment of all fees.

## Debts Owed to Gateway

In accordance with the Gateway Technical College Board of Trustees policy, a hold will be placed on a student's account for any debt owed to the college of more than \$200. Students with a debt of \$200 or less can register for courses and services. However, until all outstanding debts to Gateway are resolved, access to records will be restricted. Students with a balance will not have access to transcripts or diplomas. Student may owe debts to Gateway which are related to registration, financial aid, library, returned checks or for other miscellaneous reasons. Student's debts are retained on his/her record until cleared.

Students can register with a prior debt \$200 or less.

All students with a debt the day the semester ends will have a \$35 late fee applied to their student account. Students with debts will have their accounts sent to a collection agency and to the Wisconsin Department of Revenue Tax Refund Interception Program (TRIP). All collection fees are the student's responsibility.

Students receiving financial aid may be eligible to take advantage of the prior debt process to assist with paying prior debts a student has with Gateway. Access the prior debt process via WebAdvisor.

## Refund Policy

### Refunds for Cancelled Classes

A student is entitled to a full refund of all tuition and fees paid for a class if Gateway Technical College cancels the class.

**Refunds for Dropped Classes**

<b>Refund Schedule</b>			
Drop	Before the first class meeting	Last Refund Drop Date column on the front side of student's class schedule	100% Refund
Drop	1-10% of class meetings elapsed	Last Refund Drop Date column on the front side of student's class schedule	80% Refund
Drop	11-20% of class meeting elapsed	Last Refund Drop Date column on the front side of student's class schedule	60% Refund
Withdrawal	21-80% of class meetings elapsed	Contact Student Services for withdrawal dates, instructions, and information	No Refund
Non-attendance/ Instructor Drops	Definition: Student doesn't attend or discontinues attendance without completing and submitting drop or withdrawal paperwork.		No Refund

**No Refund for Instructor Drops**

A student who registers for a class but who fails to attend, or stops attending during the refund period without dropping, may be dropped by the instructor. As an instructor drop is administrative and not student initiated, the student is not eligible to receive a refund.

**No Refund for Withdrawals**

No refund is made when a student withdraws from a class. Students withdraw from classes after the refund period has ended; i.e., after 20% of the class meeting times have elapsed.

**Active Duty**

The college will provide a full refund of tuition and fees to students called into active service. Tuition and fee refunds will be first directed to repay federal financial aid. In some cases, Gateway will be required to utilize a portion of the tuition and fee refund to reduce the student's loan debt. Gateway will repay the college and student portion of federal grants. The student will then receive a refund check in the mail.

**Account Adjustments**

Refunds will be applied to any outstanding balance the student has at the College. If the student account is:

**Paid in Full** -The refund will be mailed to the student's current address. No cash refunds.

**Payment Plan Account** - Any refund will be credited toward the balance owed. The amount due on subsequent statements will reflect the adjustment in fees. The refund percentage is based upon the total cost of the courses; it is not a percentage refund of the payments the student has made.

# Paying for College

**Paid by Sponsorship/Agency/Company** - The tuition charges billed to the third party will be reduced. No refund will be issued.

**Paid/Partially Paid by Financial Aid** - The financial aid award/disbursement will reflect adjustments due to dropped classes.

**Nonattendance** - No refund is made to students who do not attend or discontinue attendance without completing a drop via WebAdvisor or submitting drop paperwork or who do not complete and submit withdrawal paperwork. Refund would be based on outline refund schedule.

**Student Account Appeals** - Students are responsible for payment of tuition and fees for classes for which they register. However, if a student encounters extenuating circumstances which have unexpectedly affected the student's enrollment in the class, the student may appeal to have tuition and fees reduced. Bookstore charges cannot be reduced. Charges that were previously paid by financial aid funds may become a debt that the student is responsible for paying.

A student who wishes to submit an appeal should discuss the situation with a Student Finance Specialist and obtain a student account appeal form [gtc.edu/forms](http://gtc.edu/forms). The completed student account appeal form, with required supporting documentation, needs to be mailed to the Student Accounts office. The request must be submitted within 30 days from the end of the semester for which charges are being appealed. The student account appeal will be reviewed and the student will be notified of the decision in writing within 45 days. Each appeal will be reviewed only once, and the decision of the appeal is final.



## Gateway Technical College Credentials

### Associate Degrees, Technical Diplomas, and Advanced Technical Certificates

The Gateway Technical College District Board has the authority to grant associate of applied science degrees, technical diplomas, and advanced technical certificates to graduates of occupational programs approved by the Wisconsin Technical College System Board. Students must apply to the AAS or technical diploma programs and submit an application for graduation to graduate.

### Gateway Certificates

The Gateway Technical College District Board may award District certificates to students who complete a specific course or group of courses. Certificates are designed to help students gain entry level employment in specialized areas or to qualify for occupational advancement. Students must apply to the certificate program and complete a certificate completion form to receive a certificate.

### Adult High School Diploma

Gateway's Adult High School program is designed for people 18 years and older who want to obtain their high school diploma. Public school districts in Kenosha, Racine, and Walworth counties cooperate in this program. Students enrolled in associate degree or technical diploma classes may also receive high school credit for them. The Adult High School academic advisor in Student Services can give you more information on obtaining a high school diploma through Gateway. Note: Students dually enrolled in adult high school and postsecondary courses are not eligible for financial aid.

### General Education Development (GED®)

Students can earn their GED by passing the official GED Testing Service tests. Subjects include language arts (RLA Reasoning through Language Arts), math, science and social studies. Prior to testing, students must complete an orientation (890-721) through the Adult Learning Center. GED instructors can pretest in all four testing subject areas. Practice tests are available in selected subject areas. GED teaching strategies include small group instruction, computer-assisted learning, self-guided exercises and assignments, and one-on-one tutoring. Non-resident fees may apply.

### High School Equivalency Diploma (HSED)

An HSED may be completed in several ways. Many students decide to complete their HSED through GED testing and completion of health, civics, career awareness, and employability skills. An HSED may also be obtained through the completion of high school credits, postsecondary credits, or competencies. Students may also be eligible to receive an HSED if they have been granted a diploma from a foreign country. Students interested in pursuing an HSED should have their official high school transcripts sent to Gateway Admissions Office for review. All HSED participants must take an orientation (890-721) prior to starting the HSED program. Nonresident fees may apply.

### English Language Learner Program (ELL)

ELL is designed to prepare students whose first language is other than English to speak and understand the English language. Students will improve their speaking and listening, grammar and writing, and reading and vocabulary skills and learn about health, community, government, consumer education, and employability skills. Large and small group instruction, computer-assisted learning, and self-guided exercises and assignments are utilized. Free to Wisconsin residents.

## Student Name

The name on a student's record is the official name which will be displayed on college documents, transcripts, and diplomas. Name changes will only be completed upon presentation of a legal document supporting the change. Requests for name changes may be submitted to any Student Services Center.

## Social Security Number Policy

Social Security numbers are used to identify student records. A student's failure to prove a SSN may delay processing. All Gateway students who are applying for financial aid are required to provide their social security number. A social security number is critical to state and federal reporting and the financial aid process. The social security number is protected by the Family Educational Rights and Privacy Act (FERPA) and is not considered directory information and therefore will not be released to a third party. The Internal Revenue Service allows some postsecondary students to claim an education income tax credit on their taxes. In order to claim this credit, the student's social security number must be on file at the college so the student's enrollment can be reported to the IRS. The college will make a 1098T form available to the student electronically. This will document the student's SSN on file and the post secondary enrollment information. For tax credit eligibility information, consult your tax professional. The Internal Revenue Service requires that Gateway provide 1098T forms annually to post-secondary students.

## Student ID Number

Every student will have a system-generated ID number that will appear on his or her schedule and most Gateway correspondence. This number is not considered directory information, and will not be released to a third party. It is important that students know their student ID number.

## Curriculum Sheets

Curriculum sheets detail current course requirements and course descriptions in a student's program. A student must fulfill the requirements of the curriculum sheet for the academic year for which they were accepted to that program in order to graduate from that program. At any time a student may elect to follow the most recent program curriculum, but may not move to a previous sheet. Useful information concerning possible job opportunities at entry and advanced levels is listed on the back of the sheet. Curriculum sheets can be obtained at [gtc.edu](http://gtc.edu) or in any Student Services Center.

## Academic Standards

**Academic and Program Standards** - Academic and program standards are developed and are available to all students.

**Continuous Student Enrollment (Policy J-110)** - Academic programs at Gateway undergo frequent changes to keep programs current with demands in technology and accreditation criteria. Generally, students are allowed to graduate following the program curriculum sheet in place at the time of the student's initial program acceptance. Because of frequent program changes and the length of time taken by students to meet graduation requirements, the following policies will govern which curriculum sheet will be used to define a student's graduation requirements:

1. The college does, after two (2) years of non-continuous enrollment, require the student to follow the most recent program curriculum in order to graduate.

2. The College reserves the right to place a seven (7) year limitation on accepting courses for graduation. Some programs have more stringent age requirements on course age for courses that are pre-requisites to program courses.
3. At any time, a student may elect to follow the most recent program curriculum.
4. The College reserves the right to establish course substitutions when courses are inactivated to meet program curriculum requirements.

## Grading System

### Credits

Each course carries academic credit based on total contact hours and the method of instruction. Credits are used in determining student grade point average. "General College" and developmental/remedial (pre-technical and pre-college) courses do not carry credit toward post-secondary degrees or diplomas. However, all post-secondary courses, including general college, developmental and remedial courses are used to calculate satisfactory academic progress for financial aid purposes.

### Post-secondary Grading Information

Students enrolled in associate degree, technical diploma, or adult high school credit courses will be graded by the following letter grade and point system. These represent various levels of accomplishment and grade points earned. Some instructors may not use plus ( + ) or minus ( - ) grades.

Grading scales for individual courses are outlines on each course syllabus and may vary from course to course. It is important for students to review and understand course grading scales.

Grades	Description	Grade Points
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Satisfactory	2.33
C	Satisfactory	2.00
C-	Satisfactory	1.67
D+	Poor	1.33
D	Poor	1.00
D-	Poor	0.67
F	Failure	0.00

# Academic Information and Student Records

The following grades may appear on your transcript, but will not be included in the Grade Point Average:

- WP -Withdrawal Passing (prior to 2007)
- WF -Withdrawal Failing (prior to 2007)
- W -Withdrawal
- R -Repeated
- I - Incomplete
- AU -Audited (no credit earned)
- TR -Transfer Credit
- PR -Proficiency Credit (Credit for Prior Learning)
- M -Manual Repeat Adjustment

## I Grade

The I (incomplete) grade may be assigned, at the discretion of the instructor, if a student encountered extenuating circumstances which prevented completion of the course. The student must have been close to completing the course but, due to extenuating circumstances, was unable to complete the final exam or some limited amount of coursework. The instructor sets a deadline by which the coursework must be completed. The deadline will be no later than the end of the following semester, not including Summer semester. The I grade will be displayed on the student's transcript, which may be viewed via WebAdvisor. If the student receives an I grade in a course which is a prerequisite to a subsequent course the student will not be eligible to enroll/remain in the subsequent course. An I grade which is not changed by the deadline set by the instructor will automatically be changed to an F. The I grade counts as credits attempted but not completed for financial aid good academic standing calculation.

## Grade Changes

Grade changes must be made within one year of the end of the semester in which the student registered for the courses. Grade changes will be honored only to correct a mistake or error in calculating or assigning the course grade.

## Student Program Record Sealed at Graduation

Once a student graduates from a program, that record is sealed. No changes are made to grades used to meet program requirements. If a course used to fulfill a graduation requirement is repeated after a student graduates, the repeat does not affect the record; it will not be used for credit or GPA purposes.

## Viewing Grades

Students may view their grades via WebAdvisor by selecting the Unofficial Transcript link. Final grades are available online the day after the instructor submits them. Students who have an outstanding balance on their account will not be able to view their grades or transcripts.

## Grade Point Average (GPA)

A student's average grade is expressed in terms of a Grade Point Average (GPA). The grading scale at Gateway is based on a four-point scale. The grade point average is calculated by dividing the sum of the grade points by the total number of GPA credits. General college,

# Academic Information and Student Records

pre-college and pre-technical classes are developmental and/or remedial classes and do not count toward postsecondary graduation, nor are they used in GPA calculations for credential purposes. Financial aid does include general college, pre-college, and pre-technical classes for satisfactory academic progress calculations. To determine grade point average:

- Multiply the number of GPA credits for each course by the grade point value of the letter grades assigned. This converts the letter grades into grade points.
- Add the total number of GPA credits.
- Add the total number of grade points earned.
- Divide the total number of grade points by the total number of GPA credits.

The resulting figure is the student's grade point average. The example below illustrates GPA calculation for one semester.

## Example:

Course	Grade	Point Value		GPA Credits	Grade Points
English Comp I	F	0.00	X	3	0
Intro to Sociology	C	2.00	X	3	6
Speech	D	1.00	X	3	3
Management Principles	B	3.00	X	2	6
Accounting I	A	4.00	X	4	16
Investments	AU	-	X	-	-
			Total	15	31
Credits Completed	-	15			
Grade Points Earned	-	31			
Grade Point Average	-	$31/15=2.06$			

## Dean's List

Dean's List honors are granted each semester for students who are accepted into an Associate Degree or Technical Diploma program, have enrolled for a minimum of six (6) credits, not including developmental/remedial credits, and achieved a semester grade point average of 3.75 or better (see section on grade point average). Dean's List calculations are based on courses that have finished (been graded) by the end of the traditional semester. After final grade verification, certificates will be mailed to each eligible student. The deadline to order a replacement certificate is the end of the semester following the semester in which the Dean's List recognition was earned.

## Provost Honors Program

To be eligible to participate in the Provost Honors program a 3.5 or higher cumulative grade point average and a minimum of 12 credit hours of college coursework completed

is required. Eligible students will need to submit the honors contract. The honors contract is a collaborative effort between the student and a faculty member which provides an opportunity for the student to enrich the quality of his/her education beyond what is normally expected in the course. Proposed contracts must be relevant to the subject of the course. If the honors contract is approved by the Provost's office and the student completes the requirements of the project, the student will receive honors designation for that course. If 12 or more credits of honors courses are completed satisfactorily the student is awarded Provost Honors at graduation.

## Mid-term Grades

Mid-term grades will be available via WebAdvisor on the dates specified in the academic calendar. A mid-term grade is a snapshot of your grade on the date the mid-term grade was entered. Mid-term grades do not appear on your transcript and are not calculated into your GPA. Since the mid-term grade is for information purposes only, no grade changes are processed for mid-term grades. Refer to your syllabus for the course grading policy and assignments. Instructor comments may also be provided with mid-term grades. Mid-term grades are only required for post-secondary courses that begin at the start of the traditional semester and are at least 13 weeks in length. Mid-term grades are to help students understand their progression in courses. It is important to review mid-term grades via WebAdvisor.

## Adult Continuing Education Grading Information

Adult Continuing Education courses are non-credit, are recorded on a separate transcript and are not calculated in a student's GPA. Students enrolled in Adult Continuing Education (ACE) courses will be assigned the following grades:

Grades	Grades	Grade Points
S	Satisfactory	No grade points are assigned for Adult Continuing Education Courses
U	Unsatisfactory	
W	Withdrawal	

## Attendance

Gateway recognizes the importance of attendance in the learning process but does not believe that attendance in and of itself constitutes learning. Instructors will document in their course syllabi fair and reasonable attendance policies for their classes based on their subject matter, delivery methods, learning activities, student audience, external regulations, College and departmental guidelines, and employer expectations in their field of instruction. Students are responsible for reading and understanding each class attendance policy and for learning any material covered during an absence.

To be eligible to receive financial aid funding for class(es) students must be attending all class(es) prior to the established census date.

## Credit for Prior Learning

### Transfer Credits from another Institution

A student must be accepted to a postsecondary program at Gateway before transfer credits will be evaluated. Courses completed at a regionally accredited institution are evaluated to determine for which transfer credit will be awarded. Coursework completed at an institution

which is not regionally accredited may be evaluated through the credit for prior learning process to determine what proficiency credit may be granted. Gateway must have official transcripts on file before transfer credits are evaluated. Official transcripts are defined as transcripts sent directly to Gateway from the issuing institution, by a recognized electronic transcript service or hand-delivered by the student if the transcripts remain unopened in the issuing school's sealed envelope. Official transcripts must have the issuing school's seal and appropriate official's signature to be accepted. A minimum grade of C is required for courses to be accepted in transfer. Courses with a grade of C- or below will not be accepted.

The Assistant Registrar for Transfer Credit and Registration will evaluate the transcripts working in collaboration with course instructors and academic deans as necessary to determine course transfer credit.

## **College Level Examination**

College-level proficiency credit will be granted for knowledge validated by the Advanced Placement (AP) program and the College Level Examination Program (CLEP). Please contact the Assistant Registrar for Transfer Credit and Registration for a list of accepted exams. Students must meet minimum score requirements to be awarded credit. A minimum score of 3 is required for AP exams and a minimum score of 50 is required for CLEP exams.

Some examinations may require additional competence tests before credit can be granted. An official transcript, score report, or equivalent documents issued by the external agency, must be submitted before credit can be granted.

## **Military Evaluation**

Credit may be granted upon review of an official military transcript. Transcripts should be submitted to the Assistant Registrar for Transfer Credit and Evaluation. Guidelines established by the American Council on Education (ACE) are considered in addition to referrals to specific departments when deemed necessary. The Assistant Registrar for Transfer Credit and Registration will evaluate the transcripts working in collaboration with the academic departments as necessary to determine course transfer credit.

## **Articulation for High School Students**

Through an agreement with area high schools, Gateway awards credits for certain approved courses taken at the high school level. Students must enroll in Gateway within 27 months of high school graduation and have earned a B or better in the high school course. It is also possible for qualified high school students to enroll in a higher level Gateway course with the consent of the academic advisor. High school students should speak with their high school guidance counselors regarding these opportunities.

## **Prior Learning Assessment**

A student must be active in an associate degree or technical diploma program at Gateway to be eligible to apply for prior learning assessment. Prior learning assessment recognizes prior learning through the awarding of academic proficiency credit. Credit or its equivalent is awarded for learning, with consideration given for work experience. Students with prior learning experience may be able to pass prior learning assessment tests and earn credits toward their diploma or degree from Gateway. Prior learning assessment fees are charged and are not covered by financial aid. No student is allowed to apply for prior learning assessment for a course which they are failing or for which they have received a letter grade on their official transcript including A through F grades, incomplete or withdrawal grades.

# Academic Information and Student Records

The prior learning assessment option should be considered by students who have:

- extensive high school coursework which is not covered under a Tech Prep agreement.
- broad work experience supported by training and seminars with content similar to Gateway courses.
- courses from other institutions which are not regionally accredited.
- diploma courses not directly transferable to Associate Degree programs.
- completion of noncredit coursework, self study or other nontraditional education or training.

Prior learning assessment may be available through the following processes.

## 1. Credit by Examination

Proficiency credit may be granted to students who demonstrate course competencies through the satisfactory completion of college developed written tests for specified courses. Contact the Assistant Registrar of Transfer Credit and Registration for information.

## 2. Credit by Demonstration

Proficiency credit may be granted to students who demonstrate course competencies through the satisfactory completion of college developed demonstrative performance tests for specified courses. Exams are not available for all courses. Contact the Assistant Registrar of Transfer Credit and Registration for Information.

