MONEY FOR COLLEGE

...and it's FREE!

The Gateway Foundation awards nearly 200 students with monetary scholarships to assist with their tuition expenses.

gtc.edu/Foundation-Scholarships

Access Gateway services ANYTIME with the new Gateway Go App!

Register for Classes
Make Payments
Access Blackboard
View your Schedule
Access Email

Download the free app!
gtc.edu/Go-App
2018–2019
Student Handbook

This handbook belongs to:

NAME ____________________________________________________________

PHONE __________________________________________________________

EMAIL __________________________________________________________

Gateway Student Handbook cover designed by
Gateway Graphic Communications student Kevin Kosirog

Information presented in this handbook is subject to change and reflects material on record as of
February 1, 2018. Updated information will be posted to appropriate locations on Gateway’s website at

gtc.edu.

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Welcome to Gateway

On behalf of the Gateway Technical College District Board of Trustees, the president, faculty and staff, welcome to Gateway Technical College! We are excited that you have chosen Gateway as the place to pursue your academic, personal, or career goals. Gateway has nationally recognized faculty, excellent support services and more than 30 student clubs and activities just for you. We hope you will become involved as a student and stay involved as a graduate and proud alum!

This student handbook provides an in-depth review of dates, 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 Services division has a team of experts ready to assist you as you navigate your educational journey, so please call on us whenever you need assistance.

Best wishes for a successful college experience.

Stacy Riley
Vice President
Student Services &
Enrollment Management
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# 2018–2019 Academic Calendar

## Summer 2018 (May 7 through August 18)

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<tr>
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<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7</td>
<td>First day of Summer semester</td>
</tr>
<tr>
<td>May 29</td>
<td>Holiday – college closed</td>
</tr>
<tr>
<td>July 4</td>
<td>Holiday – college closed</td>
</tr>
<tr>
<td>August 18</td>
<td>Last day of Summer semester</td>
</tr>
</tbody>
</table>

## Fall 2018 (September 4 through December 15)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3</td>
<td>Holiday – college closed</td>
</tr>
<tr>
<td>September 4</td>
<td>First day of Fall semester</td>
</tr>
<tr>
<td>September 26</td>
<td>Employee Learning Day – no classes</td>
</tr>
<tr>
<td>November 22 – 25</td>
<td>Holiday – college closed</td>
</tr>
<tr>
<td>December 15</td>
<td>Last day of Fall semester</td>
</tr>
<tr>
<td>December 24 – January 1</td>
<td>Winter Recess – college closed</td>
</tr>
</tbody>
</table>

## Spring 2019 (January 7 through April 18)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7</td>
<td>First day of Spring semester</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King, Jr. Day – no classes</td>
</tr>
<tr>
<td>April 18</td>
<td>Last day of Spring semester</td>
</tr>
<tr>
<td>April 19 – 22</td>
<td>Holiday – college closed</td>
</tr>
<tr>
<td>May 21 (tentative)</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
Burlington Center
496 McCanna Parkway
Burlington, WI 53105-3622

HERO Center
380 McCanna Parkway
Burlington, WI 53105-3622
Gateway Vision and Mission Statements

College Vision
We make life-changing educational opportunities a reality.

College Mission
We deliver industry-focused education that is flexible, accessible, and affordable for our diverse community.

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.

Atención
Si usted necesita asistencia en español, por favor de llamar a: Maria Abrego 262.741.8318, Maria Perez 262.564.2388, or Rosalva Santana 262.619.6612. Gateway es un empleador y educador que ofrece igualdad de oportunidades.

Accreditation
Gateway Technical College is fully accredited by the Higher Learning Commission. 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 April. Most courses are scheduled for the full length of the semester.
Phone Numbers to Know

Student Services Contact Center ...................................................... 800-247-7122
Wisconsin Relay System: 711

Burlington Center
Adult Learning Center ........................................................................ 767-5090
Emergencies/Accidents/Injury .............................................................. 741-8208 (before 2 p.m.)
................................................................................................. 767-5208 (after 2 p.m.) or 911
Tech Central - Technology Support ...................................................... 564-3695

Elkhorn Campus
Emergencies/Accidents/Injury .............................................................. 741-8208 or 911
Learning Success Center .................................................................... 741-8020
Tech Central - Technology Support ...................................................... 564-3695

Kenosha Campus
Emergencies/Accidents/Injury .............................................................. 564-2208 or 911
Learning Success Center .................................................................... 564-2006
Tech Central - Technology Support ...................................................... 564-3695

Racine Campus
Emergencies/Accidents/Injury .............................................................. 619-6208 or 911
Learning Success Center .................................................................... 619-6216
Tech Central - Technology Support ...................................................... 564-3695

Building Hours
Burlington Center and Elkhorn Campus: ...........Monday – Friday 6:30 a.m. – 10:00 p.m.
...................................................................................................................... Saturday 7:00 a.m. – 2:30 p.m.
................................................................................................................ Sunday Closed
Kenosha and Racine Campuses .................Monday – Friday 6:30 a.m. – 10:00 p.m.
................................................................................................................ Saturday 7:00 a.m. – 2:30 p.m.
................................................................................................................ Sunday Closed
Bookstores

Follett Campus Stores offer a complete selection of course materials, schools supplies, technology and clothing. Purchasing either in-store or online at efollett.com is easy and convenient. Online orders can be sent to a home address or picked up at one of the campus stores. Make sure to ask about our rental, digital and price match programs to reduce costs.

Students can use financial aid to purchase course materials in the campus stores or online. Student ID and class schedule is required. Financial aid is available for a limited time, as posted on gtc.edu/important-dates. Computer devices are limited to one device per Gateway career program, and other items should be purchased for school use only.

Rented books can be returned to any campus store in-person or by preferred shipping service and should be done by the posted due date at the end of the semester to avoid late fees.

Our stores buy back books year round. Buyback values will vary based on need. A student ID is required to sell books, and proof of prior enrollment may be requested as buybacks cannot be processed on current semester materials. Books may also be donated to help raise funds for Better World Books charity programs.

Bookstore Refund Policy

Course materials may be returned within seven (7) calendar days from the start of course for any reason and up to thirty (30) days from the start of the course if the class is dropped. Short-term courses have two (2) calendar days from start of the course for refunds and mid-semester purchases have two (2) days from the date of purchase. All refunds require a receipt and items to be in original condition. Your refund will be processed in the currency it was purchased. For example, if you purchased your books/supplies with a financial aid authorization, your refund will be credited to your student account before being refunded directly to you.

All other store purchases may be returned within thirty (30) days for refund or exchange, provided they are in original condition and with receipt. Any electronic devices purchased from the bookstore are non returnable if the package is opened.

For Campus Store hours and information visit 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 Public Safety

Emergency Notification System

Gateway Technical College’s “AlertMe” emergency notification system will alert all staff, students and registered subscribers with an email, phone call and a text message in the event of an emergency situation or a required timely warning occurring at or near one of the Gateway locations. In addition to the email, phone call and text alert, the “AlertUs” beacons, which are located throughout all of Gateway’s buildings, may sound in the affected 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 notification. All students are encouraged to login to the AlertMe system at 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 each semester and discontinue text notices.

Security Reports
The safety of our students is one of our top priorities. Gateway 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 online incident report at gtc.edu/safety-and-security or in person at one of the campus security offices. 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/accidents and violations of the student code of conduct.

Persons completing a report may remain anonymous if they desire. In addition, if you observe a crime or incident taking place, we ask that you contact a member of our security team immediately or dial 911 if it is an emergency.

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 to 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 that would impede on a student's academic journey or an employee's position. Members of the campus community are strongly encouraged to report persons of concern by completing a Care Team report at gtc.edu/care. If you observe or hear ANY behavior that causes concern (no matter how small or limited your direct knowledge may be) please complete a CARE Team report to alert the college.

Emergency Response Plans
Gateway Technical College has developed Emergency Response Plans (ERPs) for the college that can be found at gtc.edu/safety-and-security. This plan includes an outline of the college’s processes for responding to a campus or district incident. They also include a “checklist” of responses to typical incidents that may occur on campus.

Annual Security Report
The safety of our student is one of our top priorities at Gateway Technical College. As a student, we are providing you and encourage you to read our Annual Security Report. This report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Violence Against Women Act. This report includes crime statistics, institutional policies on campus security and safety, alcohol and drug use, crime prevention, the reporting of crimes or incidents, sexual misconduct and other important matters. The full text of this report is available online at gtc.edu/safety-and-security under the Annual Security Report tab. Please feel free to email cousinot@gtc.edu or call 262-564-2812 should you need a hard copy of the report.
To report an incident or crime, please call:

<table>
<thead>
<tr>
<th>Location</th>
<th>Campus Security</th>
<th>Dean of Campus Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burlington</td>
<td>262-767-5208*</td>
<td>262-767-5360 (Office)</td>
</tr>
<tr>
<td>Elkhorn</td>
<td>262-741-8208</td>
<td>262-741-8538 (Office)</td>
</tr>
<tr>
<td>iMET</td>
<td>262-767-5208*</td>
<td>262-619-6712 (Office)</td>
</tr>
<tr>
<td>Kenosha</td>
<td>262-564-2208</td>
<td>262-564-3218 (Office)</td>
</tr>
<tr>
<td>Racine</td>
<td>262-619-6208</td>
<td>262-564-2672 (Office)</td>
</tr>
</tbody>
</table>

*Burlington Security Officer available Monday-Friday from 2:30 p.m.-10:30 p.m.

1) If person and/or property are in immediate danger, call 911.

2) Then notify Campus Public Safety 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, online at gtc.edu/ces or in person at any Student Service Center. Career exploration includes assessing student interests, values and skills to help align self-knowledge with potential career options. Both formal and informal assessment tools are used in this process. 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 developing and empowering students with the skills necessary to find employment in their chosen career. Students can sign up to meet with a career counselor or student employment specialist for an individual appointment by calling 1-800-247-7122 or in-person at any Student Service Center. Appointments focus on a variety of job readiness skills: resume and cover letter writing, interviewing skills/practice, and job search strategies. All students and alumni are welcome to utilize these services.

Students are highly encouraged to 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, individuals must be a current program student or a graduate of Gateway Technical College. If students would like their resume reviewed before posting to TechConnect, please contact a Student Employment Specialist at 1-800-247-7122.

Career and Employment Services also partners with employers to offer employment opportunities to Gateway students and alumni including but not limited to:

On-Campus Recruiting

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

Career Fairs

On-campus career fairs are held throughout the the academic school year to expose students and alumni to a variety of employers in one convenient setting. Information on upcoming career fairs can be found at gtc.edu/ces.

Employer Information Sessions

Employers offer students the option to ask questions, offer in-depth expectations for positions and potential job and internship opportunities in an open forum format geared towards specific programs.
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, atrium or other locations. These computers have basic office applications installed as well as access to the internet.

Computer Software

As a Gateway student, you can purchase popular software packages at substantial discounts through the Wisconsin Integrated Software Catalog (WISC). To shop for software and take advantage of the deep discounts offered, go to 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. Additional information about WISC is also available in Student Services and Blackboard.

Gateway provides the G Suite for Education to all active students for FREE. G Suite (formerly Google Apps) is a free suite of communication and collaboration tools – including an ads-free Gmail account, Sheets, Docs, and Hangouts – for learning anywhere, anytime, on nearly any device with access to the internet. All Gateway students have FREE unlimited storage for documents, photos, drawings, recordings, videos – essentially anything associated with your G Suite account. And with Office Compatibility Mode, you can open and edit documents in their native format.

Microsoft offers an Office 365 subscription for active Gateway students for FREE. The subscription includes Office for Mobile, Office for Mac, Skydrive, and Office 365 Professional Plus On Demand which includes Word, Excel, Powerpoint, Access, OneNote, Publisher, and Outlook. To get started on Office 365, search for Office 365 on the Gateway website or Blackboard for instructions on how to sign up. If you need assistance accessing Office 365, contact Tech Central at 262-564-3695 or submit a ticket at support.gtc.edu.

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, closed captioning, C-print captioning 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)
Wisconsin Relay System: 711
Cell/Text: 262-960-1931
Email: sadowskil@gtc.edu

Food Service

Gateway’s Elkhorn and Kenosha campuses have food service offered by private companies. Gateway’s Culinary Arts program provides food service and a bakery shop on the Racine Campus. The Racine Campus also has a privately run coffee shop.

Gateway GreenPrint

Each semester, registered students will receive a $10 credit of non-refundable Gateway Print Points on their Gateway student ID card.

Costs:
- Single-sided, black & white prints or copy: 7¢
- Double-sided, black & white prints or copy: 10¢
- 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 on 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.

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/reload 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 tutoring services, facilitated study groups and other academic assistance for any student enrolled in Gateway Technical College courses. Instructors in the centers also provide guidance and direction for successful study skills. Computers are available for use in doing research and completing written assignments. The Learning Success Centers also 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 or associate degree program. These services are free to Wisconsin residents.

- Burlington Center (Adult Learning Center): 262-767-5340 (Call for hours)
- Elkhorn Campus Learning Success Center: North Bldg., Room 208, 262-741-8020
- Kenosha Campus Learning Success Center: Academic Bldg. Room A111, 262-564-2006
- Racine Campus Learning Success Center: Lake Bldg. L100, 262-619-6216

Library
Libraries are located on the Elkhorn, Kenosha, and Racine campuses and online 24/7 at gtc.edu/library. The libraries support the academic, career and professional needs of students, instructors and staff. Each of the campus libraries has an extensive collection of electronic, print and multimedia resources, group and quiet study areas, computers and printers, Wi-Fi, and staff to assist you with your research and information needs. Library hours, policies, services, and resources are available at the library webpage: 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 Centers. In Kenosha, students should use their own lock. 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 Campus Security Offices on each respective campus.

Medical/Health Insurance Coverage
All students are expected to have adequate health insurance coverage.

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 email, 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 online or by 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 birthdate will be 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 answers 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 click on Current Students, 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 email address Gateway has on file for you, fill in the first and third sections and your password will be immediately sent to that email address. Passwords cannot be sent to student email 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 Current Students, 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 at 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 Security question and answer selection (for account access purposes).
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.