## 3. Evaluation of Experience

Proficiency credit may be granted to students who demonstrate course competencies through portfolio presentations demonstrating mastery of skills or competencies. Portfolio presentations are not available for all courses. There are specific courses for which proficiency credit may be granted through portfolio presentations. Contact the Assistant Registrar of Transfer Credit and Registration for information.

## Graduation Requirements

The Gateway Technical College District has procedures that govern the graduation requirements for Technical Diploma, Associate Degree Programs and Advanced Technical Certificates. In order to graduate, a student must fulfill the following requirements:

- All the course requirements on the official curriculum sheet must be completed successfully. Any course substitutions must be approved and documented on the student's record.
- Twenty-five percent (25%) of the program credits must be earned at Gateway Technical College. Courses which were completed by the credit for prior learning process are not counted as credits earned at Gateway Technical College.
- Twenty-five percent (25%) of the major course credits designated with an asterisk (\*) on the curriculum sheet must be earned at Gateway Technical College. Courses which were completed by the credit for prior learning process are not counted as credits earned at Gateway Technical College.
- The following grade point average (GPA) requirements must be met:



- A Program GPA of 2.000 is required to graduate (2.000 on a four-point grading scale is a C).
- A Major GPA of 2.000 is required.
- Some programs require a minimum grade of “C” (2.0) in some courses; refer to your curriculum sheet.
- Individual programs may have additional requirements to meet accrediting agency requirements. Refer to the program curriculum sheet for additional graduation and grade point requirements.
- All student financial obligations must be met before certificates, diplomas, degrees, advanced technical certificates, and transcripts are released.
- It is the student’s responsibility to check his/her transcripts prior to the last semester of study to ensure that all the requirements for graduation will be met. All requirements must be completed by the last day of the semester, including removal of incomplete grades and submission of transcripts with transfer credits.

## Computation of Grade Point Average (GPA) for Graduation

### Cumulative GPA

- All associate degree and technical diploma level courses that a student has taken at Gateway are used to calculate this GPA.
- General college, precollege, and pretechnical are developmental and/or remedial classes and do not count toward graduation, nor are they used in GPA calculations.
- This GPA appears on the transcript and program degree audit.

### Program GPA

- All courses on the program curriculum sheet are used to calculate this GPA.
- This GPA is used to determine graduation honors.
- This GPA may also be used to determine other department or campus awards.

### Major GPA

- All courses that are designated with an asterisk (\*) on the program curriculum sheet are used to calculate this GPA.
- This GPA is used to determine if the minimum GPA requirement has been met for these selected courses.
- This GPA may also be used to determine other department or campus awards.

## Application for Graduation: Associate of Applied Science Degree, Technical Diploma and Advanced Technical Certificate

In order to graduate with a degree or diploma students must submit an application for graduation by the filing deadline. Gateway has three (3) graduation dates each year. The graduation dates are the last day of classes of the Summer, Fall, and Spring semesters. Students graduate on the next available graduation date after they have applied for

graduation and have met all program requirements. The filing deadline dates are: Summer Graduation – July 31; Fall Graduation – October 31; and Spring Graduation – March 31. Students who have applied to graduate but fail to meet the requirements must submit a new application to graduate indicating in which semester they intend to graduate.

## Graduation with Honors

There are three graduation honors designations which may be earned by students completing an associate degree or technical diploma.

Honors distinction is bestowed upon students attaining the following program grade point average (GPA):

- District Honors: 3.750 - 3.899
- President's Honors: 3.900 - 4.000

Provost's Honors: A student who receives honors credit for 12 or more credits in their program will be recognized as a Provost's Honors graduate. Please see the section on Provost's Honors program for further information.

For the purposes of the commencement ceremony, honors are determined based on the student's eligibility for the award as of April 1 for May graduation and as of November 1 for December graduation (e.g. based on the student's program GPA or Provost's Honors status as of these dates).

The final determination regarding official honors status is made at the end of the semester. The decision will be made when the final program GPA is calculated and the Provost's Honors courses have been graded and reviewed. Official graduation honors will be recorded on the student's transcript and will display on the diploma after final graduation verification. The program grade point average listed on the program degree audit is the official grade point average used to determine honors. Grade point averages are not rounded.

## Commencement Ceremonies: Associate of Applied Science Degree, Technical Diploma and Advanced Technical Certificate

The college commencement ceremonies, held in December and May, are special recognition of students' scholastic achievements at Gateway Technical College. They are formal cap and gown ceremonies and all graduates are encouraged to participate. A student's name will appear in the official program and potential honors designation will be acknowledged at the ceremony only if an application for graduation form is submitted via WebAdvisor or is on file with the Registrar's Office by October 31 for the December ceremony and March 31 for the May ceremony. August graduates are eligible to participate in either the May or December ceremony. To participate in the May ceremony, August graduates must submit their application for graduation by March 31. Students must reserve their seat the commencement ceremony online in order to participate in the ceremony. All potential graduates and confirmed graduates are notified in mid-November and mid-April of graduation ceremony details.

## Adult High School Graduation Ceremony

The Adult High School graduation ceremony, held in May, is a special recognition of students' scholastic achievements at Gateway Technical College. This is a formal cap and gown ceremony and all graduates are encouraged to participate. December graduates from the previous semester are invited to participate in the May ceremony. For Spring and Summer graduates, the student's name will appear in the official graduation program only if an Application for Graduation form is on file with the Registrar's Office by March 31. Students who, as of March 31, have two adult high school credits (six credit hours) or less to complete in Summer semester may participate in the ceremony in May of the same year. All potential graduates and confirmed graduates are notified in mid-April of graduation ceremony details.

## HSED/GED Recognition Ceremony

The HSED/GED recognition ceremony, held in May in conjunction with the Adult High School graduation ceremony, recognizes students' earning of their academic credential through Gateway Technical College. This is a formal cap and gown ceremony and all credential recipients are encouraged to participate and be recognized. Students who have earned their credential since April 15 of the prior year are invited to attend the ceremony. Students must complete their testing by April 15 of the current year to participate in the ceremony. Confirmed credential recipients are notified, beginning mid-April, of graduation ceremony details.

## Transcripts

Transcripts may be secured by submitting a transcript request form or a written, signed request with fee to any Student Services Center. Transcripts are available for the following types of records: post-secondary, adult high school, adult continuing education (ACE), General Educational Development (GED) or High School Equivalence Diploma (HSED) testing completed through Gateway prior to 2014.

Written consent of the student must be received before transcripts may be released. Gateway does not release transcripts received from other institutions. There is a fee for each transcript. The transcript request form is available at [gtc.edu](http://gtc.edu).

## Guaranteed Retraining

Graduates may be eligible for up to six additional credits of free retraining if their employer certifies that they lack certain skills or if the student has been unable to secure employment. Questions regarding retraining available under this policy should be directed to the Institutional Effectiveness/Student Success office.

# Student Rights and Responsibilities

Gateway is dedicated to helping students identify and achieve realistic goals through excellent educational opportunities. The administration and staff of the College promote responsible participation and high achievement as goals for our students. As a Gateway Technical College student, you should be aware of and accept responsibility as an active, contributing member of the College. This section explains policies and procedures identifying student rights and responsibilities. Gateway Technical College believes that all students have responsibilities in the areas of governance, services, and conduct.

## Student Academic Responsibilities

Students are responsible for their own learning and development. They have a responsibility to be active learners by attending class, participating in class activities and discussions, completing class and laboratory assignments, and preparing in advance for the scheduled class session.

## Student Use of Services Responsibilities

Students are responsible for appropriate use of equipment and services provided by the College:

- Knowledge and participation in student social and professional activities.
- Seeking assistance when facing problems that interfere with educational success.
- Meeting financial obligations to Gateway Technical College and those incurred through student loan programs.

## Student Code of Conduct - Policy J-300

### Policy

The Gateway District recognizes that in order to operate a meaningful educational program and a safe environment for students and staff, this Code of Conduct will be followed. The Gateway District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats, or danger. The District further believes that academic honesty and integrity are fundamental to the educational mission of this College. Every student is expected to comply with the standards set and to be familiar with all the rules, regulations, and policies of Gateway Technical College. On a daily basis, any student or group of students may be denied access to the classroom upon the instructor's determination that their behavior impedes student learning, the health and safety of peers, self, or the staff. The instructor will notify the student(s) of their denied access. The dean of campus affairs will also be notified by the end of the working day.

### Procedure - Standards

1. Students are expected to comply with all institutional, federal, state, county, and municipal policies, statutes and ordinances.
2. At all times, students are expected to conduct themselves in such a manner as not to interfere with the educational process at Gateway Technical College.
3. Students will conduct themselves in such a manner as not to endanger the safety or welfare of their fellow students.

4. Students must comply with the following and may be subject to discipline, including suspension or dismissal, for the following offenses:
  - a. Obstruction or disruption of the normal operations of the College or activities authorized by the College.
  - b. Physical or verbal abuse, harassment, or detention of any person(s) on school property or at school activities when such endangers the health, safety, or rights of such persons.
  - c. Theft or damage to property of the College or property of any visitor or member of the Gateway Technical College community.
  - d. Unauthorized entry to or use of Gateway Technical College property or facilities.
  - e. Dishonesty, which includes but is not limited to, knowingly furnishing false information to the College, plagiarism, or any form of cheating.
  - f. Use, under the influence of, possession, sale or distribution of narcotic or illegal drugs, firearms, explosives, dangerous chemicals, alcoholic beverages, etc. on Gateway owned or leased property, or at Gateway sponsored activities.
  - g. Possession of a dangerous weapon on school premises or at school-related events.

## Discipline

The following procedures have been developed to deal with a student who has failed to comply with this policy.

Step 1. Upon receipt of an alleged violation, the appropriate dean of campus affairs will be assigned to investigate the charges. The dean of campus affairs may temporarily suspend a student pending an investigation when the student's continued presence might cause continued academic disruption or endanger the student or others.

Step 2. If the investigation determines that the college has reasonable cause to believe that a student has pursued a course of conduct which is contrary to Gateway policy and requires sanction(s), the dean of campus affairs may take appropriate action. Within two (2) days from the action, the student shall be given notice in writing, by certified mail or personal delivery, the results of the investigation and the sanctions applied. The notice will also provide the information necessary for the student to appeal the sanctions if he/she wishes.

Step 3. If the student appeals the sanctions, he/she must notify the executive vice president/provost in writing within three (3) working days of receipt of the letter. The student will be notified in writing, by certified mail or personal delivery, of the time and place of the hearing before a disciplinary committee composed of the executive vice president/provost or designee, a staff member, and a student. Said hearing shall be held no less than two (2) working days nor more than seven (7) calendar days from the date the student receives the above notice of hearing. The student shall be provided the name(s) of the witness(es) testifying against him/her and a copy of the initial investigation results that was conducted by the dean of campus affairs.

Step 4. At any hearing before the disciplinary committee, the student shall have the right to present testimony on his/her own behalf, call witnesses, and be represented by legal counsel of his/her choosing.

Step 5. The committee shall issue a dated, written order (to the student) informing the student of the decision. The order may be personally delivered or sent certified mail.

## Non-academic Sanctions

The following sanctions may be imposed to students who fail to comply with this policy.

1. **Warning:** Issued to a student who has committed a minor violation of this policy and doesn't pose a continued concern for the college.
2. **Disciplinary Probation:** Issued to a student who has committed a violation of this policy and will face additional sanctions if any additional violations occur during a specified time frame.
3. **Suspension:** Issued to a student, for a specified time frame, who has committed a major, egregious or continued violation(s) of this policy.
4. **Dismissal:** Permanent removal, issued to a student who has committed a major, egregious or continued violation(s) of this policy.
5. **Restriction:** Issued to a student who has committed a violation of this policy and the resolution is a limitation on the student's access to identified services, locations, education, community activities or persons. Issued for a specified time frame.
6. **Restitution:** Issued to a student who has committed a violation of this policy that resulted in staff, institutional or another student's financial loss. May be issued as a condition of return or continued attendance in the college.
7. **Referral:** Issued to a student who has committed a violation of this policy and it's determined that continued participation at the college is contingent upon the student attending designated services (college or private vendor) or programs. May be issued for a specified time frame or as permanent and may be issued as a condition of return or continued attendance in the college.
8. **Loss of Privileges:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access to identified service, location, or educational community activities.
9. **No Contact:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access/contact with an identified individual(s) or groups of student and/or staff.

These sanctions are not meant to be progressive in nature. A student may be issued one or more of these sanctions in response to an incident. The college will determine level of sanction based on the severity of the incident or series of incidents.

## Student Due Process Rights – Policy J-290

### Academic Concerns

#### Policy

The Gateway District believes that students need a process to address academic concerns (i.e. grades/classroom policies) and bring their issues to the faculty and administration's attention. These procedures are intended to afford students, faculty, and the College fair and equal treatment. The student may seek guidance from a Student Services counselor who will assist the student in understanding the process. All complaints must be filed within one (1) year of occurrence.

## Procedure

Step 1: The student should first address a concern to the instructor. Students are encouraged to attempt to resolve the issue within the first thirty (30) days of the incident, through informal discussion with the appropriate faculty member.

Step 2: If the concern remains unresolved, the student must prepare and submit written documentation to the immediate supervisor or designee of the faculty member which identifies the specific concerns and desired outcomes. The supervisor will share the written complaint with the faculty member and request a written response. The supervisor will meet with the student and the instructor and respond, in writing. This may serve as Step 1 in certain circumstances.

Step 3: If the concern remains unresolved, the student may appeal to the executive vice president/provost by sending a copy of the written complaint, and the supervisor's response to the executive vice president/provost. The supervisor will submit a copy of the faculty member's response to the executive vice president/provost. These documents must be presented to the executive vice president/provost within fourteen (14) working days of the supervisor's decision. If it is determined that a review is appropriate, an appeals committee will be assigned to hear the concern within seven (7) working days of the request.

The appeals committee selection is as follows:

- The executive vice president/provost selects the following four (4) people: one (1) chairperson who will be an administrator, and three (3) faculty/staff members.
- The Campus Student Government Association will select two (2) students from outside the student complainant's program area.
- The student complainant will select one (1) peer from his/her program area.

The committee will make a recommendation to the executive vice president/provost who will make a decision within five (5) working days of the committee hearing. The decision of the executive vice president/provost is final. (as of 5/10/10)

## Student Information Updates

It is necessary for the college to have current information in case of illness, emergencies, and the mailing of official correspondence. Therefore, it is the student's responsibility to inform the college through Student Services if there is a change of name, address, or phone number. To update address, phone number, or email students should complete a Student Data Change form available in Student Services or complete changes through the "change address/phone/ email" link on WebAdvisor. E-mail may also be used to provide information. Your Gateway student email address is the only address that will be used so please check it regularly.

## Federal Family Educational Rights and Privacy Act (FERPA)

### Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar a written, signed request that identifies the record(s) the student wishes to inspect. 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 are not maintained by the registrar, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the college to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, 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 responsibilities for the College.

(4) 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, DC 20202-5901



## Notification of Directory Information

Gateway Technical College complies with the provisions of FERPA. Prior written consent from a student must be obtained before information may be disclosed by Gateway Technical College to third parties, unless the information or the individual or group making the request is exempted by the policy and the Family Educational Rights and Privacy Act of 1974. Such exemptions are made for the following:

1. Request from Gateway Technical College faculty and staff with a legitimate need to know.
2. Request in accordance with a lawful subpoena or court order.
3. Request from representatives of agencies or organizations from which the student is receiving or has received financial aid.
4. Request from officials of other postsecondary educational institutions to which the student has applied for admission.
5. Request from other persons or agencies specifically exempted from the prior consent requirement by the Act. This includes certain federal and state officials of the District accrediting agencies, etc.
6. Requests for directory information, which includes the following categories:
  - Name
  - Hometown
  - Date of birth
  - Program of enrollment (major field of study) and number of credits for which currently or formerly enrolled
  - Participation in officially recognized activities
  - Dates of attendance (including enrollment status, classification, and year, matriculation, and withdrawal dates)
  - Candidacy for graduation
  - Degrees and awards/honors received (type of degree and date granted)
  - Most recent previous educational agency or institution attended

The student may elect to have directory information held confidential. When this option is exercised, the only information that will be released by Gateway, other than exemptions 1. through 5., is confirmation that a student is or has been enrolled at Gateway. If you elect to allow the release of directory information, such release will be limited to those requests perceived to be in the best interest of the student; e.g., requests from parents, friends, relatives, prospective employers, or licensing agencies seeking to confirm certain information, societies, news releases, programs, etc. All other inquiries will be limited to confirmation that a student is or was previously enrolled at Gateway.

Gateway Technical College assumes no responsibility or liability for the accuracy of judgment as to whether or not a release of directory information is in the best interest of a student. Likewise, Gateway will assume no responsibility for contacting students who have elected to stipulate directory information as confidential for the subsequent permission to release any information. If you elect to have directory information held confidential, please complete a form which is available at any Student Services office.

## Enrollment Policy

Students will be considered enrolled in a class upon registration and provided they remain registered, if they have:

- paid the required tuition and fees
- entered into a standardized payment plan agreement with the District or
- have been awarded financial aid or have a third-party payer authorization/contract on file with Gateway guaranteeing payment of the tuition and fees.

Any student who has an outstanding debt greater than \$200 with the College will not be allowed to register until the debt has been reduced to \$200 or less. Students, who believe they should not be held responsible for charges to their account due to extenuating circumstances, must follow Student Account Appeals Procedures. This policy will be effective in reference to debts incurred after January 1, 1992.

## Student Religious Accommodations

### Policy

In compliance with Wisconsin Administrative Code, Gateway Technical College will make reasonable accommodation of a student's religious beliefs. A student may request reasonable accommodation from his/her instructor with regard to examinations and other academic requirements. The student request must be in writing and submitted to the instructor five (5) working days prior to the date(s) of the anticipated absence. Instructors will provide a means by which a student can perform the make-up examination or other academic requirements in a timely manner without penalty.

### Procedure

Student appeal of the religious accommodation decisions will be processed through the due process procedure.

Step 1: The student must first address a concern to the appropriate staff member. The student may consult with a Student Services counselor who will assist the student in understanding the process and direct the student to the appropriate person.

Step 2: If, after discussing the concern with the appropriate staff member, the concern has not been resolved, the student should prepare a written document which identifies the specific concerns and desired outcomes. This document should be presented to the person with whom the student discussed the concern. A written response must be given to the student within seven (7) working days.

Step 3: If the concern remains unresolved, the student will be directed to send a copy of the written document and response to the program dean. (If for some reason the program dean has a conflict of interest, another program dean should be appointed by the dean of campus affairs to review the matter.) The program dean will meet with the student and the staff member and respond, in writing, within seven (7) working days.

Step 4: The program dean's decision is final unless the student is able to present facts which show new evidence or a cause for error in the program dean's decision. These facts must be presented, in writing, to the appropriate dean of campus affairs within fourteen (14) working days of the program dean's decision. If the new facts are determined to be appropriate, an appeals committee will be assigned to hear the concern within seven (7) working days of the request.

The appeals committee selection is as follows:

- Dean of campus affairs selects the following four (4) people: one (1) chairperson who will be a staff administrator, and three (3) staff members
- The campus Student Government Association will select two (2) students from programs other than that of the individual filing the grievance.
- The individual filing the grievance will select one (1) peer from his/her program area.

The committee will make a recommendation to the dean of campus affairs who will make a decision within five (5) working days of the committee hearing.

## Student Right-to-know Reporting

### Policy

Gateway will maintain and disclose student program completion and graduation rates in compliance with the Student-Right-To-Know and Campus Security Act.