**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. In Chrome or Firefox, go to gtc.edu and click on Current Students and then on Blackboard, or go directly to gtc.blackboard.com.
2. Username: Enter your Gateway-assigned seven-digit student ID number.
3. Password: Enter your My Gateway password, the same password you use for your email, wireless access, and WebAdvisor. For other password questions, see the “My Gateway Password” section.
4. Click “Log In”.

**Services for Students**

The student support tab provides helpful links to answer many of your questions. Additional questions about Blackboard? Please call 262-564-3695 or email us at distancelearning@gtc.edu.

Student Email
Gateway student email allows students to receive important information from Gateway including registration notifications, financial aid notifications, admissions status notifications, student activities announcements, and communication from instructors.

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

1. Go to gtc.edu and click on Current Students and then on Student Email, or access student email directly at mail.gtc.edu.
2. Fill in the username section with your Gateway-assigned seven-digit student ID number.
3. Fill in the password section with the same password you use for Blackboard, WebAdvisor, and wireless access.

For more information on student email go to gtc.edu/techcentral and click on student email in the left-hand menu. Questions? Contact Tech Central at 262.564.3695 or techcentral@gtc.edu.

WebAdvisor & Self-Service
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 Current Students and then WebAdvisor.
2. Click on “Log In”.
3. Enter your User ID which is your Gateway-assigned seven-digit student ID number.
4. Enter your password. This is your My Gateway password - the same password you use for your email, Blackboard, and wireless accounts.
5. Click “Submit”.
6. Click on “Students” to get to the menu to check grades, register, make payments, and update your personal information.
7. When finished, be sure to log out to secure your account.

Forgot Your Student ID number?
1. Go to gtc.edu and click on Current Students and then WebAdvisor.
2. Click “What’s My User ID?”.
3. Enter your last name, Social Security number, and birth date.
4. Click “Submit”. WebAdvisor will return your student ID number.

Questions about WebAdvisor or Self-Service? 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 assist students in properly configuring devices to access Gateway's wireless network, the college has implemented the Cloudpath wireless enrollment system.

Cloudpath is designed to assist students in securely setting up their personal devices to access Gateway's network. You will not need to run Cloudpath 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.
1. Connect to the GTC-Guest network and open a Web browser. Click on the “Continue” button.
2. Click on the “Setup Secure Wi-Fi” button.
3. Follow “Click here to configure your device to use our secure network” link.
4. The Cloudpath wizard will begin. Make sure the license agreement box is checked and click “Start”.
5. If you are running a Microsoft Windows computer, click the “NetworkWizardLoader.exe” link to download the Cloudpath software. Follow the on-screen instructions to load the Cloudpath software if you are on a device running a different operating system.
6. Once the “NetworkWizardLoader.exe” file is downloaded, browse to the location where you saved the file and double-click it to launch the Cloudpath loader.
7. Enter your student ID number and your My Gateway password and click “Next”.
8. After continuing, you may experience a “user account control” pop-up 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.
9. When the Cloudpath Wizard completes the setup, you will be connected to the secure network “GTC-Wireless”.
10. 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.

**Will I need to login every time I want to access the network?**
No. You do not have to log in after running through the Cloudpath Wizard.

**What do I do if I am unable to log in to the wireless network or if I am frequently disconnected from the wireless network?**
Contact Tech Central at 262.564.3695 or log a support ticket at support.gtc.edu.

**What happens if I change my password?**
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 Tech Central at 262.564.3695.

**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 individuals with disabilities. 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.

Campus Security shall enforce all college parking regulations and applicable state parking regulations and laws. Local police departments will be contacted for handicapped parking space use violation and illegal parking situations. Tickets may be issued by the responding local police department. Vehicles may be towed at the owner’s expense for the following reasons:
- Abandoned/disabled vehicles for more than 48 hours.
- Illegal parking including unauthorized use of a handicapped space or reserved space.

**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 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 at 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 for more information.

Student ID Cards
The Gateway photo student ID card 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 Gateway ID card.
• It must be carried at all times and presented to Gateway staff and/or security personnel upon request.
• Failure to present a valid Gateway student ID card 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 Gateway student ID card.
• The Gateway student ID card is non-transferable.
• The Gateway student ID card 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 Gateway student ID card.

To report a lost or stolen Gateway student ID card, contact the Student Services Contact Center or any Student Services Center immediately. Gateway student ID cards 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 Gateway student ID card visit 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 services, facilitated study groups, 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 ways, including academic workshops, one-on-one assistance, leadership skills and mentorship.
Multicultural Program: Provides students with one-on-one support and mentoring, student success workshops, leadership development, connection to campus and community resources, scholarship information, academic learning communities, and social/cultural programming.

TAG (TRiO Achiever Group): TAG support specialists work one-on-one with students with disabilities to help them adjust to the demands of college. Also, students with disabilities who are interested in attending 4-year college can receive academic support and case management.

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 are single parents or may have worked in the home for a substantial number of years providing unpaid household services for family members or individuals. This program also provides support to students who are currently unemployed or underemployed. StepUp Program services include: case management services, workshops, and networking opportunities.

Veteran Support Services: Gateway has been identified as a military-friendly college and continues to increase its commitment to helping veteran students, spouses and dependents to complete their education. The Veteran Support Specialist will develop strategies for overcoming barriers, create individual success plans, and provide referrals to campus resources within the Student Success Division.

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 slowness caused by computer virus(es), difficulty accessing Gateway’s wireless network, trouble with software updates or installation, and questions regarding WebAdvisor or Blackboard. Tech Central can be reached by calling 262-564-3695, by emailing techcentral@gtc.edu, or by visiting gtc.edu/techcentral. Note: Not all services are available 24/7.

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 on the home page at gtc.edu, at 1-800-353-3152, or on the college’s Facebook page. 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.
A variety of student activities and events are planned during the academic year on all campuses through the Student Life staff, United Student Government, and other Student Success department staff. 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 Coordinators at 262-741-8452 or 262-619-6570 or visit gtc.edu/studentactivities.

**Student Activities Funding Committee**

The Student Activities Funding Committee (SAFC) makes decisions regarding the disbursement of funds derived from student activity fees. The board consists of the thirteen USG officers. The Controller prepares an annual budget for SAFC approval that is submitted to the Executive Leadership Council and college president for approval. In partnership with SAFC, the Student Funding Request Committee reviews and approves requests for fundable activities which include but are not limited to: student government, student club activities, Student Success activities and programs, advisor expenses, cultural activities, campus building projects, conference travel, etc. The SAFC may not expend any funds for the purchase and/or distribution of alcoholic beverages. To request SAFC funds, contact the Student Life Coordinators at 262-741-8452 or 262-619-6570.