### Procedure

- Information on completion and graduation rates of all technical diploma or associate degree-seeking full-time students will be collected.
- This information as well as Campus Security Information will be made available through appropriate College publications, on the Gateway Technical College website (gtc.edu), and to prospective students upon request.
- This information will be available before prospective students enroll or enter into any financial obligation with the College.

## Identity Theft Prevention Policy

Gateway Technical College is committed to protecting the identify information of our customers covered accounts. The College is governed by Section 114 of the Federal Trade Commission's Fair and Accurate Credit Transactions Act which created the Red Flags Rule. This regulation requires the College to have an Identity Theft Prevention Program designed to detect, prevent, and mitigate Identity Theft in connection with opening a covered account or existing covered account and to provide administration of the program. The College's program will:

- Identify relevant Red Flags for covered accounts it offers or maintains and incorporate those Red Flags into the program
- Detect Red Flags that have been incorporated into the program
- Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft
- Ensure the program is updated periodically to reflect changes in risks to students and to the safety and soundness of the creditor from Identity Theft

If you have questions about the Identity Theft Prevention Policy contact the Office of Student Accounts.

## Restraining Orders / Orders of Protection

Anyone who has a restraining order, or other order of protection, against another person that identifies College facilities/locations as protected sites must provide the dean of campus affairs with a copy of any temporary, protective, or restraining order which is made permanent. Working with the student, a determination will be made as to the measures that need to be taken to meet the requirements of the restraining order.

## Drug-free Environment

Any student who engages in an activity, on District premises or at a District-sponsored event, that constitutes a violation of State of Wisconsin Uniform Controlled Substances Act shall be subject to nonacademic misconduct disciplinary sanctions. In determining the appropriate sanction, the College president, or designee, shall consider those penalties, including suspension and expulsion, that will contribute most effectively to maintaining a College environment free from controlled substances.

In keeping with local, state, and federal laws, Gateway Technical College prohibits the possession, use, or distribution of drugs and alcohol by students while on College property or when involved in any College sponsored activity. If a student has a drug or alcohol problem, we highly recommend that they seek assistance from the Student Services office.

## Tobacco-free Environment

Gateway Technical College supports the concept of wellness, the U.S. Surgeon General's mandate for a smoke-free America and the spirit of Wisconsin's Clean Indoor Air Act. Gateway has taken positive steps to provide a healthier environment for students, employees, and visitors.

Smoking and tobacco use is prohibited in all buildings and on grounds, sidewalks, streets, parking lots, and structures owned or leased by Gateway Technical College. Persons who violate this policy will be fined \$10 for each violation.

## Conceal Carry

In an effort to provide a safe learning and working environment, Gateway Technical College has initiated a policy prohibiting anyone from bringing a weapon inside any college building. Gateway bans all weapons inside college facilities which includes – but is not limited to – such items as knives and firearms.

Persons storing weapons within their own vehicles parked on college owned, leased, or operated lots or grounds must:

- Conceal the weapon from open view of persons moving in or around the vehicle.
- If a firearm, unload the weapon.
- If a firearm, store the weapon in a secured (locked) case or install a locked trigger guard.

## Affirmative Action / Equal Opportunity – Policy H-110

The Gateway Technical College District will be fair and impartial in all its relations with its students, employees, and applicants for employment without regard to race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

### Compliance

The Gateway District is committed to:

- Compliance with Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Rehabilitation Act, and the Wisconsin Fair Employment Law, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.
- Elimination of gender-based discrimination and gender-based stereotyping in vocational education as mandated by the 1976 Vocational Education Amendments.
- Compliance with the 1979 Office of Civil Rights Guidelines for the elimination of discrimination in vocational education.
- Compliance with 1989 Wisconsin Act 186, which relates to discrimination against students in the Technical College System. Students who allege violation of this Act must file written complaint within 300 days to the day the incident took place.

### Equal Employment

Equal Employment Opportunity includes, but is not limited to, the following areas: recruitment, selection, hiring, training, promotion, transfer, retention, compensation and fringe benefits, terminations, certification, testing, and committee appointments.

### Affirmative Action

The Gateway District is committed to:

- Designing efforts to reach and maintain an employment level for minorities, persons with disabilities, and women which is at parity. (Parity figures are determined by the Wisconsin Department of Employment Relations.)
- Planning activities to recruit and place minority, persons with disabilities, and female persons in the areas where these group members are presently underutilized. Recruitment efforts and resources will be reviewed and updated to improve, to strengthen, and to broaden our recruitment efforts for minority, persons with disabilities, and female applicants.
- Providing students with all educational and support services in a nondiscriminatory way with special emphasis in recruitment and retention on an educational climate conducive and supportive of cultural, ethnic diversity, and persons with disabilities.
- Supporting employees and applicants for employment with programs developed to address the recruitment, employment, training, promotion and retention needs of minorities, females and persons with disabilities.

## Harassment

Harassment against any employee or student on the basis of race, color, gender, national origin, age, disability or other protected status is an unlawful employment and education practice and is prohibited. For incidents related to sexual harassment, refer to policy H-140, Sexual Harassment.

## Policy Dissemination

The District Affirmative Action Officer shall disseminate this policy statement on behalf of employees, applicants for employment, and students. The District Affirmative Action Officer, shall advise non-represented employees and representative union groups about the District's commitments under this policy. Copies of the Affirmative Action/Equal Opportunity Policy shall be posted in conspicuous places available to employees, applicants for employment, and students. All major publications, i.e., school handbook, catalog, shall contain the following Affirmative Action Statement:

"It is the policy of Gateway Technical College not to discriminate in admission to, or participation in, its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin."

## Affirmative Action Plan

The Affirmative Action Compliance Plan will be used to demonstrate our commitments and efforts towards Equal Employment Opportunity. The plan will include specific goals and timetables and result-oriented programs.

## Criteria for Filing Employee And Student Discrimination Complaint

Any employee or student who believes an act of discrimination/harassment has occurred and alleges he/she has been denied admission to, participation in, or the benefits of, or discriminated against in any service, program, course, or facility of the College because of the student's race, color, creed, religion, gender, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status may file charges. Any employee or student may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

An action constitutes unlawful behavior if it:

- (1) has the purpose or effect of creating an intimidating, hostile, or offensive work/classroom environment,
- (2) has the purpose or effect of unreasonably interfering with an individual's work/classroom performance, or
- (3) otherwise adversely affects an individual's employment/learning opportunity.

## Complaint Procedure

A complaint procedure will be maintained for the purpose of processing charges of discrimination on the basis of gender, race, creed, color, national origin, ancestry, marital status, religion, disability, age (40 and over), arrest or conviction record and political affiliation, or other protected group. See Affirmative Action Formal Complaint Procedure H-120.

## Internal Monitoring

The AA Officer will develop and implement an internal monitoring system which will evaluate the effectiveness of the Affirmative Action Program. The AA Officer will report data/information updates annually to the president or designee regarding the Affirmative Action efforts. The internal monitoring system shall describe how Affirmative Action has been taken and/or will be implemented in areas identified through affirmative action monitoring.

## Affirmative Action Officer and/or EEO Officer Responsibilities

The AA Officer will report to the president or designee on major issues affecting the Gateway District as an equal opportunity employer. The AA Officer has responsibility for developing, implementing and monitoring a comprehensive Affirmative Action compliance program for the Gateway District.

## Equal Education

The Gateway District provides equal educational opportunity on the basis of race, color, creed, national origin, ancestry, marital status, gender, and disability in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.

## Contact Persons

Coordination of Section 504 of the 1973 Rehabilitation Act and 1972 Education Amendments has been assigned to the Equal Employment Opportunity Officer. The Officers' responsibilities are mandated through the following laws: Executive Order 11246, Revised Order No. 4, Section 504, the Office of Civil Rights Guidelines for Eliminating Discrimination in Vocational Programs, The Americans with Disabilities Act, Drug Free Act 1988, Uniform Control Substances Act: Wisconsin Chapter 161 and other Affirmative Action laws.

Any questions concerning Affirmative Action contact:

Jacqueline Morris, Director Staffing  
District Affirmative Action Officer  
3520 30th Avenue, Kenosha, WI 53144  
(262) 564-3032 • (262) 564-2838 FAX  
e-mail: morrisj@gtc.edu

Any questions concerning Titles VI, VII & IX contact:

Debbie Miller, Director Human Resources  
Equal Employment Opportunity Officer, Titles VI, VII & IX  
3520 30th Avenue, Kenosha, WI 53144  
(262) 564-3220 • (262) 564-2838 FAX  
e-mail: millerd@gtc.edu

While responsibility for implementation of the District's Affirmative Action plan has been directed to one person, the entire staff and District share the responsibility. Any student or employee found to have violated this policy shall be subject to discipline proceedings, which may result in suspension or discharge.

## Affirmative Action Formal Complaint Procedure – Policy H-120

### Procedure

The following steps will be followed by the District Equal Employment Opportunity Officer (hereinafter, EEO Officer), in conducting a formal investigation of a complaint.

- I. The EEO Officer will meet individually with the complainant and the person or persons whom the complaint is filed against at the commencement of the investigation.
- II. At the initial meeting, the EEO Officer will:
  - A. Explain the process by which a complaint is handled.
  - B. Explain how the investigation will be conducted.
    1. Explain what will happen at hearing if one is necessary
    2. Explain that any decision made by the EEO Officer can be appealed to the president or designee of Gateway Technical College.
- III. The EEO Officer shall conduct his/her activities to insure that the privacy and confidentiality of all parties is respected.
- IV. The EEO Officer is responsible to insure that the complaint is handled in a timely, appropriately confidential, manner.
- V. The EEO Officer shall compile an annual report for the president or designee summarizing the findings of all formal complaints along with any recommendations for changes in the Affirmative Action policies and procedures.

## Sexual Assault and Harassment Policy – Policy H-140

### Policy

Gateway Technical College is committed to provide our students, staff and campus visitors a safe learning environment.

### Procedures

#### Application of this policy

This policy applies to all students, employees, contractors and visitors of the college who violate its provisions on college property or while participating in a college sponsored program or event.

#### Sexual Assault

The college considers a sexual assault or attempted sexual assault as a very serious crime. Sexual assault of any person is illegal, unacceptable and will not be tolerated.

The college does not collect nor disseminate information concerning persons on campus who have been convicted of sexual offenses. Community members may access the Wisconsin Department of Corrections Sex Offender Registry at <http://offender.doc.state.wi.us/public> to research any information that they feel is necessary.



## **Definition**

Sexual Assault is defined in Wisconsin criminal statutes 940.225. Generally, Sexual Assault is identified as any sexual contact or sexual intercourse with another person without consent.

## **Reporting Procedure**

All sexual assaults or attempted sexual assaults that occur on Gateway Technical College's properties and are reported to administration or campus security will be immediately reported to local law enforcement for investigation and prosecution, as determined appropriate. If the victim of a sexual assault or attempted sexual assault needs or requests assistance with the reporting process, then they may seek assistance from a student services counselor, campus security, or the dean of campus affairs. The college's security personnel are not sworn law enforcement officials; thus the college will defer the primary investigation of the incident to the local law enforcement agency. The dean of campus affairs and the Equal Employment Opportunity (EEO) Officer will be responsible for the college's internal investigation and response to the incident.

## **Assistance**

### ***Student***

- The implementation of this protocol will be overseen by the college's Equal Employment Opportunity Officer and the appropriate dean of Campus Affairs.
- Students who are victims of a sexual assault or attempted sexual assault can seek the advice of one of the college's counselors. All victim conversations or correspondence with a college counselor related to the incident will be treated within legal, confidential professional standards.
- Counselors receiving information of a non-reported incident will strongly encourage the student to report the incident.
- Counselors will assist the victim with finding community support services.

### ***Employee***

- The implementation of this protocol will be overseen by the college's Equal Employment Opportunity officer.
- Employees who are victims of a sexual assault or attempted sexual assault can seek the advice and counsel from the college's Equal Employment Opportunity officer.
- The Equal Employment Opportunity officer will strongly encourage the employee to report the incident to law enforcement, if appropriate.
- The Equal Employment Opportunity officer will assist the victim with finding support services through the Employee Assistance Program (EAP).

## **Sexual Harassment**

The Gateway Technical College District, through its commitment to equal opportunity, will attempt to provide an environment free of sexual harassment for all employees and students in accordance with the law of the United States and the State of Wisconsin.

Sexual harassment of employees and students of the Gateway District is unacceptable and impermissible conduct which will not be tolerated. The institution deplors such conduct as an abuse of authority. Whenever knowledge is received that a sexual harassment condition is being imposed, prompt and remedial action will be taken. Any student or employee may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

An employee may be held individually liable as a harasser, and will be subject to discipline, up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to Gateway District discipline, including expulsion or suspension. This policy against harassment applies throughout all Gateway District environments, whether on campus, at work assignments off campus, at District-sponsored social functions, or otherwise. In addition, no employee or student of the District should

# Student Rights and Responsibilities

have to tolerate harassment from any vendor or other person doing business with the District or others with whom they come in contact in the course of the District's functions.

## Definition

Harassment on the basis of gender and which creates a hostile work or learning environment is a violation of federal law. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual;
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or enrollment or creating an intimidating, hostile, or offensive work/learning environment, or
- 4) such conduct otherwise adversely affects an individual's employment opportunity or enrollment at Gateway.

## Sexual Harassment Reporting Procedure

In accordance with H-110, Affirmative Action/Equal Opportunity, any person who believes sexual harassment has taken place may file a complaint with the District Equal Employment Opportunity Officer.

## Violation of this Policy

- Students who are found responsible for violation(s) of this policy will be subject to disciplinary action which may include suspension or expulsion.
- Employees who are found responsible for violation(s) of this policy will be subject to the employee disciplinary procedures which may include termination.
- All other persons who are found responsible for violation(s) of this policy will be subject to college action which may include permanent revocation of access to college properties, programs, and employment.

## Victim's Rights

Victims of sexual assault or sexual harassment have the following rights:

- The right not to have the victim's past sexual history discussed during a college investigation or hearing;
- The right to pursue redress through the criminal justice system, civil justice system, college disciplinary proceedings, or support services singularly or collectively;
- The right to choose persons to assist the victim throughout the investigative and disciplinary proceedings;
- The right to be present throughout the entire disciplinary proceedings;
- The right to have college-imposed ban on the accused to prohibit them from contacting or harassing the victim both on and off the campus;
- The right to be informed of the outcome of the disciplinary proceedings dealing with the alleged sexual assault;
- The right to be informed of counseling available on the campus and in the community;
- The right to change academic environments after an alleged sexual assault incident;
- The right to be informed of criminal proceedings that the college is aware of in the city and district courts.
- 

## Education Program

The director of safety will be responsible for overseeing the security awareness programming that is offered to college community members. Educational sessions will be held once a semester, on a rotational basis, of on the college's three main campuses or on all campuses with the use of video delivery methods. (as of 3/22/11)

## Reasonable Accommodations – Policy H-150

### Equal Opportunities for Americans with Disabilities

Gateway Technical College is committed to providing equal employment opportunities as well as professional, courteous service for persons with disabilities, through reasonable accommodation, as governed by the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations shall be provided in a timely and cost-effective manner upon self identification, verification and an analysis of solutions. Immediate supervisors, in conjunction with the facilities managers shall have the authority to make reasonable accommodations for applicants or employees which do not exceed \$500 and are totally within the work station or work site of the individual.

### Procedure

1. Gateway Technical College does not discriminate against qualified individuals with disabilities in job application procedures, hiring, separation, advancement, compensation, job training, and other terms, conditions, and privileges of employment.
2. To assist Human Resources personnel and hiring supervisors in the compliance of this policy, ADA definitions include:
  - a. An individual with a disability is a person who:
    - i. Has a physical or mental impairment that substantially limits one or more of major life activities, or
    - ii. Has a record of such an impairment, or
    - iii. Is regarded as having such an impairment, or
    - iv. Who has a known association or relationship with a disabled person.
  - b. A physical or mental impairment is any physiological disorder, disfigurement, or anatomical loss or limitation, or any mental or psychological disorder acquired as a result of illness, accident or birth.
  - c. A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.
  - d. Reasonable Accommodation is a change or adjustment to a job or work environment that permits a qualified applicant or Employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by Employees without disabilities.
  - e. Reasonable Accommodations Committee, although not expressly required in regulations, is the committee established to review and monitor provision of reasonable accommodations to students, potential students, employees and applicants in an effective and equitable manner. The committee shall be composed of representatives from the Human Resources department, Affirmative Action Officer, and other functional representatives, which may include deans, facility directors, counselors, Special Needs instructors, etc., who will be able to assist in establishing/evaluating reasonable accommodations.
  - f. The committee shall review accommodations possibly involving an undue hardship for the District and, promptly obtain all information necessary to review such proposed accommodations and alternatives

# Student Rights and Responsibilities

thereto. The committee may consult with the individual who is disabled and immediate supervisor involved where necessary. It shall act in a timely manner that will enable personnel actions to proceed to their regular course.

3. Gateway Technical College will make a reasonable accommodation to the known disability of a qualified applicant or employee as long as it does not place "undue hardship".
  - a. undue hardship is an action requiring significant difficulty or expense when considered in light of factors such as Gateway Technical College's size, financial resources, and the nature and structure of its operation.
  - b. Gateway Technical College will not lower quality standards to make an accommodation.
4. Gateway Technical College personnel involved in any aspect of the employment process will not ask applicants for employment if they are disabled or about the nature or severity of a disability before making a job offer. Applicants may be asked about abilities they may possess to perform job related functions but applicants may not be asked if they have a physical or mental disability. Employment opportunities shall not be denied to anyone because of the need to make reasonable accommodations to the individual's disabling condition.
5. In considering a person with a disability, it is appropriate to determine the ability of the person to perform the essential functions as a student or employee with reasonable accommodation. A request for medical verification of the disability of the person requesting the accommodation may be appropriate. It is also appropriate to consider whether the providing of the accommodation would be an undue hardship.
6. When an applicant, student or employee self-identify and requests an accommodation, it is necessary to request accommodation on the attached Staff/Student Accommodation Request form. The completed form will then be submitted to the Equal Employment Opportunity Officer.
7. In the event of a possible policy violation, supervisors should consult with a Human Resources director for resolution of the situation.

## Computer, Networking, and Information Resources - Policy H-190

### Introduction

This document constitutes Gateway Technical College's policy for the management of the College's computing, networking, and information resources. These resources include, but are not limited to, the computing facilities, district-wide network, campus local-area networks, electronic mail, the instruction video systems, nodal labs, virtual environments, social networking applications, classroom multi-media equipment, video conferencing equipment, access to the Internet, wireless access, voice mail, departmental and public computing facilities, scanners, printers, WebAdvisor, Blackboard, software, data, and related equipment and services.

Your use of Gateway computing, networking resources and information systems and applications is governed by federal and state law; acceptable Internet use practices; Gateway policies; this Computing, Networking and Information Resources policy; and departmental computer policies that are not inconsistent with this policy. Additionally, all Gateway policies regarding the appropriate use of Gateway resources and responsible personal conduct apply to your use of Gateway computing, networking resources, and information systems and applications.

*Your use of any of the College's computing, networking, and information resources constitutes your acceptance of this policy.*

## Policy Statement

Gateway Technical College provides computing and networking facilities and information resources to support its educational mission. These facilities include the computer servers, computer labs, networks, information systems and associated software, files, and data. Your access to and use of Gateway computing and network resources is a privilege that depends on your using the resources appropriately. In general, appropriate use means respecting the rights of other users, the integrity of the physical equipment and systems, and following all pertinent license and contractual agreements. Also, users must apply the highest level of ethical conduct to their use of computing, networking, and information resources. Users do not own accounts on Gateway computing systems, but are granted temporary usage privileges.

Faculty, staff, and students may use the College's computing and networking resources for purposes related to their studies, their responsibilities for providing instruction and performing research, the discharge of their duties as employees, their official business with the College, and other Gateway-sanctioned or authorized activities. Personal use of these resources should be brief and limited. (See the email/internet/intranet use section later in this policy). In addition, residents of the district who have library cards may use computers in the public areas of Gateway libraries for word processing and Internet access, subject to compliance with all other rules and policies. The use of College computing and networking resources and information systems for any sort of solicitation is prohibited, absent prior written permission of a current Officer of the college.

Computing resources may be used only for legal purposes and may not be used for any of the following purposes or any other purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College, or likely to subject the College to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

- engaging in behaviors or sending messages with the intent to frighten, intimidate, threaten, abuse or harass another person;
- defamation;
- fraud or misrepresentation;
- intentionally and without authorization:
  - accessing, modifying, destroying, taking possession of, or copying data, computer programs or supporting documentation;
  - disclosing restricted access codes or other restricted access information to unauthorized persons;
  - modifying computer equipment;
  - destroying or damaging a computer, computer system, or computer network;
  - sending messages while intentionally preventing or attempting to prevent the disclosure of one's own identity;
  - disruption or unauthorized monitoring of electronic communications;
  - unauthorized copying or transmission of copyright-protected material;

# Student Rights and Responsibilities

- use of the College's trademarks, logos, insignia, or copyrights without prior approval;
- breaking into or attempting to break into Gateway systems, networks, or user accounts;
- unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- using Gateway systems or networks as any part of an attempt to break into or disrupt other systems or networks;
- downloading files or installing unauthorized software of any kind to electronic storage devices;
- unauthorized use of Internet, computer accounts, access codes (including passwords), or network;
- use of identification numbers, user names, and/or authentication credentials (including e-mail/Internet/Intranet addresses) assigned to others;
- use of computing facilities:
  - for private business purposes unrelated to the mission of the college or to College life;
  - for campaign or political purposes;
  - use which constitutes academic dishonesty;
  - violation of software license agreements;
  - violation of network usage policies and regulations;
  - accessing, displaying or sending obscene, pornographic, sexually explicit, or offensive material;
  - using any obscene, lewd or profane language or suggesting any lewd or lascivious act;
  - intentional or negligent distribution of destructive programs such as computer viruses;
  - creating, sending, or forwarding chain letters (messages that are forwarded many times to people who have not solicited the information);
  - permitting, encouraging, or directing another person to send a message prohibited by this policy from any Gateway computer or system under the user's control
- unauthorized solicitations such as creating and promoting products or services for sale.
- use that is deemed unnecessary or excessive; use which facilitates violating other Gateway policies; and use which interferes or disrupts Gateway employees from performing their jobs;

## Online Gambling

All acts of online gambling or betting (games of chance and wagering, involving real or imaginary values) are prohibited on Gateway Technical College-owned computers or network resources. College-authorized raffles or similar fundraising activities where prizes are donated by an individual, firm, or other organization such as foundations and clubs are exempt from this policy.

Violation of this policy by an employee, officer, agent, student, or other representative shall be grounds for disciplinary action and/or the loss of privileges, including but not limited to, loss of access to computing resources as well as Gateway disciplinary action up to and including termination and/or legal action.

## Account Guidelines

Once you are given access to computing resources at Gateway, you are responsible for any and all use made of those resources with your user identification. The following responsibilities apply to users accessing any of the College's computer and networking resources and information systems. The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system.

- Computer accounts, user names, passwords, and other types of authorization that are assigned to individual users may not be shared with others.
- The user should create strong passwords and change them frequently.
- The user should be aware of computer viruses and other destructive computer programs and take steps to avoid being a victim or unwitting distributor of these processes.
- Only authorized persons may use Gateway computer and network resources. Authorized users include only Gateway employees, currently enrolled students, and residents of the district who have obtained library cards.

Be sensitive to the needs of others, and use only your fair share of computing resources. Collegiality requires:

- regular deletion of unneeded files from one's accounts on shared computing resources;
- refraining from overuse of connect time, information storage space, printing facilities, processing capacity, or network services;
- refraining from use of sounds and visuals which might be disruptive or offensive to others;
- refraining from use of computing resources in an irresponsible manner

## E-mail, Internet, and Intranet Usage

Use of College-provided e-mail/Internet/Intranet for personal communications shall be comparable to what is allowed for personal local use of College telephones. Limited personal use of e-mail/Internet/Intranet is permitted so long as that use:

- does not create any undue cost to the College;
- if used by employees, does not interfere with an employee's assigned duties;
- is brief in its volume or frequency;
- does not disrupt College business;

# Student Rights and Responsibilities

- does not compromise the security or integrity of College information or software;
- is not otherwise prohibited by this policy or any other College policy or directive

In no instance may e-mail/Internet/Intranet or computers be used for commercial, campaign or political purposes, or to promote an outside business or group. While Gateway respects the privacy of users and does not routinely inspect or monitor individual use of the College's computing and networking resources, the College will not provide a guarantee of security and privacy of one's e-mail/Internet/Intranet and electronic files. Be advised that state law (Section 19.35 Wisconsin Statutes) requires that records created or kept by Gateway, including e-mail/Internet/Intranet or electronic files, must be made available for public inspection and copying, subject to limited exceptions. In addition, unless protected by legal privilege, e-mail/Internet and electronic files can and will be discoverable in litigation that involves the College.

Accordingly, the following guidelines are established for responsible e-mail/Internet/Intranet use.

- E-mail/Internet/Intranet may not be used with the intent to disrupt communication or other system services.
- Electronic communication that is unwelcome, repeated, or has the intent or effect of unreasonably interfering with an individual or group's educational or work performance, by creating a hostile, intimidating or offensive educational or work environment constitutes harassment and is prohibited. Further, harassment targeted toward an individual on the basis of his or her sex, race, color, gender, disability, religion, national origin, sexual orientation, veteran's status or age will not be tolerated. If you receive unwanted e-mail/ Internet/Intranet, notify the sender that it is unwelcome. If the communication continues after the sender has been placed on notice, please immediately contact the Human Resources Department or the Vice President - Student Support.
- Any attempt to disrupt E-mail/Internet/Intranet resources by practices including but not limited to spamming or phishing.

## Role of the Learning Innovation Division

Responsible system maintenance may require that files be backed up, data cached, activity logs kept, and overall system activity monitored. In the process of these activities, Gateway staff may see your e-mail/Internet/Intranet and files. The College shall also have access to and may monitor non-Gateway computer and network resources used by Gateway employees in the course of their official duties.

Computers and networks are for use by authorized users only. Individuals using these systems are subject to having their activities on these systems monitored and recorded by system personnel.

An account will also be inspected or monitored when:

- Activity from an account prevents access to the College's computing or networking resources by others.
- Activity from an account is disrupting or threatening the integrity of the network or network systems.
- General usage patterns indicate that an account is responsible for illegal activity.



- There are reports of violations of policy or law taking place.
- It appears necessary to do so to protect Gateway from legal liability.
- It is required by and consistent with law.

Whenever possible evidence of criminal activity is discovered, Gateway personnel will provide the evidence of such activity to law enforcement officials in accordance with state and federal statutes.

## **Sanctions for Inappropriate or Illegal Use of College Computing, Networking and Information Resources**

If you violate any of the Gateway computer and network use policies, you may be subject to disciplinary actions or the loss of privileges, including but not limited to, loss of access to computing resources as well as to Gateway disciplinary action up to and including termination and/or legal action.

Any offense that violates federal, state and/or local laws may result in the immediate loss of all Gateway computing privileges and will be referred to appropriate Gateway administrators and/ or law enforcement authorities.

If Gateway Learning Innovation Division staff have evidence of misuse of computing and networking resources or information systems through a specific account, they will take the following steps to protect the systems, networks, and the user community:

- The suspected accounts will be suspended immediately pending the outcome of any investigation.
- The user's e-mail/Internet/Intranet, files, disks, and/or other data and computer-accessible storage media on the account will be inspected for evidence.
- Investigation of a student will be reported to the Student Success division, and investigation of a faculty or staff member will be reported to that individual's supervisor when appropriate.
- Any violation will be reported to the appropriate authorities: format bullets like current book
  - Policy violations by a faculty or staff member will be reported to the individual's supervisor and to the Human Resources Department.
  - Policy violations by a student will be reported to the Campus Dean and the Executive Vice-President/Provost.
  - Policy violations by a district resident will be reported to the Campus Dean and the Executive Vice-President/Provost.
  - Illegal activity by a faculty or staff member, student, or district resident will be reported to the police and other appropriate law enforcement officials.

## **Data Security and Integrity**

Gateway provides reasonable security against intrusion and damage to files stored on the central computing facilities. In the event that data have been tampered with or modified in any way as a result of intrusion, Gateway Learning Innovation Division staff should be notified immediately. Gateway also provides limited facilities for archiving and retrieving files specified by users and for recovering files after accidental loss of data. However, Gateway cannot be held accountable for unauthorized access by other users and is not liable for the inadvertent or unavoidable loss or disclosure of the contents of stored files.

Gateway recommends that students back-up their own data on a regular basis. Gateway is not responsible for back-up or any lost data.

# JUNE 2014

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

*GATEWAY*  
TECHNICAL COLLEGE

- Veteran Administration refunds processed for students with last names A-K



# JUNE 2014

MAY 2014						
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JUNE 2014						
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## MONDAY 2

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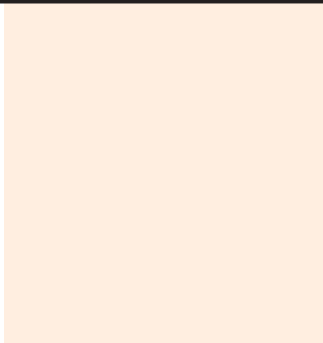
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## TUESDAY 3

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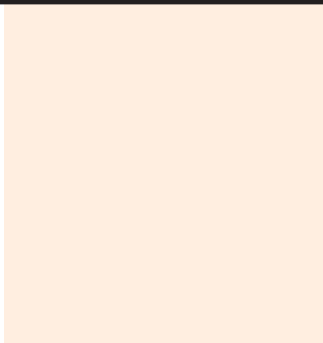
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## WEDNESDAY 4

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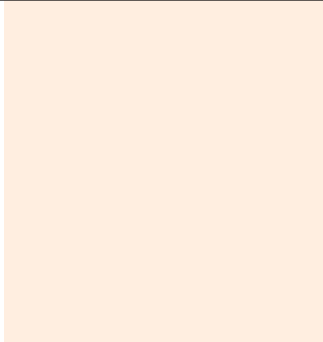
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Gateway is a place where you can grow your future.



**THURSDAY 5**

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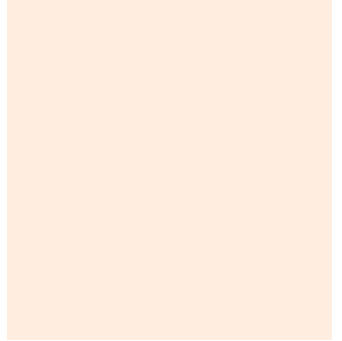
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**FRIDAY 6**

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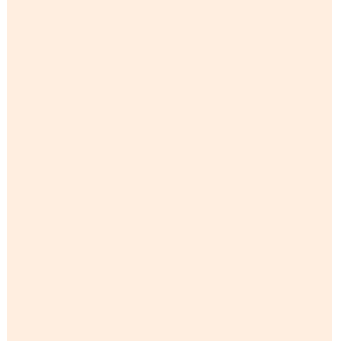
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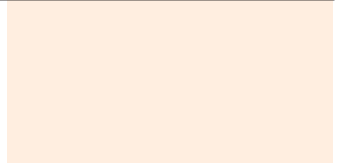
**SATURDAY 7**

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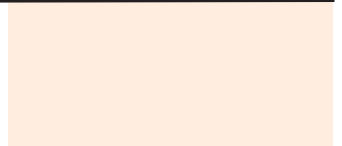


**SUNDAY 8**

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# JUNE 2014

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JUNE 2014						
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JULY 2014						
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## MONDAY 9

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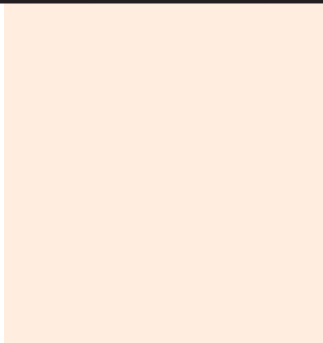
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## TUESDAY 10

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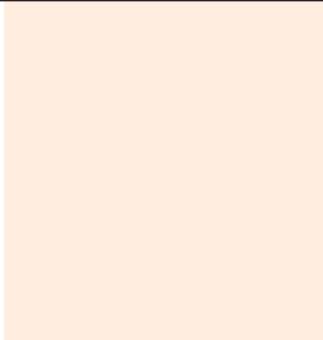
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## WEDNESDAY 11

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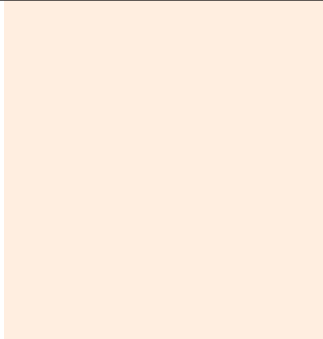
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You've chosen Gateway to build your future -- and your success.



## THURSDAY 12

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## FRIDAY 13

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- First batch of financial aid grant refunds sent to Gateway Plus card. Continuing every Friday until all grant funds are disbursed.

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## SATURDAY 14

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## SUNDAY 15

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# JUNE 2014

MAY 2014						
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	31

JUNE 2014						
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 2014						
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	31		

## MONDAY 16

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## TUESDAY 17

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## WEDNESDAY 18

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*It's spring -- plant the seeds to your future at Gateway.*



## THURSDAY 19

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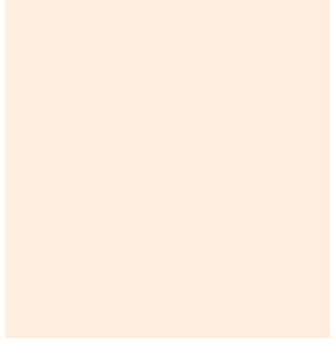
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## FRIDAY 20

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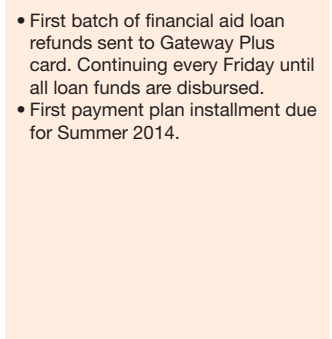
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- First batch of financial aid loan refunds sent to Gateway Plus card. Continuing every Friday until all loan funds are disbursed.
- First payment plan installment due for Summer 2014.



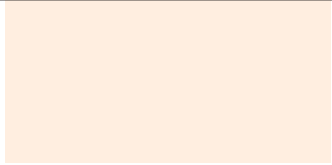
## SATURDAY 21

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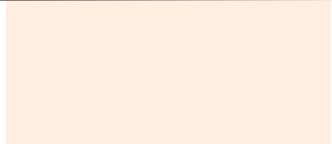


## SUNDAY 22

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# JUNE 2014

MAY 2014						
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	31

JUNE 2014						
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 2014						
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	31		

## MONDAY 23

- Veteran Administration refunds processed for students with last names A-K

## TUESDAY 24

## WEDNESDAY 25

Map out your own plan for success. Then achieve it.



## THURSDAY 26

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## FRIDAY 27

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## SATURDAY 28

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- Midterm grades available on WebAdvisor

## SUNDAY 29

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# JULY 2014

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

	1 • Financial aid application priority date for Fall 2014	2	3
7 • Veteran Administration re- funds processed for students with last names L-Z	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31 • Deadline to apply for Summer 2014 graduation

**FRIDAY****SATURDAY****SUNDAY****NOTES**

<p style="text-align: right;">4</p> <ul style="list-style-type: none"> <li>Independence Day - College closed</li> </ul>	<p style="text-align: right;">5</p>	<p style="text-align: right;">6</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;">11</p>	<p style="text-align: right;">12</p>	<p style="text-align: right;">13</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;">18</p> <ul style="list-style-type: none"> <li>Second payment plan installment due for Summer 2014</li> </ul>	<p style="text-align: right;">19</p>	<p style="text-align: right;">20</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;">25</p>	<p style="text-align: right;">26</p>	<p style="text-align: right;">27</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
			<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

# JULY 2014

JUNE 2014

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 2014

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	31		

AUGUST 2014

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	31					

## MONDAY 30

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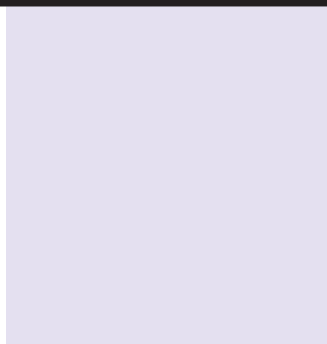
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## TUESDAY 1 JULY

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• Financial aid application priority date for Fall 2014

## WEDNESDAY 2

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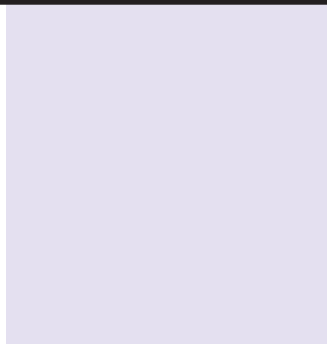
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*A marathon isn't completed in a giant step. It's achieved through many small, determined steps. Take that first step today.*



**THURSDAY 3**

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A large, light purple rectangular area on the right side of the Thursday section, likely for a drawing or additional notes.

**FRIDAY 4**

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• Independence Day - College closed

A large, light purple rectangular area on the right side of the Friday section, likely for a drawing or additional notes.

**SATURDAY 5**

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A large, light purple rectangular area on the right side of the Saturday section, likely for a drawing or additional notes.

**SUNDAY 6**

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A large, light purple rectangular area on the right side of the Sunday section, likely for a drawing or additional notes.