**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.
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.

District
NSLS - Sigma Alpha Pi ................................................................. Lindsey Kosman/Trina Muscarella
Phi Theta Kappa ............................................................................. Jorge Nieto
United Student Government (USG) ............................................ Lindsey Kosman/Trina Muscarella
Assoc. of Information Technology Prof. (AITP) .................................... Tina Trainor
Student Nurses Assoc (SNA) ...................................................... Shronda Green, Jacquelyn Griesbach, Emily Herbert

Kenosha Campus
Alpha Beta Hortus (Horticulture) .................................... Kate Field/Kate Jerome/Courtney Greve
Collegiate DECA ........................................................................... Kari Aiello/Achille Infusino
HOSA/Surgical Tech .................................................................... Cory Busch
Iota Delta Kappa (IDK/ASID – Interior Design) .................... Rita Serpe, Jessica Gleason, Annie Molinski
Physical Therapist Assistant (PTA) ................................................ Traci Gotz/Megan Zingelman
SAIFD (Floral Design) .................................................................. Jane Edwards/Kathy Estep

Racine Campus
Alliance for Multicultural Students ................................................ Jomarie Coloriano
Culinary Arts ................................................................................ Adam Larkin
Cosmo/Barber Club ..................................................................... Karen Comer/Sandy Christman
HOSA/Human Services .................................................................. Tom Crawford
Racine DECA (Marketing) .............................................................. Vanessa Garcia/Jen Christianson

SC Johnson iMET Center
Amateur Radio Club .................................................................... Pat Hoppe
Biomedical Engineering Club ..................................................... Pat Hoppe
Electronics Club ........................................................................... Jill Sammons
Society of Manufacturing Engineers (SME) .............................. Rich Buhnerkemper
Society of Women Engineers (SWE) ............................................... Jill Sammons

Elkhorn Campus
Gateway Computer Professionals United (G-CPU) ...................... Paul Nelson
HOSA/Medical Assistant ............................................................... Robert Formanek
Robotic Welders .......................................................................... Scott Rohde

Burlington Center
Gateway Fire Students ................................................................. Jack Jasperson/Stephanie Slater/Karen Barker
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.
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 which 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.

Admissions Dates
Gateway accepts applications on an ongoing basis year-round. Application processing time is typically five days.

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 (not admitted to a specific program) 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 of enrollment. The official date of program acceptance is the date Admissions receives official transcripts verifying high school or GED completion. Conditionally accepted students will be eligible for financial aid once they are fully admitted to their program and meet all other financial aid eligibility requirements.

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 any Student Services Center. 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 institution’s seal and appropriate official’s signature to be accepted. The Registrar’s Office will review all admitted students’ post-secondary transcripts and award maximum transfer credit. 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 four 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.
Admissions

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 postsecondary 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.

Start College Now

Start College Now will allow public high school students the opportunity to take college courses that are not offered at their high school and that satisfy a high school graduation requirements at Wisconsin Technical Colleges under s.38.12. The process is very similar to Youth Options. Students are eligible to participate if:

1. The pupil has completed 10th grade.
2. The pupil is in good academic standing.
3. The pupil notifies the school board of the school district in which the pupil resides of his or her intent to attend a technical college by March 1 if the pupil intends to enroll in the fall semester and by October 1 if the pupil intends to enroll in the spring semester.
4. The pupil is not a child at risk, as defined in s.118.153 (1) (a).
5. The pupil is not eligible under s.118.153 (7l) (c ) to participate in the program under s.38.12

The school board of the school district in which the pupil resides is not responsible for transporting a pupil attending a technical college under this subsection to or from the technical college that the pupil is attending. The school board is required to pay the technical college for the approved course(s).

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 or Student Planning. 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. Students also have the option to complete a program withdrawal form available at gtc.edu/forms and submit the form to any Student Services Center. To add a program, students must complete a program add form available at gtc.edu/forms and submit the form to any Student Services Center. 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 the program dean before the additional application is accepted.

**Active Program Status**

Students who are not enrolled for two consecutive academic years and who are not taking college-level courses toward their degree 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/apply. Applicants who are reapplying must meet the program’s 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.

*Note: Students who are actively petitioning in designated programs will not be deactivated.*

**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 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 at time of acceptance into their program. First priority is given to in-district residency, then Wisconsin non-district residency, followed by non-Wisconsin residents. In addition to residency, students will also be selected based on date of program acceptance. 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 meet current admission requirements. They 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/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, non-credit, 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 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 Non-Resident 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 non-resident 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 Non-Resident Fees application available at 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-20s 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-20s 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 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+, 180 (CBT) or 64 (IBT) or earned a score of 5 or higher on the IELTS or written documentation that the applicant is from an approved English-speaking country.
A list of countries which are excluded from the TOEFL testing can be found at gtc.edu/internationalstudents.

4. Submit official evaluation of high school and/or college transcripts. Evaluations must be provided directly from the recognized, educational evaluation service.

5. All first semester students are required to pay an initial down payment of $2400 before/at the date of orientation. This $2400 goes towards your overall semester charge for tuition and fees. 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 Non-Resident 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. An International Student Processing Fee of $75 will be posted to the student’s account once their application is complete. The fee is to be paid prior to the start of classes. 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/internationalstudents.

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, technical diploma, or certificate 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 and transfer programs are not covered by this agreement. For further information regarding our current agreements please visit, gtc.edu/student-services/admissions/cooperative-reciprocal-agreements.

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 Minnesota residency verification (same as for Wisconsin). 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, transitioning to college, college expectations, college success tools and assistance with course selection. Academic Advisors are the primary contact for new students regarding all things academic planning (creating a plan, registering, adding/dropping courses, transferring to another program or college, 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, college preparation, and assistance in interpreting placement test results, providing an overview of their program, and helping complete an initial course schedule along with an academic plan. To the continuing student, the advisor is able to update students on their progress in their program, review graduation requirements, assist with updating academic plans and provide encouragement, guidance, and referrals as needed. Advisors are available by appointment, phone, email or at various walk-in opportunities in the Student Services Center on each campus (Elkhorn, Kenosha, and Racine).

Role of the Student in Advising

It is the responsibility of the student to consult an advisor regarding academic information and concerns that may affect the student’s academic progress. While Gateway’s 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 30 credits in an associate degree or less than 15 credits in a technical diploma or who do not meet the standards for good academic standing should work with their academic advisor. Continuing students with 30 or more credits who are in good academic standing should transition to working with a faculty advisor. Students may set up an appointment with an academic advisor 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 15 or more credits toward a technical diploma or 30 or more credits toward an associate degree. Faculty advisors are available via email, phone and during faculty office hours throughout the year. Faculty advisors bring a unique wealth of knowledge to share and are eager to help guide students by providing specialized individual assistance specific to each academic program for academic planning, course recommendations, detailed program information as well as general guidance and support to help continuing students progress towards graduation.

Contact Your Advisor

Students are able to look up contact information for their academic and faculty advisor through WebAdvisor. This will provide a student with phone numbers and email address for their designated advisor. To locate this information:

- Log into WebAdvisor
- Click on the Student Menu
- Click on the “My Profile” link located toward the bottom of the website

Registration Information

Registration is the process of enrolling in courses. Dates, hours, and instructions for registration are available each semester via WebAdvisor. Academic planning guidance and assistance is available through faculty advisors 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 are able find out when their specific registration date opens. This is the first day available to register for their next set of courses. Gateway Technical College encourages all students to register as early as possible. Each student is able to find this exact date through WebAdvisor. To locate this information:
• Log into WebAdvisor
• Click on the Student Menu
• Click on the “When Can I Register” link located toward the middle of the page

Registration Requirements
To complete registration for classes, students must:
• Register via Self-Service (accessed through WebAdvisor) or submit a completed registration form to any Student Services Center.
• Make payment or payment arrangements.
• Have met class requisites and be accepted to the program, if applicable.
• Not have an outstanding debt. Students may register with a debt if:
  1) The debt is from the previous semester and is not more $200 OR
  2) The student has a third-party payer authorization in place with the Student Accounts Office that will pay at least 95% of the tuition and fees of the course(s) for which the student is registering AND the student has a payment arrangement in place for the outstanding debt.

Note: Students who have any outstanding debt will not be able to receive their transcript or diploma.

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, which occurs after the opportunity for all postsecondary program students. Students attending Gateway Technical College under the Start College Now program register during the open registration period regardless of whether or not they have been accepted into a postsecondary program.

Service Member Priority Registration
Wis. Stat. §38.12(12) provides that priority registration be granted to eligible service members attending a Wisconsin technical college. Eligible service 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 prerequisite. However, some courses require a higher minimum grade.

Please see course description information for prerequisite and corequisite 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. Not following these requirements can result in the need for extra semesters of work to complete graduation requirements.

Credit for Prior Learning may help some students meet required prerequisites and corequisites. Students who believe they have work experience or training which may qualify for enrollment in an advanced course should discuss the situation with their academic advisor or visit gtc.edu/cfpl for more information.

Electives
Some programs require elective credits for graduation. Electives allow students some flexibility in choosing courses within their program 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 if they need assistance determining the academic level of courses.
Financial Aid Census Date
The amount of financial aid funding a student is eligible to receive will be 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). 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 financial aid based on actual credits.

Changes in Registration
In accordance with add and drop timelines, changes to a schedule may be made via Self-Service (accessed via WebAdvisor) or in person at any Student Services Center. If using Self-Service/WebAdvisor, review “My Class Schedule” in WebAdvisor to verify that your transaction was submitted and your schedule reflects the change. A student wanting a third party to complete any transaction on their behalf must provide the third party with the appropriate signed document. The third party must provide photo identification for himself/herself, along with their phone number, relationship to the student and a signature.

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, 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. An email generated by the student from his/her Gateway email account and instructor response with approval may be used in lieu of the petition form.

After obtaining the signature/approval 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 coursework, materials, and assignments. Refunds for students who 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 the class is added after the Census date.

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

Waitlists
Waitlists are offered for the majority of post-secondary course sections. If a course section is full, students may join a waitlist via WebAdvisor/Self-Service or in-person at Student Services.

Waitlists - Seat Available Notification/Registration Requirements
1) If a seat becomes available in a class for which a student is waitlisted, a message telling the student that they have Permission to Register will be sent to the student’s Gateway email account at approximately 11:50 p.m.

2) The seat will be held for the student until 11:30 p.m. the next day.

3) If the student does not register for the class within that time frame, the permission to register will expire and the seat will automatically be offered to the next eligible student.

4) When a student with a Permission to Register is registering for an available seat in a waitlisted class, all standard registration procedures apply, e.g. requisites must be met, capacity limits must be observed, late registration rules still apply, etc.
Waitlist Process Notes

1) Students must meet normal registration requirements in order to join a waitlist, e.g. have met requisites, have instructor consent, etc.

2) A student already registered for a course may not be added to a waitlist for an additional section, i.e. if already registered for a 801-136 class, a student cannot go on a waitlist for another 801-136 section.

3) A student may only waitlist for one section of a course.

Waitlist Closing Info

1) Waitlists close (become inactive) at 11:55 p.m. the night before the first day of the class. The last “Permission(s) to Register” will be issued at 11:50 p.m. that night and will expire at 11:30 p.m. the first day of class if the student does not register.

2) See the Adding a Class section above for information about registering for a class that has started.

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 Self-Service (accessed through WebAdvisor) or submit a completed Drop Form in any Student Services Center. The drop is not complete until Self-Service processes the drop (confirm by viewing “My Class Schedule”) or 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 the “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. Dropped classes are considered course attempts and are used to calculate satisfactory academic progress for financial aid purposes. 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% of the class time has elapsed. A student withdraws from classes by completing a Withdrawal Form for each class and submitting it 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. Withdrawn classes are considered course attempts and 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 or submit a Program Withdrawal Form (found at gtc.edu/forms) to a Student Services Center.

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 or faculty 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 fee exception for senior citizens auditing postsecondary courses follows. A student must officially change his or her audit status within the first 20% 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% of the class has passed. Courses that are graded on a Pass/Fail basis only may not be audited.

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. Courses with special tuition charges will be charged at those alternative tuition rates (e.g. traffic safety or firefighter classes). 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 in a semester. A part-time student is defined as one who is enrolled in less than 12 credit hours in a semester. Enrollment verifications reflect the student’s enrollment status at the time the verification is completed.
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. Payment options include cash, check, credit card (MasterCard, Visa), financial aid, third-party authorizations, Veteran Education Benefits, scholarships, and a Gateway student payment plan. A formal payment arrangement must be selected by 11:59 p.m. on the day of registration to avoid being removed from your classes. If the class you are registering for has already started and you are using the late registration process, you will remain registered and be responsible for all charges.

Gateway has four formal payment arrangements that will hold you in your classes. These are:

- Awarded Financial Aid
- 3rd party funding source, such as veteran benefits, employer or agency authorization
- Pay in full
- Enrolled on the Payment Plan - no fee and no down payment required

Out-of-state students pay additional tuition charges (see Residency Qualifications for more information). Students are ultimately responsible for the payment of tuition, fees, and books.

If you do not wish to remain registered in any or all courses, you must log into Self-Service and drop yourself from classes or visit a Student Services Center. Students are responsible for all incurred charges up to the time in which courses are dropped.

**Tuition and Fees**

Gateway Technical College is focused on delivering industry-focused education that is flexible, accessible, and affordable for our diverse community. This is true for students on all career pathways, including those pursuing associate degrees, technical diplomas, and certificates as well as single course takers and students transferring to a four-year program.

Tuition is calculated per semester credit and is set by the Wisconsin Technical College System. The fee rate charged varies by the course and the program. Fees support a variety of services that enhance student life, including supplies associated with various learning experiences and technology.

The Student Accounts department maintains your account at Gateway Technical College. Current tuition and fee information can be found at gtc.edu/tuition.

**Financial Aid and Eligibility**

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 in funding their 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.

Financial aid is made available to students who are eligible according to specific state and federal regulations. All eligible students must:

- Be accepted to an aid-eligible program before an award can be determined
- Be a U.S. citizen, an eligible non-citizen, 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 (SAP) as defined by Gateway’s Financial Aid Office
- Must participate in Loan Entrance/Exit Counseling if award includes loan
- Students must have a high school credential (e.g. high school diploma, GED, HSED)
- 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 a student stops attending during the term. See information on Return of Title IV funds)
- Student Loans (must be repaid)
- Student Employment (students who 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. Financial aid information may be subject to change at any time due to change in federal, state, or sponsoring agency regulations.