# JULY 2014

JUNE 2014						
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 2014						
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	31		

AUGUST 2014						
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	31					

## MONDAY 7

- Veteran Administration refunds processed for students with last names L-Z

## TUESDAY 8

## WEDNESDAY 9



*There are no limits to what you can achieve with a plan.*



## **THURSDAY 10**

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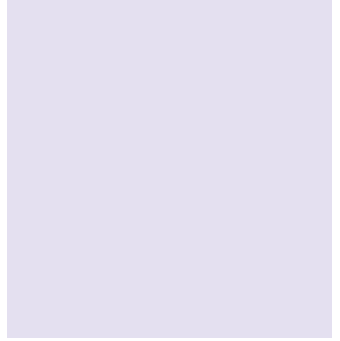
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## **FRIDAY 11**

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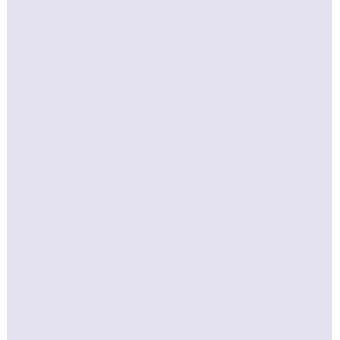
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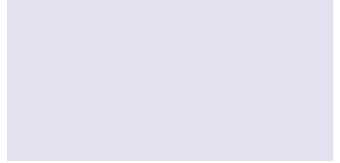
## **SATURDAY 12**

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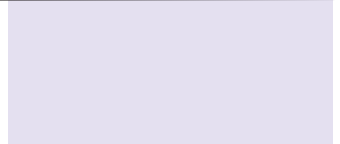
## **SUNDAY 13**

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# JULY 2014

JUNE 2014

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 2014

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	31		

AUGUST 2014

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	31					

## MONDAY 14

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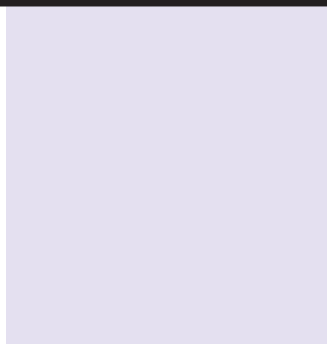
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## TUESDAY 15

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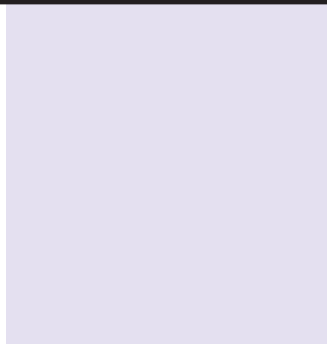
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## WEDNESDAY 16

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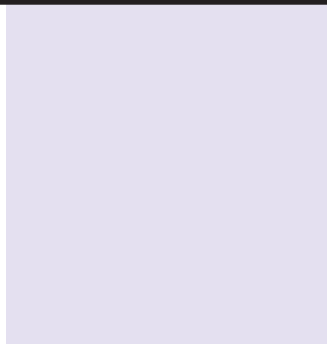
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*The tools you gain today will help you succeed. You have the toolbox -- now fill it with the tools of education and training.*



## THURSDAY 17

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A large, light purple rectangular area on the right side of the Thursday 17 section, likely a placeholder for a photo or graphic.

## FRIDAY 18

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- Second payment plan installment due for Summer 2014

A large, light purple rectangular area on the right side of the Friday 18 section, likely a placeholder for a photo or graphic.

## SATURDAY 19

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A large, light purple rectangular area on the right side of the Saturday 19 section, likely a placeholder for a photo or graphic.

## SUNDAY 20

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A large, light purple rectangular area on the right side of the Sunday 20 section, likely a placeholder for a photo or graphic.

# JULY 2014

JUNE 2014						
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 2014						
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	31		

AUGUST 2014						
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	31					

## MONDAY 21

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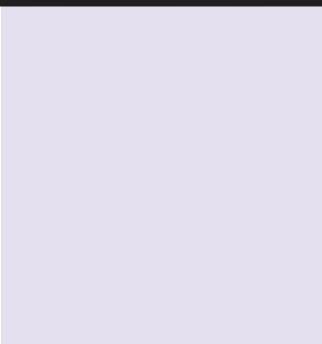
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## TUESDAY 22

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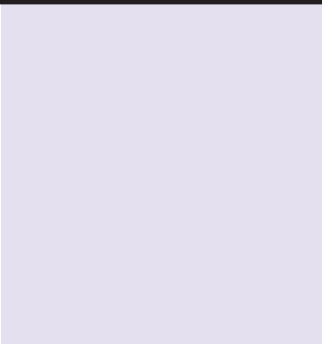
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## WEDNESDAY 23

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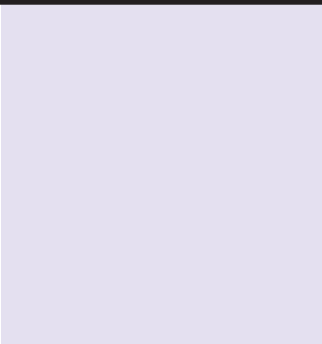
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*Dream. Believe. Achieve. Succeed.*



**THURSDAY 24**

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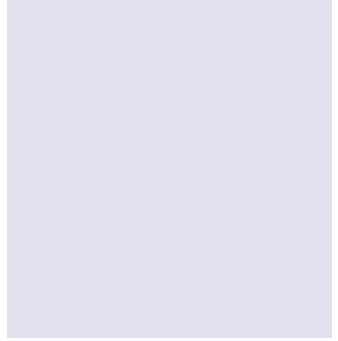
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**FRIDAY 25**

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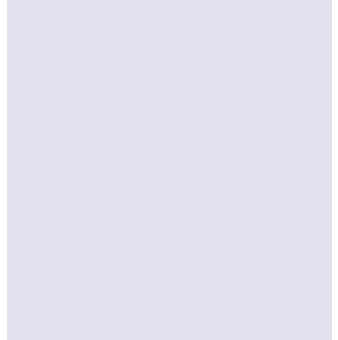
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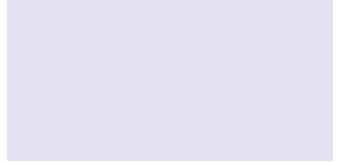
**SATURDAY 26**

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**SUNDAY 27**

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# JULY 2014

JUNE 2014

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 2014

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	31		

AUGUST 2014

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	31					

## MONDAY 28

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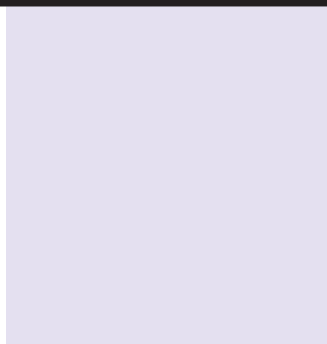
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## TUESDAY 29

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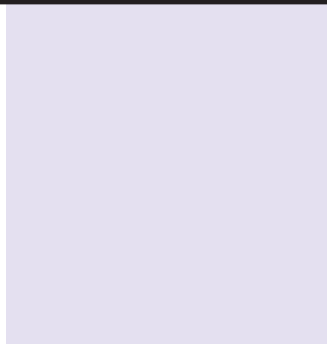
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## WEDNESDAY 30

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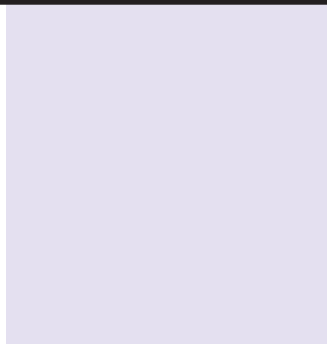
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*A beautiful flower came from a small seed that was watered, planted and nurtured. Help yourself grow today.*



**THURSDAY 31**

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- Deadline to apply for Summer 2014 graduation

**FRIDAY 1 AUGUST**

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**SATURDAY 2**

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**SUNDAY 3**

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# AUGUST 2014

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

4	5	6	7
<ul style="list-style-type: none"> <li>Fall 2014 semester payment plan opens</li> </ul>			
11	12	13	14
<ul style="list-style-type: none"> <li>Last day to select payment option for Fall 2014 semester</li> </ul>			
18	19	20	21
<ul style="list-style-type: none"> <li>Fall 2014 semester financial aid book authorizations open</li> <li>Follett Bookstore textbook buy back</li> </ul>	<ul style="list-style-type: none"> <li>Follett Bookstore textbook buy back</li> </ul>	<ul style="list-style-type: none"> <li>Follett Bookstore textbook buy back</li> </ul>	<ul style="list-style-type: none"> <li>Follett Bookstore textbook buy back</li> </ul>
25	26	27	28
<ul style="list-style-type: none"> <li>Follett Bookstore textbook rental return deadline</li> </ul>			





# AUGUST 2014

JULY 2014

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	31		

AUGUST 2014

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
31						

SEPTEMBER 2014

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				

## MONDAY 4

- Fall 2014 semester payment plan opens

## TUESDAY 5

## WEDNESDAY 6

*If you can believe it, you can achieve it at Gateway.*



## **THURSDAY 7**

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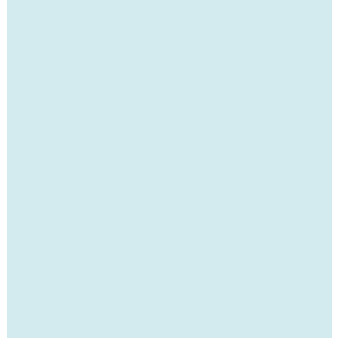
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## **FRIDAY 8**

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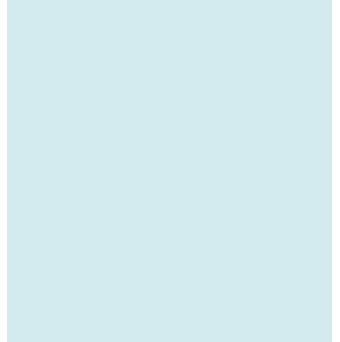
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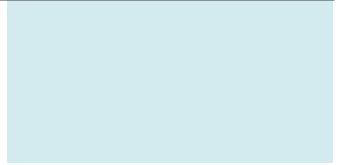
## **SATURDAY 9**

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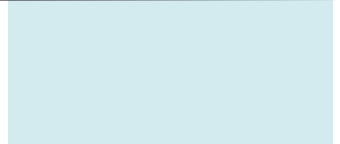


## **SUNDAY 10**

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# AUGUST 2014

JULY 2014						
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	31		

AUGUST 2014						
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
31						

SEPTEMBER 2014						
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				

## MONDAY 11

- Last day to select payment option for Fall 2014 semester

## TUESDAY 12

## WEDNESDAY 13

The only place where success comes before work is in the dictionary. -- Vince Lombardi



**THURSDAY 14**

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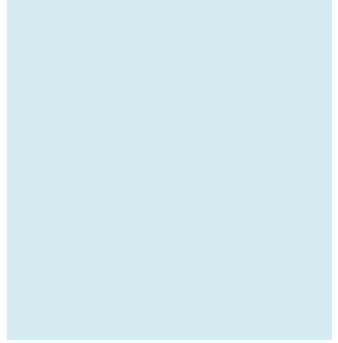
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**FRIDAY 15**

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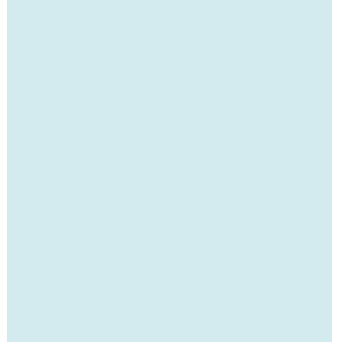
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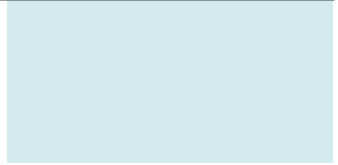
**SATURDAY 16**

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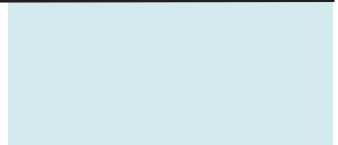


**SUNDAY 17**

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# AUGUST 2014

JULY 2014						
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	31		

AUGUST 2014						
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
31						

SEPTEMBER 2014						
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			

## MONDAY 18

- Fall 2014 semester financial aid book authorizations open
- Follett Bookstore textbook buy back

## TUESDAY 19

- Follett Bookstore textbook buy back

## WEDNESDAY 20

- Follett Bookstore textbook buy back

Your passion, your career.



## THURSDAY 21

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- Follett Bookstore textbook buy back

## FRIDAY 22

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- Follett Bookstore textbook buy back

## SATURDAY 23

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- Last day of Summer 2014 semester

## SUNDAY 24

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# AUGUST 2014

JULY 2014						
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	31		

AUGUST 2014						
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
31						

SEPTEMBER 2014						
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				

## MONDAY 25

- Follett Bookstore textbook rental return deadline

## TUESDAY 26

## WEDNESDAY 27



Expand your mind -- try something new this week.



**THURSDAY 28**

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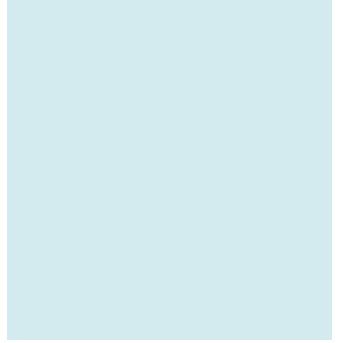
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**FRIDAY 29**

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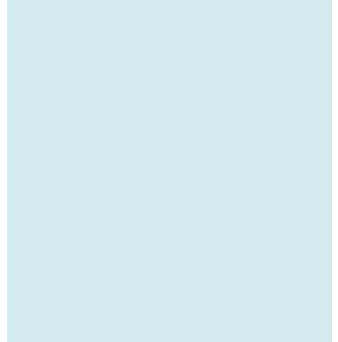
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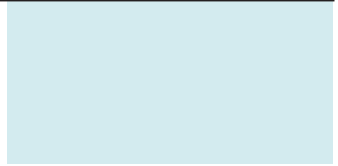
**SATURDAY 30**

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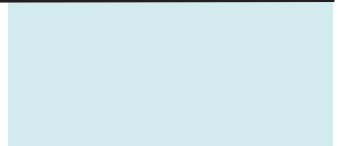


**SUNDAY 31**

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# SEPTEMBER 2014

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

1 • Labor Day - College closed	2 • First day of Fall 2014 semester • Gateway Days	3 • Gateway Days	4
8	9	10	11
15 • Financial aid census date • Last day to use Fall 2014 financial aid book authorizations	16	17	18
22	23	24 • Employee Learning Day - No classes	25
29	30		



# SEPTEMBER 2014

AUGUST 2014						
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
31						

SEPTEMBER 2014						
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				

OCTOBER 2014						
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	31	

## MONDAY 1

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- Labor Day - College closed

## TUESDAY 2

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- First day of Fall 2014 semester
- Gateway Days

## WEDNESDAY 3

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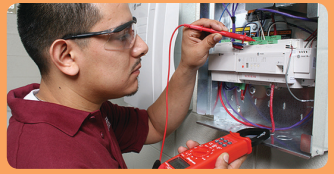
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- Gateway Days

*Serve yourself by helping to serve others.*



## **THURSDAY 4**

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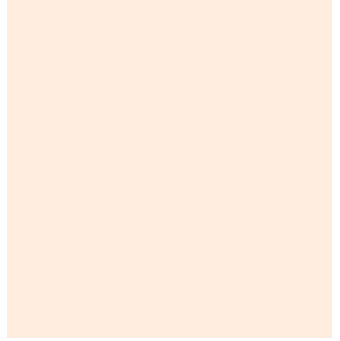
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## **FRIDAY 5**

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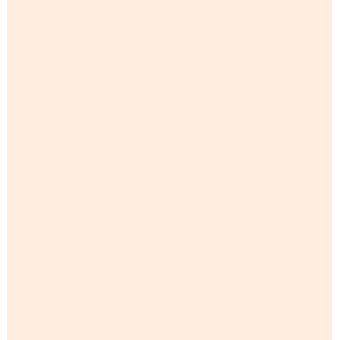
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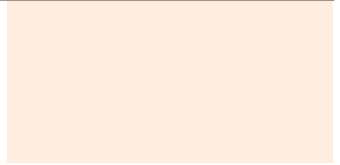
## **SATURDAY 6**

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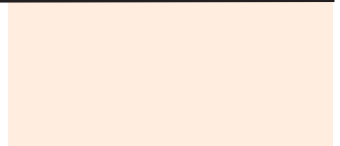


## **SUNDAY 7**

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# SEPTEMBER 2014

AUGUST 2014

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
31						

SEPTEMBER 2014

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				

OCTOBER 2014

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	31	

## MONDAY 8

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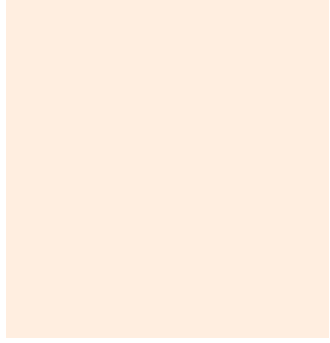
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## TUESDAY 9

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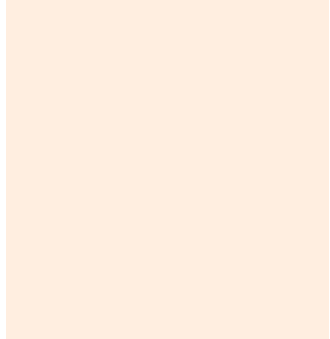
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## WEDNESDAY 10

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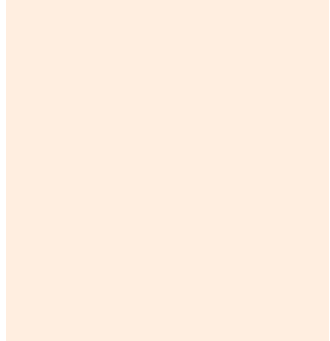
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*Your degree brings with it a sense of security that can't be bought -- or taken away from you.*



## **THURSDAY 11**

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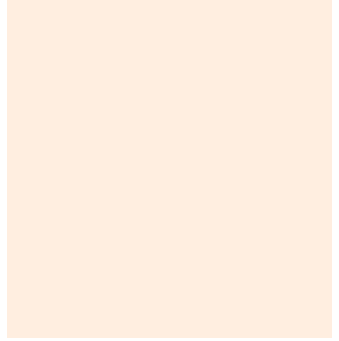
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## **FRIDAY 12**

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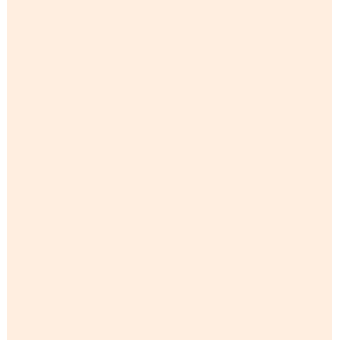
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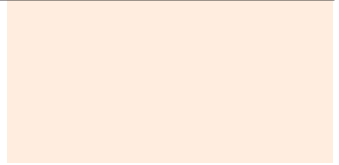
## **SATURDAY 13**

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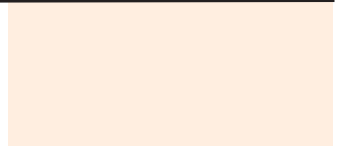


## **SUNDAY 14**

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# SEPTEMBER 2014

AUGUST 2014

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
31						

SEPTEMBER 2014

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				

OCTOBER 2014

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
31						

## MONDAY 15

- Financial aid census date
- Last day to use Fall 2014 financial aid book authorizations

## TUESDAY 16

## WEDNESDAY 17



*Deliver your success on your timetable.*



## THURSDAY 18

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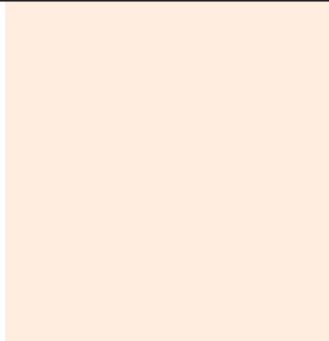
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## FRIDAY 19

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- Last day to enroll in Fall 2014 semester payment plan



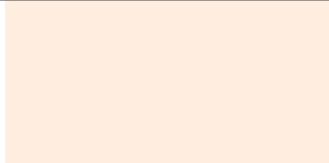
## SATURDAY 20

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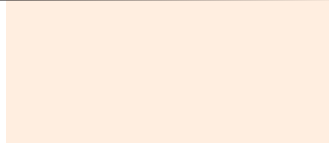


## SUNDAY 21

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# SEPTEMBER 2014

## AUGUST 2014

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
31						

## SEPTEMBER 2014

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				

## OCTOBER 2014

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	31	

## MONDAY 22

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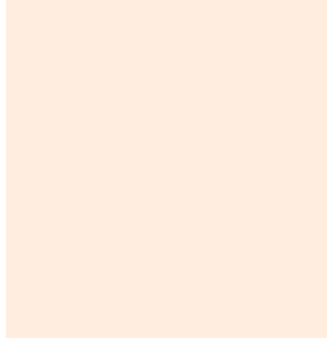
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## TUESDAY 23

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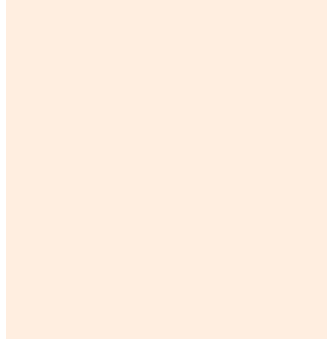
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## WEDNESDAY 24

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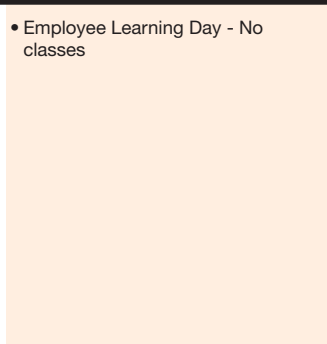
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- Employee Learning Day - No classes



Your courses and educational training are no different than an athlete's. Train hard today to make the big leagues.



**THURSDAY 25**

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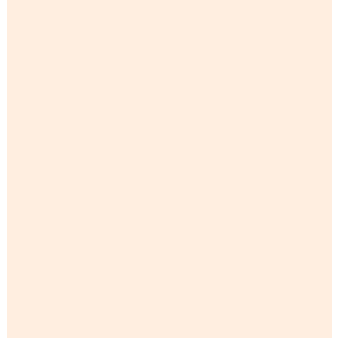
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**FRIDAY 26**

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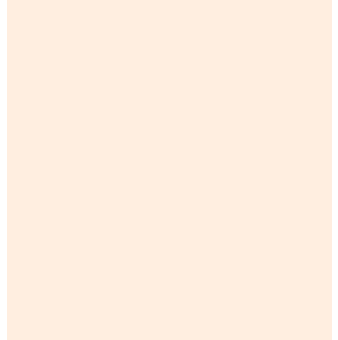
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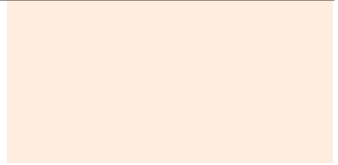
**SATURDAY 27**

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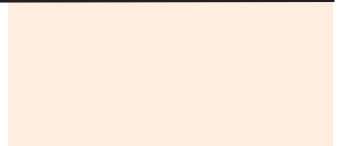


**SUNDAY 28**

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# OCTOBER 2014

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

		1	2
6	7	8	9
13 <ul style="list-style-type: none"> <li>• Veteran Administration re-funds processed for students with last names L-Z</li> </ul>	14	15	16
20 <ul style="list-style-type: none"> <li>• Veteran Administration re-funds processed for students with last names A-K</li> </ul>	21	22	23 <ul style="list-style-type: none"> <li>• Healthcare Employers Job Fair</li> </ul>
27 <ul style="list-style-type: none"> <li>• Faculty advising for Spring 2015 semester</li> </ul>	28 <ul style="list-style-type: none"> <li>• Faculty advising for Spring 2015 semester</li> </ul>	29 <ul style="list-style-type: none"> <li>• Faculty advising for Spring 2015 semester</li> </ul>	30 <ul style="list-style-type: none"> <li>• Faculty advising for Spring 2015 semester</li> </ul>



# OCTOBER 2014

## SEPTEMBER 2014

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				

## OCTOBER 2014

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	31

## NOVEMBER 2014

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						

## MONDAY 29

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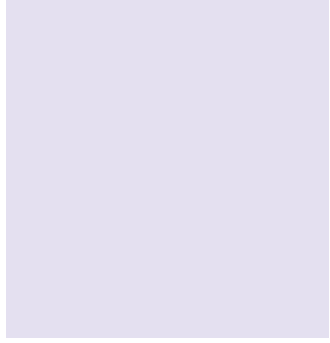
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## TUESDAY 30

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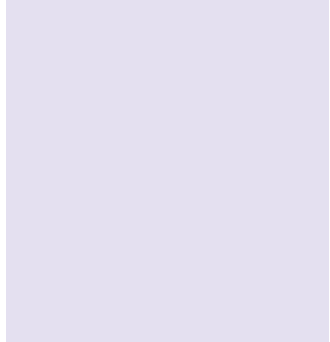
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## WEDNESDAY 1 OCTOBER

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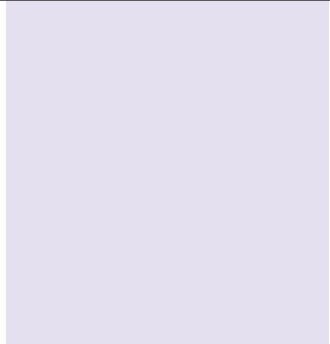
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*The rough waves of this week may be the ones to propel you to the shore -- and your dreams.*



## THURSDAY 2

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## FRIDAY 3

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- First batch of financial aid grant refunds sent to Gateway Plus card. Continuing every Friday until all grant funds are disbursed.
- First payment plan installment due for Fall 2014 semester

## SATURDAY 4

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## SUNDAY 5

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# OCTOBER 2014

SEPTEMBER 2014

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				

OCTOBER 2014

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	31

NOVEMBER 2014

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						

## MONDAY 6

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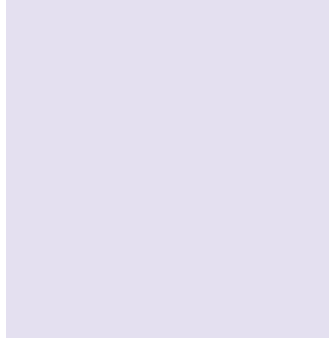
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## TUESDAY 7

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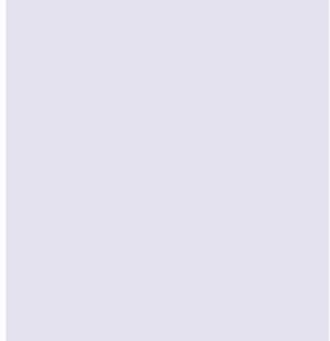
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## WEDNESDAY 8

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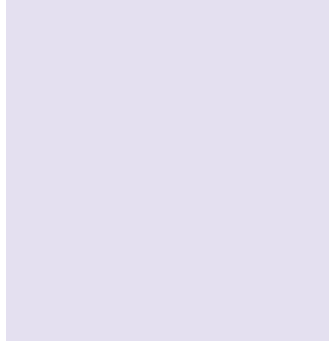
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Gateway is here to meet you where you're at -- in life and career.



## THURSDAY 9

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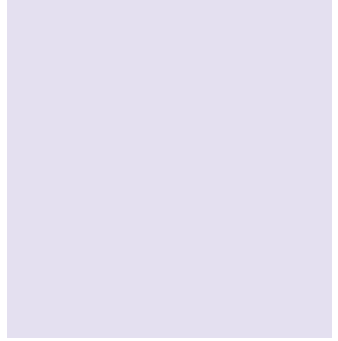
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## FRIDAY 10

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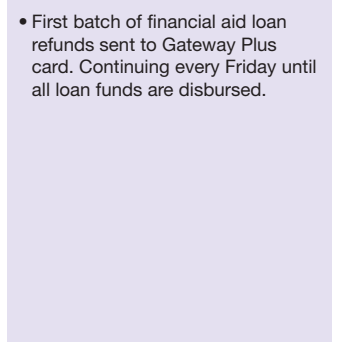
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- First batch of financial aid loan refunds sent to Gateway Plus card. Continuing every Friday until all loan funds are disbursed.



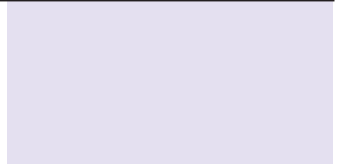
## SATURDAY 11

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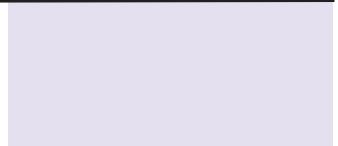


## SUNDAY 12

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# OCTOBER 2014

## SEPTEMBER 2014

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				

## OCTOBER 2014

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	31

## NOVEMBER 2014

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						

## MONDAY 13

- Veteran Administration refunds processed for students with last names L-Z

## TUESDAY 14

## WEDNESDAY 15

*Hours spent studying produce the bricks that build the foundation for your future.*



## THURSDAY 16

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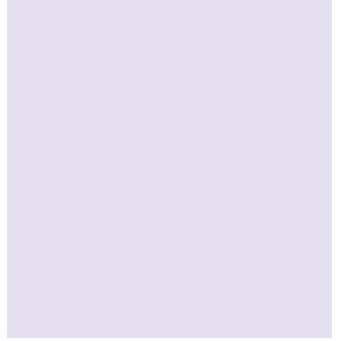
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## FRIDAY 17

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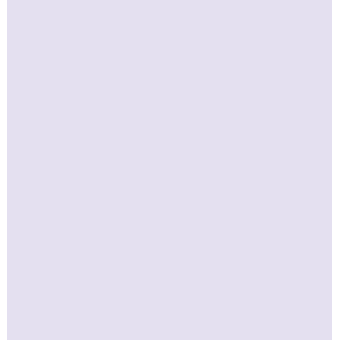
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## SATURDAY 18

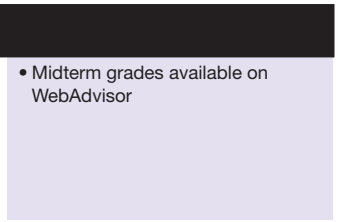
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- Midterm grades available on WebAdvisor



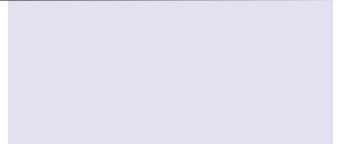
## SUNDAY 19

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# OCTOBER 2014

## SEPTEMBER 2014

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				

## OCTOBER 2014

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	31

## NOVEMBER 2014

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
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## MONDAY 20

- Veteran Administration refunds processed for students with last names A-K

## TUESDAY 21

## WEDNESDAY 22

Gateway plays a vital role in your education -- so you can play a vital role in your life and community.



**THURSDAY 23**

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- Healthcare Employers Job Fair

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**FRIDAY 24**

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**SATURDAY 25**

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**SUNDAY 26**

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# OCTOBER 2014

## SEPTEMBER 2014

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21	22	23	24	25	26	27
28	29	30				

## OCTOBER 2014

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	31	

## NOVEMBER 2014

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MONDAY 27

- Faculty advising for Spring 2015 semester

## TUESDAY 28

- Faculty advising for Spring 2015 semester

## WEDNESDAY 29

- Faculty advising for Spring 2015 semester

*Charting the course of your life and education begins with a plan. Gateway excels at helping you draw that map -- see your advisor or instructor today.*



## THURSDAY 30

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- Faculty advising for Spring 2015 semester

## FRIDAY 31

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- Faculty advising for Spring 2015 semester
- Deadline to apply for Fall 2014 graduation
- Second payment plan installment due for Fall 2014 semester

## SATURDAY 1 NOVEMBER

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- Application for admission and financial aid priority date for Spring 2015

## SUNDAY 2

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# NOVEMBER 2014

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<ul style="list-style-type: none"> <li>• Faculty advising for Spring 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Spring 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Spring 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Spring 2015 semester</li> </ul>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<ul style="list-style-type: none"> <li>• Spring 2015 semester registration begins for continuing program students</li> <li>• Payment plan opens for Spring 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Spring 2015 semester registration begins for continuing program students</li> </ul>	<ul style="list-style-type: none"> <li>• Spring 2015 semester registration begins for continuing program students</li> </ul>	<ul style="list-style-type: none"> <li>• Spring 2015 semester registration begins for continuing program students</li> </ul>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<ul style="list-style-type: none"> <li>• Spring 2015 semester registration begins for continuing program students</li> </ul>	<ul style="list-style-type: none"> <li>• Spring 2015 semester registration begins for continuing program students</li> </ul>	<ul style="list-style-type: none"> <li>• Spring 2015 semester registration begins for continuing program students</li> </ul>	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
		<ul style="list-style-type: none"> <li>• Student Services hours 8:30 a.m. - 4:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Thanksgiving - College closed</li> </ul>





# NOVEMBER 2014

OCTOBER 2014

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	31	

NOVEMBER 2014

S	M	T	W	T	F	S
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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						

DECEMBER 2014

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	31				

## MONDAY 3

- Faculty advising for Spring 2015 semester

## TUESDAY 4

- Faculty advising for Spring 2015 semester

## WEDNESDAY 5

- Faculty advising for Spring 2015 semester

Look for the opportunities Gateway provides to better your career and life. Take action.



## THURSDAY 6

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- Faculty advising for Spring 2015 semester

## FRIDAY 7

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- Faculty advising for Spring 2015 semester

## SATURDAY 8

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## SUNDAY 9

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# NOVEMBER 2014

OCTOBER 2014

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014

S	M	T	W	T	F	S
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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
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DECEMBER 2014

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	31			

## MONDAY 10

- Spring 2015 semester registration begins for continuing program students
- Payment plan opens for Spring 2015 semester

## TUESDAY 11

- Spring 2015 semester registration begins for continuing program students

## WEDNESDAY 12

- Spring 2015 semester registration begins for continuing program students

Prepare yourself for tomorrow's career, today.



## THURSDAY 13

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- Spring 2015 semester registration begins for continuing program students

## FRIDAY 14

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- Spring 2015 semester registration begins for continuing program students

## SATURDAY 15

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## SUNDAY 16

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# NOVEMBER 2014

OCTOBER 2014

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	31	

NOVEMBER 2014

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2014

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	31			

## MONDAY 17

- Spring 2015 semester registration begins for continuing program students

## TUESDAY 18

- Spring 2015 semester registration begins for continuing program students

## WEDNESDAY 19

- Spring 2015 semester registration begins for continuing program students

Gateway serves those who have served us -- our veterans.



## THURSDAY 20

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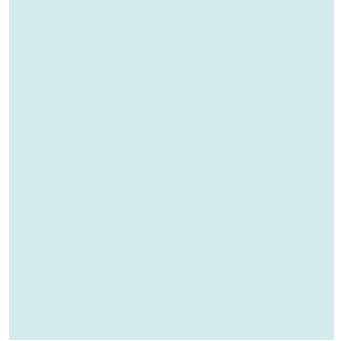
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## FRIDAY 21

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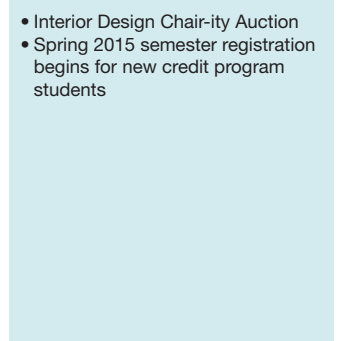
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- Interior Design Chair-ity Auction
- Spring 2015 semester registration begins for new credit program students



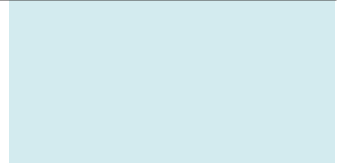
## SATURDAY 22

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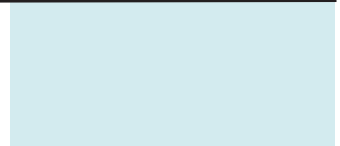


## SUNDAY 23

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# NOVEMBER 2014

OCTOBER 2014

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014

S	M	T	W	T	F	S
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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						

DECEMBER 2014

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	31			

## MONDAY 24

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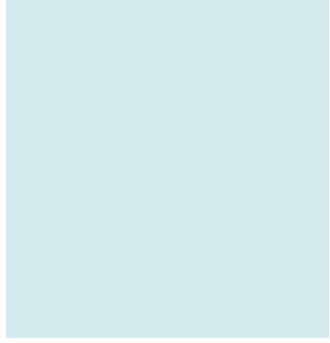
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## TUESDAY 25

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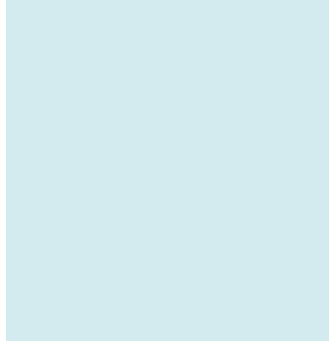
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## WEDNESDAY 26

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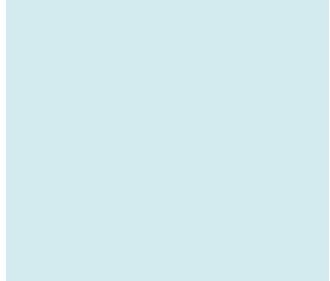
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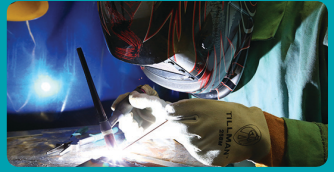
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- Student Services hours 8:30 a.m. - 4:00 p.m.





*Benefit from instructors who've been in the industry -- ask questions, seek their insight.*



## THURSDAY 27

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• Thanksgiving - College closed

## FRIDAY 28

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• Thanksgiving - College closed

## SATURDAY 29

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• Thanksgiving - College closed

## SUNDAY 30

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# DECEMBER 2014

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

1	2 • Spring 2015 open registration begins	3	4
8 • Follett Bookstore textbook buy back	9 • Follett Bookstore textbook buy back	10 • Follett Bookstore textbook buy back	11 • Follett Bookstore textbook buy back
15 • Follett Bookstore textbook rental return deadline	16	17	18 • Graduation (tentative)
22 • Last day to select payment option for Spring 2015 semester	23	24 • Winter break - College closed	25 • Winter break - College closed
29 • Winter break - College closed • First day to use Spring 2015 semester financial aid book authorizations	30 • Winter break - College closed	31 • Winter break - College closed	

**FRIDAY****SATURDAY****SUNDAY****NOTES**

<p style="text-align: right;"><b>5</b></p>	<p style="text-align: right;"><b>6</b></p> <ul style="list-style-type: none"> <li>• GACTE Art and Craft Fair - Kenosha Campus</li> </ul>	<p style="text-align: right;"><b>7</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>12</b></p> <ul style="list-style-type: none"> <li>• Follett Bookstore textbook buy back</li> </ul>	<p style="text-align: right;"><b>13</b></p> <ul style="list-style-type: none"> <li>• Last day Fall 2014 semester</li> </ul>	<p style="text-align: right;"><b>14</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>19</b></p>	<p style="text-align: right;"><b>20</b></p>	<p style="text-align: right;"><b>21</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>26</b></p> <ul style="list-style-type: none"> <li>• Winter break - College closed</li> </ul>	<p style="text-align: right;"><b>27</b></p> <ul style="list-style-type: none"> <li>• Winter break - College closed</li> </ul>	<p style="text-align: right;"><b>28</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
			<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

# DECEMBER 2014

## NOVEMBER 2014

S	M	T	W	T	F	S
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## DECEMBER 2014

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JANUARY 2015

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	31

## MONDAY 1

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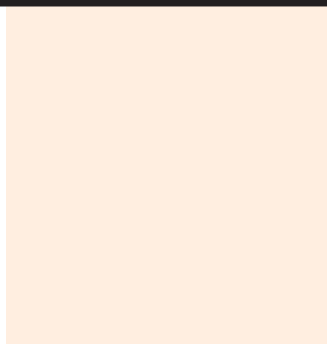
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## TUESDAY 2

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- Spring 2015 open registration begins

## WEDNESDAY 3

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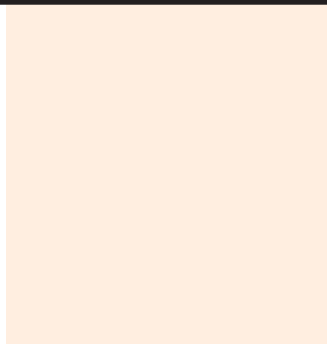
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Gateway is a place where you can grow your future.