Financial Aid Communications

Communication in regards to the processing of the Free Application for Federal Student Aid (FAFSA) and any resulting financial aid award/eligibility information will be sent to the student’s Gateway Technical College student email and located in the “Required Documents” section of Self-Service. It is the responsibility of every student applying for or receiving aid to check both of these locations on a weekly basis throughout the academic year to ensure that all relevant financial aid requirements and deadlines are met in a timely manner. This includes periods when school is not in session as changes to student eligibility may occur during these times, such as when final grades are issued after the end of the semester. Failure to check student email and the “Required Documents” section of Self-Service on a regular basis could result in the delayed receipt of important information regarding financial aid requirements and the loss of financial aid eligibility.

If a student is awarded funds through the Federal Student Aid program at Gateway Technical College, an award letter will be made available in the “Award Letter” section of Self-Service. Students may view or print this letter at any time for their records. If a student requires assistance viewing and/or printing their award letter, they may visit the nearest Student Services location for assistance. The Financial Aid Office does not print or mail award letters to students, parents or third parties.

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 14th calendar day of each semester. Official census dates for the current academic year can be found at gtc.edu/important-dates. On this day, the college takes a “snapshot” 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.
- Awards may be recalculated or cancelled for courses with nonattendance.
- If classes are cancelled or if a course is dropped that has not started, students may owe repayment of aid which was not earned.
- Students enrolled only in remedial/developmental coursework are not eligible to receive aid.
- Students must be enrolled and attending at least 6 credits in order for their student loans and state grants to be disbursed.

Classes that students are enrolled in and attending as of census date will determine the amount of financial aid they receive. If a student is enrolled and attending less than full-time as of the census date, awarded aid will likely be less than what was reported in an 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 (including late classes) for a semester prior to the census date.

Consortium Agreements

Consortium agreements are written agreements between two or more eligible schools. If a student is taking classes at Gateway Technical College (as the HOME school) and would like to take a class or two at a different school (as the VISITING school), their financial aid can potentially be adjusted to include the credits being taken at the VISITING school. For more information regarding Consortium Agreements, please visit: gtc.edu/student-services/financial-aid/consortium-agreements.
To request a Consortium Agreement Form or more information, please use your Gateway student account to email the financial aid office at: financialaidoffice@gtc.edu.

Financial Aid Satisfactory Academic Progress (SAP) Policy

The Federal Student Aid program requires that schools maintain Satisfactory Academic Progress policies in order to ensure that students are progressing successfully through their programs as a condition of receiving financial aid. Students’ complete Gateway Technical College academic records are used to determine if each student meets the Satisfactory Academic Progress criteria as outlined in this document. All credits attempted at or transferred to Gateway Technical College, including those attempted without the use of financial aid, are included.

Each student’s financial aid status is calculated upon receipt of their Free Application for Federal Student Aid (FAFSA), as well as at the end of each semester if a student has submitted a FAFSA and attempted coursework. Students that have not met the Satisfactory Academic Progress criteria as outlined in this document are notified via their student email account and Self-Service.

For complete website information related to Gateway Technical College’s Satisfactory Academic Progress Policy, please visit gtc.edu/financial-aid. This policy is subject to change at any time should Department of Education Federal regulations require it.

Satisfactory Academic Progress Criteria

To maintain financial aid eligibility, students must meet all Satisfactory Academic Progress criteria as outlined below:

• Minimum 2.0 term Grade Point Average (GPA)
• Minimum 67% term completion rate (also known as Pace) - 67% = credits completed divided by credits attempted
• Minimum 2.0 cumulative Grade Point Average (GPA) - Cumulative GPA is calculated on all credits attempted at Gateway
• Minimum 67% cumulative completion rate (all credits completed at Gateway and transferred to Gateway divided by total credits attempted)

Unlike a student’s academic GPA and/or completion rate, all attempted coursework is used in calculations involving Satisfactory Academic Progress. This means that courses with a final grade of F, U, W, WF, WP, or I, as well as a final status of NG (no grade) are included in these calculations as non-completions with zero grade points (this is the same as receiving a final grade of “F” in a course). All Repeats (R) are included as the final grade or status that was earned for each attempt. The academic GPA and/or completion rate shown on WebAdvisor may not match your GPA and/or completion rate as calculated for Satisfactory Academic Progress purposes due to these differences. Remedial/Developmental courses are also included in SAP calculations.

Financial Aid Statuses

Financial Aid Warning (FAW)

Students failing to meet the Satisfactory Academic Progress criteria listed above will automatically be placed in Financial Aid Warning status. Students in Financial Aid Warning status remain eligible to receive financial aid. Students in Financial Aid Warning status are not restricted in the number of credits they may take, but must meet all four Satisfactory Academic Progress criteria as outlined above in all future terms to avoid being placed in Suspension – Need Appeal (SNA) status.

Suspension – Need Appeal (SNA)

Students in Financial Aid Warning status who fail to meet all Satisfactory Academic Progress criteria will be placed in Suspension – Need Appeal (SNA) status. Students in Suspension – Need Appeal status may file a SAP Appeal/Plan and appeal to have their aid eligibility reinstated. Students choosing not to file a SAP Appeal/Plan must meet all Satisfactory Academic Standing criteria listed in this document in order to be eligible to receive any further financial aid.
Approved Appeal/Plan (AP)

Students who submit the SAP Appeal/Plan and are approved must follow the terms of their approved SAP Appeal/Plan. This would include:

- Achieving a minimum 2.0 term Grade Point Average (GPA) in all future terms
- Achieving a minimum 67% term completion rate (also known as Pace) in all future terms - 67% = credits completed divided by credits attempted
- Taking only courses required to complete the current active program listed on the SAP Appeal/Plan form
- Any and all other criteria as outlined on the SAP Appeal/Plan Form

Students are not allowed to appeal a Financial Aid Suspension more than once. Students in Approved Appeal/Plan status are strongly encouraged to meet with their program advisor to ensure that they are only taking required coursework. Students in Approved Appeal/Plan status that do not meet all of the criteria outlined above will be placed in Financial Aid Suspension (FAS) status.

Financial Aid Suspension (FAS)

Students are placed into Financial Aid Suspension (FAS) status if:

- The student has completed a SAP Appeal/Plan and it has been denied
- The student has had his or her SAP Appeal/Plan approved, but did not meet the terms specified by the approved SAP Appeal/Plan
- They have exceeded the maximum duration of financial aid eligibility (150% Rule) as outlined below

Students in the Financial Aid Suspension (FAS) status are not eligible to receive financial aid and are not eligible to appeal. Students in Financial Aid Suspension (FAS) status may regain financial aid eligibility if they complete financial aid eligible coursework with alternate funding sources and meet all Satisfactory Academic Progress criteria. Students that meet this criteria will be sent the SAP Reinstatement Form via student email and will be eligible to receive aid once the form is processed by the Financial Aid Office. Students that have had their financial aid eligibility reinstated as a result of the SAP Reinstatement Form being processed and do not meet all Satisfactory Academic Progress criteria in any subsequent term will immediately be placed back in Financial Aid Suspension (FAS) status.

Students exceeding the maximum duration of financial aid eligibility (150% Rule) as outlined below cannot regain financial aid eligibility regardless of academic performance.

Duration of Financial Aid Eligibility - Meeting the 150% Rule (M150%)

Students that can no longer graduate by the time they have attempted 150% of the published credits for their current active program, as listed on their program requirement sheet, will immediately become ineligible for financial aid and will be placed in Financial Aid Suspension (FAS) status.

All credits that a student has transferred to Gateway Technical College, as well all credits attempted at Gateway Technical College count toward the 150%. All attempted credits are included in this calculation regardless of:

- Program status
- Program(s) being pursued
- Financial Aid received/not received
- Length of time since the credits were attempted

The maximum duration of financial aid eligibility is calculated by taking the number of credits required to complete your current active program requiring the most credits and multiplying by 150% (1.5). For example, a program requiring 70 credits to complete would have a maximum duration of eligibility totaling 105 credits. This is because 70 Credits x 150% (1.5) = A maximum of 105 credits.

The maximum duration of eligibility for students active in more than one program is calculated using the active program requiring the most credits to complete. It is not calculated on the basis of multiple programs.
Students who meet or exceed the M150% limit for a certificate or technical program who are subsequently accepted into an associate program must notify the Financial Aid Office to have financial aid eligibility reassessed under the SAP policy. Students that remain in the M150% status as of the census date for a given semester are ineligible to receive aid for that semester.

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<th>REQUIRED CREDIT for Program</th>
<th>150 percent of that programs credit</th>
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Students exceeding the allowable 150% of their current program will be placed in Financial Aid Suspension (FAS) status 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 may be able to still receive financial aid at other institutions depending on their SAP policy. 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.).

Financial Aid Disbursement and Eligibility Policy

If a student receives federal and/or state funding, his/her funds will be applied to his/her student account. Students are able to charge certain expenses to this account. Expenses include tuition, fees, and bookstore charges. After courses begin and a student’s attendance is verified on the census date, Gateway Technical College will apply a student’s financial aid award to their account. If a student is awarded aid in excess of the balance on their student account, a refund will be issued to the student (for more information please see Gateway Bank Mobile VIBE Card section below). Financial aid awards are based on enrollment levels. Up-to-date award information may be viewed on Self-Service. Please check the important dates calendar online for disbursement date information: gtc.edu/important-dates.

Gateway Technical College makes multiple disbursements of student loans each semester. If students are receiving loan funds, half of their loan for each eligible semester will be applied to their student account on the first disbursement date, and the second half will be applied to their student account on the second disbursement date. This does not apply to grant disbursements. Students must be enrolled in and attending at least 6 credits for each loan disbursement to be made.

Students due a federal loan refund will follow one of the following scenarios:

- If the first disbursement of the loan funds is enough to cover all remaining charges at Gateway and a refundable balance exists after the first disbursement is made, students will receive a portion of their refund on the first disbursement date and then a second and final portion of the refund on the second disbursement date

OR

- If the first disbursement of loan funds was not enough to cover all remaining charges at Gateway, students will receive a refund on the second disbursement date.

The dollar amount and timing of refunds are dictated by each student’s particular balance due and financial aid award. Students should review the award amounts provided on Self-Service and compare them to the charges on their account to determine the timing and dollar amounts of any refunds.
As multiple loan disbursements are a federal requirement, no exceptions can be made to the timing of disbursements for any reason. Please view the Important Dates section to view disbursement dates for each semester. Students must be enrolled in and attending at least 6 credits for each loan disbursement to be made.

**Grants - Eligibility**

**Federal Pell Grant**

Students must be enrolled in a minimum of one (1) undergraduate level credit in order to be eligible for the Federal Pell Grant. Depending on a student’s Expected Family Contribution (EFC), students may not be eligible for the Pell Grant. Please check with a Student Finance Specialist for more information. Student awards are initially based on full-time enrollment (12 credits each term) for the academic year. The amount of Federal Pell Grant a student receives is based on the student's actual enrollment status at the census date. Due to this, after the census date, awards are recalculated to reflect student’s actual enrollment status. Pell eligibility is based on enrollment, Estimated Family Contribution (EFC) and/or Cost of Attendance (COA).

**Federal Work-Study**

Federal Work-Study provides part-time jobs for Gateway Technical College students who have been awarded Federal Student Aid and have remaining unmet financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study (if possible).

To be eligible to participate in the Federal Work-Study program, students must:

- Apply for and be awarded financial aid (completed a FAFSA)
- Be registered and enrolled in classes
- Have a remaining unmet need

Work-Study earnings are paid at a wage of $12 per hour and are based on the number of hours worked. Total monies earned cannot exceed the amount stated on the student’s Letter of Employment.

**State Grants**

Students must be enrolled in a minimum of six (6) credits as of the census date to be eligible for state grants. Due to limited state funds it is recommended that students apply for financial aid before April 1 for maximum eligibility.

**Loans - Eligibility**

**Federal Student Loans**

Students must be enrolled in a minimum of six (6) credits at the time of disbursement to be eligible for student loans.

Students who have not previously received a loan from Gateway Technical College and are requesting a loan must complete Direct Loan Entrance Counseling and sign a Direct Loan Master Promissory Note (MPN). If you do not complete Direct Loan Entrance Counseling and sign a Direct Loan Master Promissory Note, your loan funds will not be applied to your account.

Students may complete the Federal Direct Loan Entrance Counseling and sign a Direct Loan Master Promissory Note on the Department of Education website at studentloans.gov.

Students requesting a loan disbursement from a previous term will undergo a review of loan requirements by the financial aid office in order to verify funding eligibility. Loans from a prior award year will not be considered for disbursement.

**Federal Parent PLUS Loans**

Dependent students must be enrolled in a minimum of six (6) credits at the time of disbursement.

Eligibility for federal financial aid must first be determined for dependent students before consideration of Parent PLUS loans. Students may complete a FAFSA at [fafsa.gov](http://fafsa.gov). Parent and dependent student must be U.S. citizens or eligible noncitizens and cannot be in default or owe an overpayment on federal grants. Parent credit history will be checked. If a PLUS loan is denied, students may be considered for additional unsubsidized loans.
Please note, any eligible Direct Parent PLUS Loan amounts in excess of tuition, fees and books will be refunded to a parent through the student’s Gateway BankMobile VIBE Card. Students and parents will be required to sign a Parent PLUS Excess Loan Refund Authorization Form. This form will be emailed to the student’s Gateway email account when required. If a parent has questions regarding the Parent PLUS Excess Loan Refund Authorization Form, they can contact the Financial Aid Office.

If a borrowing parent of a PLUS Loan refuses to sign the Parent PLUS Excess Loan Refund Authorization Form, accommodations will be made for the parent to receive the funding via check. This request will need to be made in writing and submitted to the Gateway Technical College Financial Aid Office.

Private Loans
Student must be enrolled in a minimum of one (1) credit at the time of disbursement. Any other requirements set by the private loan originator must also be met in order to receive a disbursement. Eligibility for federal financial aid must first be determined by completing a FAFSA at fafsa.gov before consideration of private loans will be made. Gateway reserves the right to deny certification of private loans.