**THURSDAY 4**

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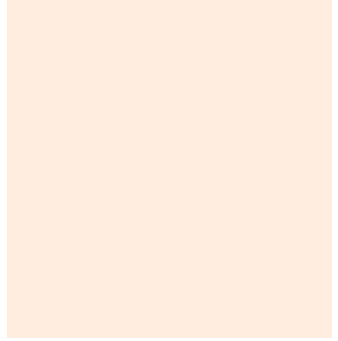
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**FRIDAY 5**

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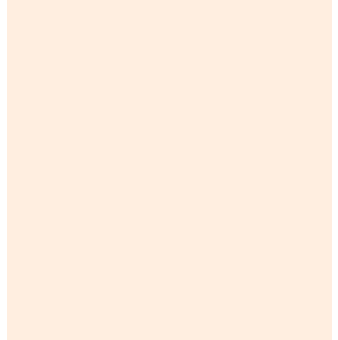
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**SATURDAY 6**

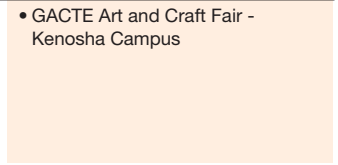
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- GACTE Art and Craft Fair - Kenosha Campus



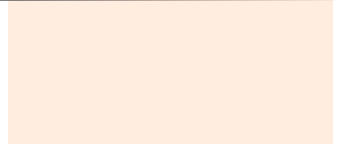
**SUNDAY 7**

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# DECEMBER 2014

## NOVEMBER 2014

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## DECEMBER 2014

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	31		

## JANUARY 2015

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	31					

## MONDAY 8

- Follett Bookstore textbook buy back

## TUESDAY 9

- Follett Bookstore textbook buy back

## WEDNESDAY 10

- Follett Bookstore textbook buy back

You've chosen Gateway to build your future -- and your success.



## THURSDAY 11

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- Follett Bookstore textbook buy back

## FRIDAY 12

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- Follett Bookstore textbook buy back

## SATURDAY 13

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- Last day Fall 2014 semester

## SUNDAY 14

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# DECEMBER 2014

## NOVEMBER 2014

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## DECEMBER 2014

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	31			

## JANUARY 2015

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	31

## MONDAY 15

- Follett Bookstore textbook rental return deadline

## TUESDAY 16

## WEDNESDAY 17



If you can believe it, you can achieve it at Gateway.



**THURSDAY 18**

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• Graduation (tentative)

Blank area for notes on Thursday 18.

**FRIDAY 19**

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Blank area for notes on Friday 19.

**SATURDAY 20**

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Blank area for notes on Saturday 20.

**SUNDAY 21**

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Blank area for notes on Sunday 21.

# DECEMBER 2014

## NOVEMBER 2014

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						

## DECEMBER 2014

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	31			

## JANUARY 2015

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	31

## MONDAY 22

- Last day to select payment option for Spring 2015 semester

## TUESDAY 23

## WEDNESDAY 24

- Winter break - College closed

Map out your own plan for success. Then achieve it.



## THURSDAY 25

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• Winter break - College closed

## FRIDAY 26

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• Winter break - College closed

## SATURDAY 27

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• Winter break - College closed

## SUNDAY 28

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# JANUARY 2015

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

			1 <ul style="list-style-type: none"> <li>• Winter break - College closed</li> <li>• Application for admission priority date for Summer 2015 semester</li> </ul>
5	6	7	8
12 <ul style="list-style-type: none"> <li>• First day of Spring 2015 semester</li> <li>• Student Services Centers open at 7:30 a.m.</li> <li>• Gateway Days</li> </ul>	13 <ul style="list-style-type: none"> <li>• Gateway Days</li> </ul>	14	15
19 <ul style="list-style-type: none"> <li>• Martin Luther King Jr. Day - No classes</li> <li>• Martin Luther King, Jr. Day Celebration 12:00 p.m. Kenosha Campus - Madrigano Auditorium</li> </ul>	20	21	22
26 <ul style="list-style-type: none"> <li>• Faculty advising for Summer 2015 semester</li> </ul>	27 <ul style="list-style-type: none"> <li>• Faculty advising for Summer 2015 semester</li> </ul>	28 <ul style="list-style-type: none"> <li>• Faculty advising for Summer 2015 semester</li> </ul>	29 <ul style="list-style-type: none"> <li>• Faculty advising for Summer 2015 semester</li> </ul>

**FRIDAY****SATURDAY****SUNDAY****NOTES**

<p style="text-align: right;"><b>2</b></p> <ul style="list-style-type: none"> <li>Follett Bookstores closed</li> </ul>	<p style="text-align: right;"><b>3</b></p>	<p style="text-align: right;"><b>4</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>9</b></p>	<p style="text-align: right;"><b>10</b></p>	<p style="text-align: right;"><b>11</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>16</b></p>	<p style="text-align: right;"><b>17</b></p>	<p style="text-align: right;"><b>18</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>23</b></p> <ul style="list-style-type: none"> <li>Last day to enroll in payment plan for Spring 2015 semester</li> </ul>	<p style="text-align: right;"><b>24</b></p>	<p style="text-align: right;"><b>25</b></p> <ul style="list-style-type: none"> <li>Financial aid census date</li> <li>Last day to use Spring 2015 semester financial aid book authorizations</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>30</b></p> <ul style="list-style-type: none"> <li>Faculty advising for Summer 2015 semester</li> <li>Student Services Closed - Enrollment Services in-service</li> </ul>	<p style="text-align: right;"><b>31</b></p>		<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

# JANUARY 2015

## DECEMBER 2014

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	31			

## JANUARY 2015

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	31

## FEBRUARY 2015

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

## MONDAY 29

- Winter break - College closed
- First day to use Spring 2015 semester financial aid book authorizations

## TUESDAY 30

- Winter break - College closed

## WEDNESDAY 31

- Winter break - College closed

*A marathon isn't completed in a giant step. It's achieved through many small, determined steps. Take that first step today.*



## THURSDAY 1 JANUARY

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- Winter break - College closed
- Application for admission priority date for Summer 2015 semester

## FRIDAY 2

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- Follett Bookstores closed

## SATURDAY 3

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## SUNDAY 4

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# JANUARY 2015

## DECEMBER 2014

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	31			

## JANUARY 2015

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	31

## FEBRUARY 2015

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

## MONDAY 5

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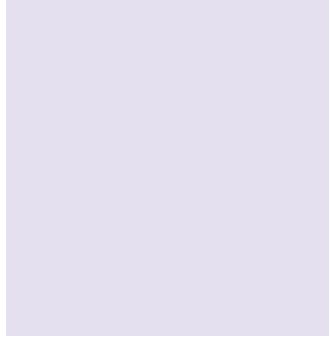
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## TUESDAY 6

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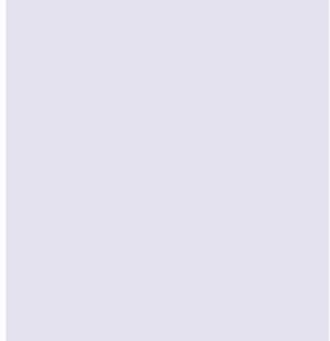
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## WEDNESDAY 7

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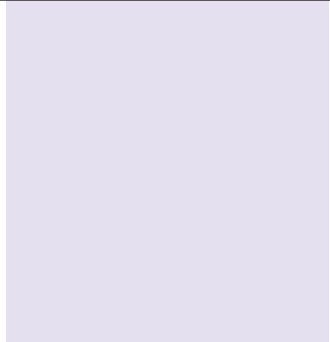
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*There are no limits to what you can achieve with a plan.*



## **THURSDAY 8**

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## **FRIDAY 9**

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## **SATURDAY 10**

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## **SUNDAY 11**

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# JANUARY 2015

DECEMBER 2014						
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	31			

JANUARY 2015						
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	31

FEBRUARY 2015						
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

## MONDAY 12

- First day of Spring 2015 semester
- Student Services Centers open at 7:30 a.m.
- Gateway Days

## TUESDAY 13

- Gateway Days

## WEDNESDAY 14

*The tools you gain today will help you succeed. You have the toolbox -- now fill it with the tools of education and training.*



**THURSDAY 15**

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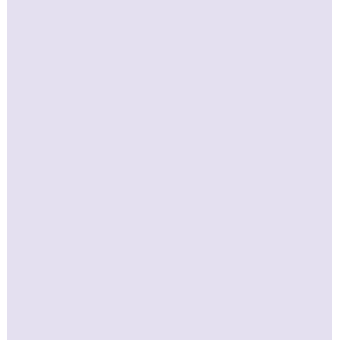
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**FRIDAY 16**

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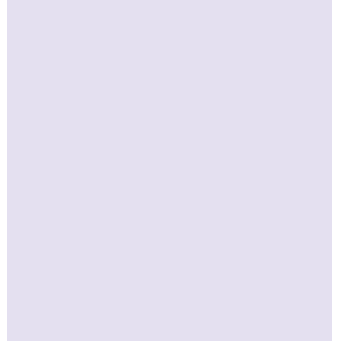
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**SATURDAY 17**

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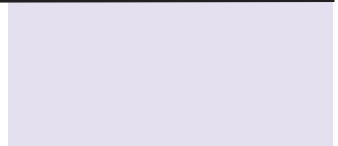


**SUNDAY 18**

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# JANUARY 2015

DECEMBER 2014						
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	31			

JANUARY 2015						
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	31

FEBRUARY 2015						
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

## MONDAY 19

- Martin Luther King Jr. Day - No classes
- Martin Luther King, Jr. Day Celebration 12:00 p.m. Kenosha Campus - Madrigano Auditorium

## TUESDAY 20

## WEDNESDAY 21

*Dream. Believe. Achieve. Succeed.*



## THURSDAY 22

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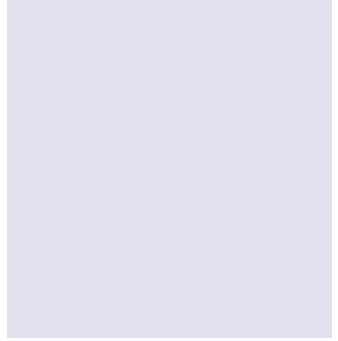
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## FRIDAY 23

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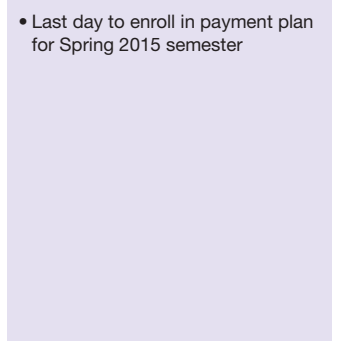
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- Last day to enroll in payment plan for Spring 2015 semester



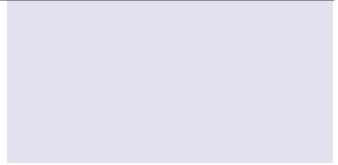
## SATURDAY 24

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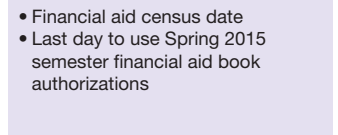
## SUNDAY 25

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- Financial aid census date
- Last day to use Spring 2015 semester financial aid book authorizations



# JANUARY 2015

## DECEMBER 2014

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	31			

## JANUARY 2015

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	31

## FEBRUARY 2015

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

## MONDAY 26

- Faculty advising for Summer 2015 semester

## TUESDAY 27

- Faculty advising for Summer 2015 semester

## WEDNESDAY 28

- Faculty advising for Summer 2015 semester

*A beautiful flower came from a small seed that was watered, planted and nurtured. Help yourself grow today.*



**THURSDAY 29**

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- Faculty advising for Summer 2015 semester

**FRIDAY 30**

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- Faculty advising for Summer 2015 semester
- Student Services Closed - Enrollment Services in-service

**SATURDAY 31**

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**SUNDAY 1 FEBRUARY**

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# FEBRUARY 2015

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• Faculty advising for Summer 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Summer 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Summer 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Summer 2015 semester</li> </ul>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<ul style="list-style-type: none"> <li>• Summer 2015 semester registration begins for continuing program students.</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2015 semester registration begins for continuing program students.</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2015 semester registration begins for continuing program students.</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2015 semester registration begins for continuing program students.</li> </ul>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<ul style="list-style-type: none"> <li>• Summer 2015 semester registration begins for continuing program students.</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2015 semester registration begins for continuing program students.</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2015 semester registration begins for continuing program students.</li> </ul>	
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	<ul style="list-style-type: none"> <li>• Summer 2015 semester open registration begins</li> </ul>		





# FEBRUARY 2015

JANUARY 2015						
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	31

FEBRUARY 2015						
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

MARCH 2015						
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	31				

## MONDAY 2

- Faculty advising for Summer 2015 semester

## TUESDAY 3

- Faculty advising for Summer 2015 semester

## WEDNESDAY 4

- Faculty advising for Summer 2015 semester

Your courses and educational training are no different than an athlete's. Train hard today to make the big leagues.



## THURSDAY 5

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- Faculty advising for Summer 2015 semester

## FRIDAY 6

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- Faculty advising for Summer 2015 semester

## SATURDAY 7

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## SUNDAY 8

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# FEBRUARY 2015

JANUARY 2015

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	31

FEBRUARY 2015

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

MARCH 2015

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	31				

## MONDAY 9

- Summer 2015 semester registration begins for continuing program students.

## TUESDAY 10

- Summer 2015 semester registration begins for continuing program students.

## WEDNESDAY 11

- Summer 2015 semester registration begins for continuing program students.

The only place where success comes before work is in the dictionary. -- Vince Lombardi



## THURSDAY 12

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- Summer 2015 semester registration begins for continuing program students.

## FRIDAY 13

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- Summer 2015 semester registration begins for continuing program students.
- First batch of financial aid grant refunds sent to Gateway Plus card. Continuing every Friday until all grant funds are disbursed.

## SATURDAY 14

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## SUNDAY 15

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# FEBRUARY 2015

JANUARY 2015

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	31

FEBRUARY 2015

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

MARCH 2015

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	31				

## MONDAY 16

- Summer 2015 semester registration begins for continuing program students.

## TUESDAY 17

- Summer 2015 semester registration begins for continuing program students.

## WEDNESDAY 18

- Summer 2015 semester registration begins for continuing program students.

Your passion, your career.



## THURSDAY 19

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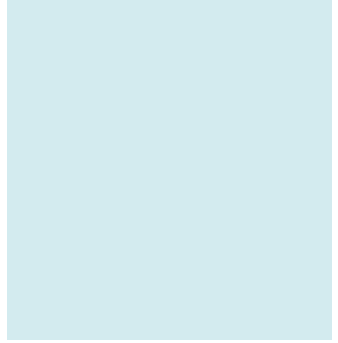
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## FRIDAY 20

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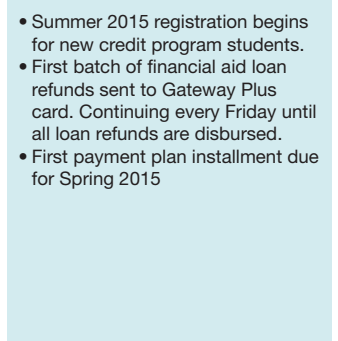
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- Summer 2015 registration begins for new credit program students.
- First batch of financial aid loan refunds sent to Gateway Plus card. Continuing every Friday until all loan refunds are disbursed.
- First payment plan installment due for Spring 2015



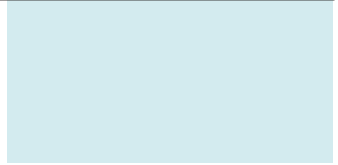
## SATURDAY 21

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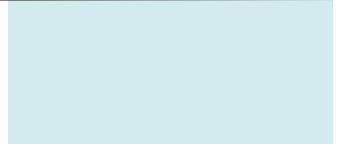
## SUNDAY 22

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# FEBRUARY 2015

JANUARY 2015

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	31

FEBRUARY 2015

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

MARCH 2015

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	31				

## MONDAY 23

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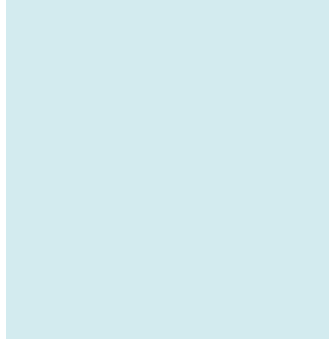
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## TUESDAY 24

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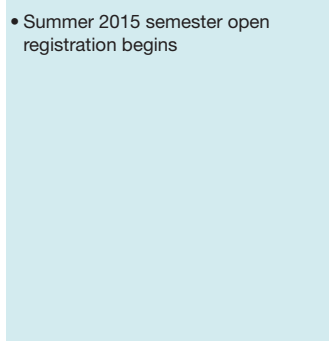
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- Summer 2015 semester open registration begins



## WEDNESDAY 25

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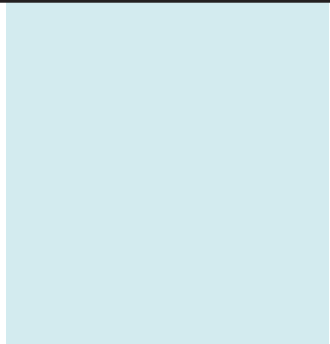
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Expand your mind -- try something new this week.



## THURSDAY 26

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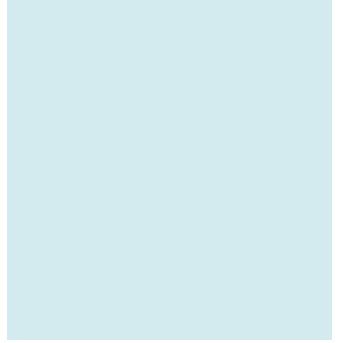
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## FRIDAY 27

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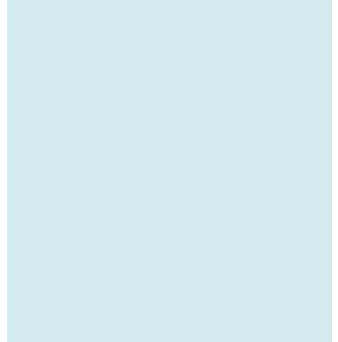
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## SATURDAY 28

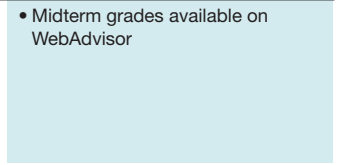
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- Midterm grades available on WebAdvisor



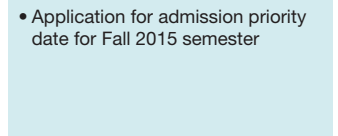
## SUNDAY 1 MARCH

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- Application for admission priority date for Fall 2015 semester



# MARCH 2015

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

2	3	4	5
9	10	11	12
<ul style="list-style-type: none"> <li>• Spring break - no classes.</li> <li>• Student Services open 8:30 a.m. - 4:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Spring break - no classes.</li> <li>• Student Services open 8:30 a.m. - 4:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Spring break - no classes.</li> <li>• Student Services open 8:30 a.m. - 4:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Spring break - no classes.</li> <li>• Student Services open 8:30 a.m. - 4:00 p.m.</li> </ul>
16	17	18	19
23	24	25	26
<ul style="list-style-type: none"> <li>• Faculty advising for Fall 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Fall 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Fall 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Fall 2015 semester</li> </ul>
30	31		
<ul style="list-style-type: none"> <li>• Faculty advising for Fall 2015 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty advising for Fall 2015 semester</li> <li>• Deadline to apply for May 2015 graduation</li> </ul>		



# MARCH 2015

FEBRUARY 2015

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

MARCH 2015

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	31				

APRIL 2015

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

## MONDAY 2

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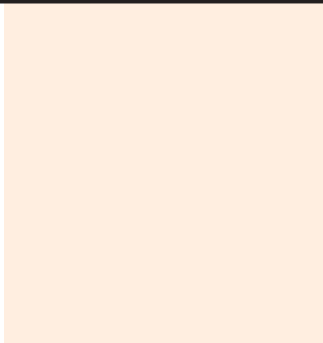
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## TUESDAY 3

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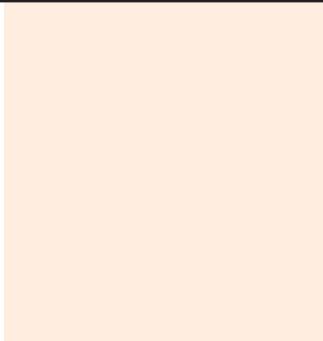
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## WEDNESDAY 4

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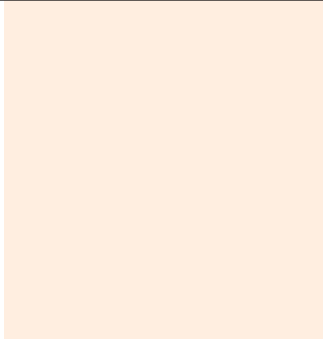
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Serve yourself by helping to serve others.



## THURSDAY 5

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## FRIDAY 6

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## SATURDAY 7

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## SUNDAY 8

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# MARCH 2015

FEBRUARY 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2015						
S	M	T	W	T	F	S
				1	2	3
				4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MONDAY 9

- Spring break - no classes.
- Student Services open 8:30 a.m. - 4:00 p.m.

## TUESDAY 10

- Spring break - no classes.
- Student Services open 8:30 a.m. - 4:00 p.m.

## WEDNESDAY 11

- Spring break - no classes.
- Student Services open 8:30 a.m. - 4:00 p.m.

Your degree brings with it a sense of security that can't be bought -- or taken away from you.



## THURSDAY 12

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- Spring break - no classes.
- Student Services open 8:30 a.m. - 4:00 p.m.

## FRIDAY 13

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- Spring break - no classes.
- Student Services open 8:30 a.m. - 4:00 p.m.

## SATURDAY 14

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- Spring break - no classes.

## SUNDAY 15

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# MARCH 2015

FEBRUARY 2015

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

MARCH 2015

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	31				

APRIL 2015

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		

## MONDAY 16

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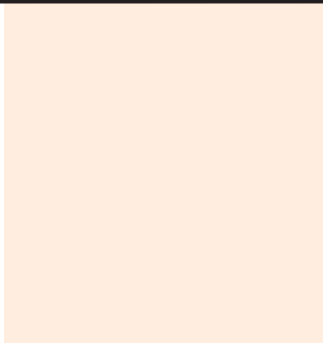
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## TUESDAY 17

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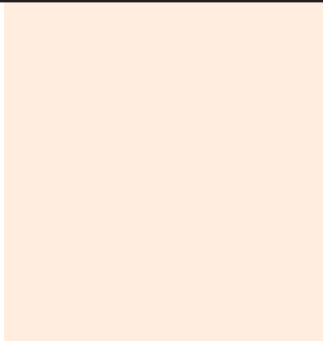
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## WEDNESDAY 18

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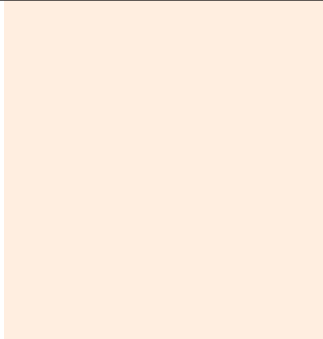
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*Deliver your success on your timetable.*



## **THURSDAY 19**

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## **FRIDAY 20**

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- Last Spring 2015 Semester Payment Plan Installment Due

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## **SATURDAY 21**

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## **SUNDAY 22**

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# MARCH 2015

## FEBRUARY 2015

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

## MARCH 2015

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	31				

## APRIL 2015

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

## MONDAY 23

- Faculty advising for Fall 2015 semester

## TUESDAY 24

- Faculty advising for Fall 2015 semester

## WEDNESDAY 25

- Faculty advising for Fall 2015 semester

*It's spring -- plant the seeds to your future at Gateway.*



## THURSDAY 26

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- Faculty advising for Fall 2015 semester

## FRIDAY 27

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- Faculty advising for Fall 2015 semester
- Last payment plan installment due for Spring 2015 semester

## SATURDAY 28

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## SUNDAY 29

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# APRIL 2015

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

		1 <ul style="list-style-type: none"> <li>Faculty advising for Fall 2015 semester</li> </ul>	2 <ul style="list-style-type: none"> <li>Faculty advising for Fall 2015 semester</li> </ul>
6 <ul style="list-style-type: none"> <li>Holiday recess - College closed</li> </ul>	7 <ul style="list-style-type: none"> <li>Fall 2015 semester registration begins for continuing program students</li> <li>Summer 2015 semester payment plan opens</li> </ul>	8 <ul style="list-style-type: none"> <li>Fall 2015 semester registration begins for continuing program students</li> </ul>	9 <ul style="list-style-type: none"> <li>Fall 2015 semester registration begins for continuing program students</li> </ul>
13 <ul style="list-style-type: none"> <li>Fall 2015 semester registration begins for continuing program students</li> </ul>	14 <ul style="list-style-type: none"> <li>Fall 2015 semester registration begins for continuing program students</li> </ul>	15 <ul style="list-style-type: none"> <li>Fall 2015 semester registration begins for continuing program students</li> </ul>	16 <ul style="list-style-type: none"> <li>Fall 2015 semester registration begins for continuing program students</li> </ul>
20 <ul style="list-style-type: none"> <li>Deadline to select payment option for Summer 2015 semester</li> <li>Fall 2015 semester new program student registration begins</li> </ul>	21	22 <ul style="list-style-type: none"> <li>Fall 2015 semester open registration begins</li> </ul>	23
27 <ul style="list-style-type: none"> <li>Follett Bookstore textbook buy back</li> </ul>	28 <ul style="list-style-type: none"> <li>Follett Bookstore textbook buy back</li> </ul>	29 <ul style="list-style-type: none"> <li>Follett Bookstore textbook buy back</li> </ul>	30 <ul style="list-style-type: none"> <li>Follett Bookstore textbook buy back</li> </ul>

**FRIDAY****SATURDAY****SUNDAY****NOTES**

<p style="text-align: right;"><b>3</b></p> <ul style="list-style-type: none"> <li>• Holiday recess - College closed</li> </ul>	<p style="text-align: right;"><b>4</b></p> <ul style="list-style-type: none"> <li>• Holiday recess - College closed</li> </ul>	<p style="text-align: right;"><b>5</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>10</b></p> <ul style="list-style-type: none"> <li>• Fall 2015 semester registration begins for continuing program students</li> </ul>	<p style="text-align: right;"><b>11</b></p>	<p style="text-align: right;"><b>12</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>17</b></p>	<p style="text-align: right;"><b>18</b></p> <ul style="list-style-type: none"> <li>• Celebrate Earth Day Event</li> </ul>	<p style="text-align: right;"><b>19</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: right;"><b>24</b></p>	<p style="text-align: right;"><b>25</b></p>	<p style="text-align: right;"><b>26</b></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
			<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

# APRIL 2015

MARCH 2015						
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	31				

APRIL 2015						
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		

MAY 2015						
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
31						

## MONDAY 30

- Faculty advising for Fall 2015 semester

## TUESDAY 31

- Faculty advising for Fall 2015 semester
- Deadline to apply for May 2015 graduation

## WEDNESDAY 1 APRIL

- Faculty advising for Fall 2015 semester

*The rough waves of this week may be the ones to propel you to the shore -- and your dreams.*



## THURSDAY 2

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- Faculty advising for Fall 2015 semester

## FRIDAY 3

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- Holiday recess - College closed

## SATURDAY 4

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- Holiday recess - College closed

## SUNDAY 5

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# APRIL 2015

MARCH 2015						
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	31				

APRIL 2015						
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	

MAY 2015						
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	31					

## MONDAY 6

- Holiday recess - College closed

## TUESDAY 7

- Fall 2015 semester registration begins for continuing program students
- Summer 2015 semester payment plan opens

## WEDNESDAY 8

- Fall 2015 semester registration begins for continuing program students



Gateway is here to meet you where you're at -- in life and career.



## THURSDAY 9

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- Fall 2015 semester registration begins for continuing program students

## FRIDAY 10

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- Fall 2015 semester registration begins for continuing program students

## SATURDAY 11

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## SUNDAY 12

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# APRIL 2015

MARCH 2015						
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	31				

APRIL 2015						
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		

MAY 2015						
S	M	T	W	T	F	S
						1
						2
						3
						4
						5
						6
						7
						8
						9
						10
						11
						12
						13
						14
						15
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						17
						18
						19
						20
						21
						22
						23
						24
						25
						26
						27
						28
						29
						30
						31

## MONDAY 13

- Fall 2015 semester registration begins for continuing program students

## TUESDAY 14

- Fall 2015 semester registration begins for continuing program students

## WEDNESDAY 15

- Fall 2015 semester registration begins for continuing program students

*Hours spent studying produce the bricks that build the foundation for your future.*



## THURSDAY 16

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- Fall 2015 semester registration begins for continuing program students

## FRIDAY 17

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## SATURDAY 18

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- Celebrate Earth Day

## SUNDAY 19

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# APRIL 2015

MARCH 2015						
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	31				

APRIL 2015						
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	

MAY 2015						
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	31					

## MONDAY 20

- Deadline to select payment option for Summer 2015 semester
- Fall 2015 semester new program student registration begins

## TUESDAY 21

## WEDNESDAY 22

- Fall 2015 semester open registration begins

Gateway plays a vital role in your education -- so you can play a vital role in your life and community.



## THURSDAY 23

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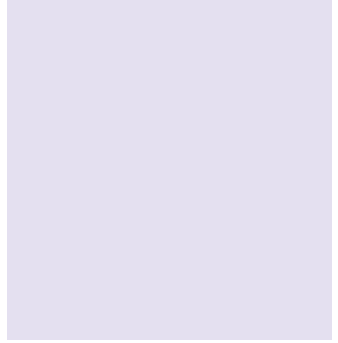
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## FRIDAY 24

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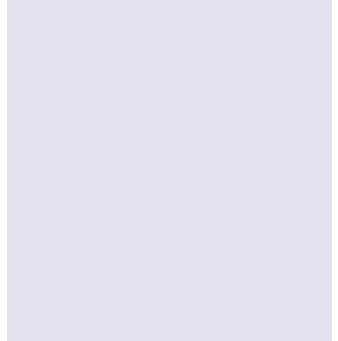
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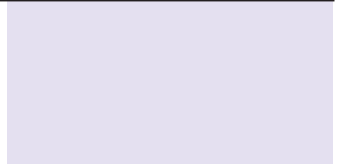
## SATURDAY 25

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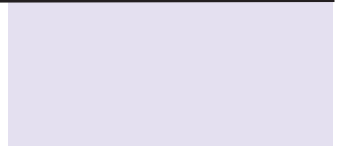


## SUNDAY 26

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# APRIL 2015

MARCH 2015

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	31				

APRIL 2015

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		

MAY 2015

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
						31

## MONDAY 27

- Follett Bookstore textbook buy back

## TUESDAY 28

- Follett Bookstore textbook buy back

## WEDNESDAY 29

- Follett Bookstore textbook buy back

*Charting the course of your life and education begins with a plan. Gateway excels at helping you draw that map -- see your advisor or instructor today.*



## THURSDAY 30

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- Follett Bookstore textbook buy back

## FRIDAY 1 MAY

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- Follett Bookstore textbook buy back

## SATURDAY 2

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- Last day of Spring 2015 semester

## SUNDAY 3

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# MAY 2015

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

4 • Follett Bookstore textbook rental return deadline	5	6	7
11 • First day of Summer 2015 semester	12	13	14
18	19 • Graduation (tentative)	20	21
25 • Memorial Day - College closed	26	27	28





# MAY 2015

APRIL 2015						
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		

MAY 2015						
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
31						

JUNE 2015						
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			

## MONDAY 4

- Follett Bookstore textbook rental return deadline

## TUESDAY 5

## WEDNESDAY 6

Look for the opportunities Gateway provides to better your career and life. Take action.



**THURSDAY 7**

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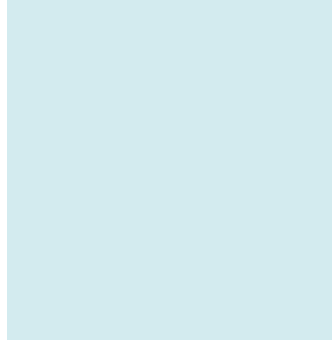
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**FRIDAY 8**

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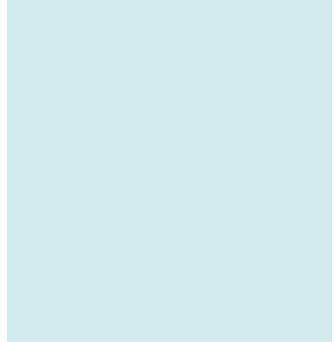
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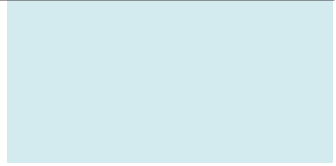
**SATURDAY 9**

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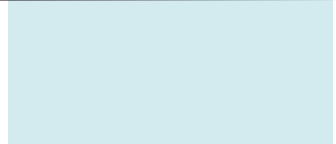


**SUNDAY 10**

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# MAY 2015

APRIL 2015						
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		

MAY 2015						
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
31						

JUNE 2015						
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			

## MONDAY 11

• First day of Summer 2015 semester

## TUESDAY 12

## WEDNESDAY 13

*Prepare yourself for tomorrow's career, today.*



## **THURSDAY 14**

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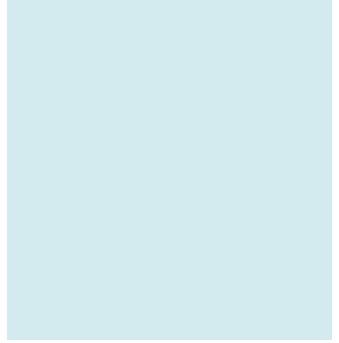
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## **FRIDAY 15**

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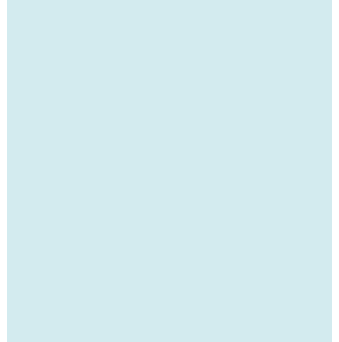
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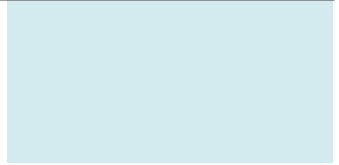
## **SATURDAY 16**

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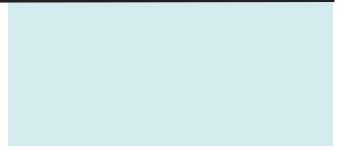
## **SUNDAY 17**

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# MAY 2015

APRIL 2015						
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		

MAY 2015						
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
						31

JUNE 2015						
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				

## MONDAY 18

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## TUESDAY 19

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- Graduation (tentative)

## WEDNESDAY 20

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Gateway serves those who have served us -- our veterans.



**THURSDAY 21**

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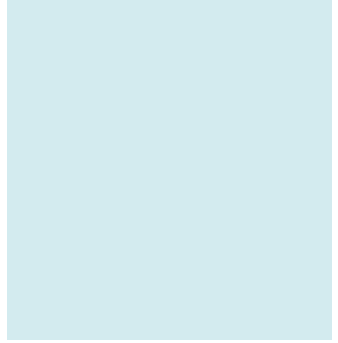
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**FRIDAY 22**

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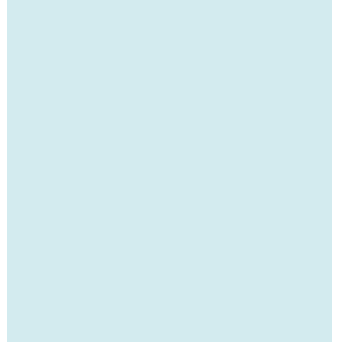
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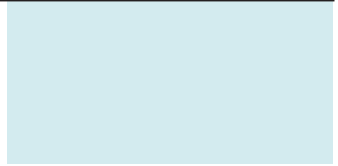
**SATURDAY 23**

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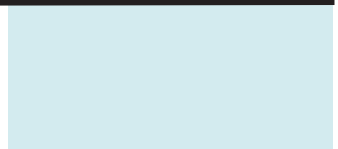


**SUNDAY 24**

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# MAY 2015

APRIL 2015						
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		

MAY 2015						
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
31						

JUNE 2015						
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			

## MONDAY 25

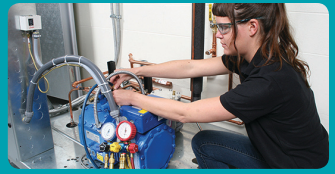
• Memorial Day - College closed

## TUESDAY 26

## WEDNESDAY 27



*Benefit from instructors who've been in the industry -- ask questions, seek their insight.*



## THURSDAY 28

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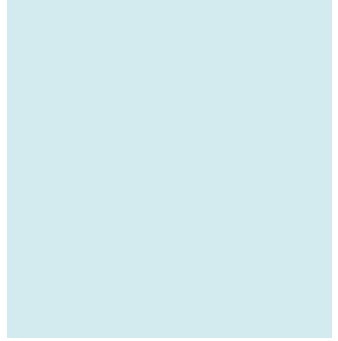
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## FRIDAY 29

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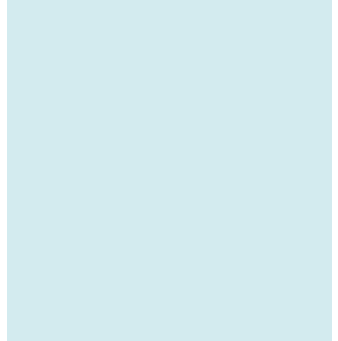
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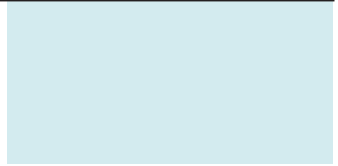
## SATURDAY 30

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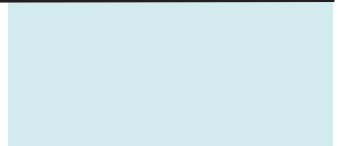
## SUNDAY 31

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