Purchase or Rental of Textbooks Using Financial Aid Funds
Gateway Technical College believes that being prepared for classes is essential. To ensure students are ready, students who have a financial aid award in place on Self-Service may use their funds to purchase or rent their textbooks and supplies from our partner, Follett Bookstores.

The amount of funds a student will have available to use at the bookstore each semester will be the difference between what a student has been awarded for financial aid minus the cost of their tuition.

- Bookstore authorization dates can be referenced on the Important Dates page of the Gateway Technical College Financial Aid website.
- Funds will be available 24 hours after your financial aid award has been posted to Self-Service and the student is enrolled in courses.
- To purchase or rent in person, bring a photo ID and a copy of your schedule to the bookstore on campus during the bookstore authorization dates. Let them know you would like to charge your purchase to your financial aid when you check out.
- To purchase or rent online, visit eFollett.com during the bookstore authorization dates and select the items to be purchased and/or rented. Proceed to the Checkout area and enter all the required information. You will be taken to the Payment Methods screen and here is where to indicate that you would like to pay using Financial Aid.

Students who are Pell Grant-eligible may wish to purchase their books from an alternate source. To do this, the student has the right to request an early disbursement of a portion of their Pell Grant.

- The maximum early disbursement allowed will be calculated by subtracting the cost of tuition and fees from the amount of Pell Grant awarded for that term as of the date the request is being reviewed. If the cost of tuition and fees is more than the award an early disbursement will not be granted.
- The early disbursement will also be limited to the book component of the student’s cost of attendance as determined by Gateway’s Financial Aid office.
- If this early disbursement is granted, the student will not have any funds available through Follett Bookstore for that term. If a student already purchased books using their financial aid at Follett, they are no longer eligible for the early disbursement.
- A student may request the early disbursement on a per-term basis by contacting a Student Finance Specialist and asking for an Early Pell Disbursement form. The form must be completed and returned to a Student Finance Specialist at Gateway by the first day of the term that the disbursement is being requested.

Gateway Bank Mobile VIBE Card
All eligible financial aid students will have the option to receive a Gateway Bank Mobile VIBE Card. Financial aid disbursements are sent electronically to the Gateway Bank Mobile VIBE Card by the end of the day on the published refund date and processed according to the choice indicated by the student. You will receive a green envelope with a personal code and instruction on how to activate
your card. 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. Go to refundselection.com to select how you want to receive your money. 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 once requested. If you have lost your card, a fee is required when a replacement card is requested. For more details on the BankMobile VIBE card, visit gtc.edu/student-services/financial-aid/disbursement-bankmobile-vibe-card-account. If you have questions or need help ordering your replacement card, contact Student Services to find out more about ordering your replacement card at 1-800-247-7122.

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 attended 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.

Return of Federal Financial Aid Funds

The Return of Title IV Federal Funds Policy (R2T4) applies to students who have received federal financial aid assistance and have officially or unofficially withdrawn from Gateway Technical College. Federal financial aid assistance includes Pell Grants, Supplemental Education Opportunity Grant (SEOG), Direct Student Loans (subsidized or unsubsidized), and PLUS Loans for parents. The official withdrawal date is defined as the actual date the student begins the College’s withdrawal process. The student’s last date of academically related activity is used for unofficial withdrawals.

The amount of the federal financial assistance that a student earns is determined on a pro-rata basis. Once the student has completed sixty percent (60%) of the term, all financial aid is considered to be earned. Please contact the Financial Aid Office for the 60% refund dates.

If a student withdraws from school before 60% of the term has been completed or does not officially withdraw and receives all failing grades for the term, the Financial Aid Office will calculate the amount of unearned financial aid and return the funds in the following refund distribution order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and other Title IV assistance programs.

If a student receives all “F” grades for a term, they will be considered an unofficial withdrawal. If a student receives all “F” grades for a term but attended at least one class the entire term and “earned” the grade of “F”, the student will not be considered an unofficial withdrawal and no aid will be returned. If the student received financial aid and failed to attend classes, they are considered a “no show” and have not established eligibility for any financial aid. No shows must repay in full any funds received.

Gateway Technical College must return the Title IV funds to the programs from which they received them during the period of payment or period of enrollment, as applicable, up to the net amount disbursed from each source.

The student will be billed for the funds that Gateway Technical College is required to repay.

Consult with the Financial Aid Office prior to any withdrawal to discuss your situation or if you have any questions regarding your financial aid. Students who want to dispute an amount should address all concerns in writing to: Director of Financial Aid, Gateway Technical College, 3520 30th Ave, Kenosha, WI 53144.
How Return of Title IV Funds are Calculated

Federal regulations assume that students “earn” federal financial aid in direct proportion to the percentage of the term they complete. Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or
- Stops attending before completing the semester, or
- Does not complete all modules (classes which are not scheduled for the entire term) for which he/she registered at the time those modules began, or
- Receives all F’s and W’s (or a combination of both) for all classes in any semester.

Based on this calculation, Gateway Technical College students who received federal financial aid and do not complete all their scheduled classes during a semester could be responsible for repaying a portion of the aid they received.

How is the Financial Aid that I Earn Calculated?

Students who received federal financial aid earn the aid they receive by staying enrolled and participating in college. The amount of federal financial aid the student earns is determined on a prorated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

For example, if you complete 30% of the payment period or period of enrollment, you earn 30% of the aid you originally were scheduled to receive. This means that 70% of your scheduled awards remain unearned and must be returned to the federal government. Once you have completed more than 60% of the payment period or period of enrollment, you earn all of your federal financial aid.

The following formula is used to determine the percent of unearned aid that has to be returned to the federal government:

### For Credit Hour Programs:

The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (minus any scheduled breaks that are at least 5 days long).

### For Clock Hour Programs:

The percentage earned is equal to the number of clock hours the student was scheduled to complete in the period divided by the total number of clock hours in the period.

The payment period for many students is the entire semester. However, for students enrolled in modules (classes which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered.

The percent unearned is equal to 100% minus the percent earned.

Withdrawals from all classes before aid disburses could result in a post-withdrawal disbursement of aid based on percent earned before aid was disbursed. One hundred percent withdrawals, class cancellations, not attending and complete withdrawals may require adjustments and repayments of federal financial aid funds.

What is the Withdrawal Date?

The withdrawal date used in the return calculation of a student’s federal financial aid is the actual date the student begins the College’s withdrawal.

How are the Unearned Federal Funds Returned?

The College is responsible for returning unearned federal financial aid to the federal government. Amounts that must be returned will be applied in the following order:

- Unsubsidized Direct Loan, Subsidized Direct Loan, Direct Parent PLUS Loan, Federal Pell Grant, Federal Supplemental Education Opportunity Grant

The College must return the lesser of 1) the total amount of unearned aid or 2) institutional charges multiplied by the unearned percentage.

The College will bill the student for any funds that were returned due to the Return of Title IV Aid calculation. The student must contact the Student Accounts office to make payments.
What Happens if I Don’t Repay?
If a student does not pay funds due to the College that resulted after the College returned their unearned portion of the federal funds, the student’s record will be placed on hold if the balance is $200 or more. The student will not be permitted to register for classes until the balance is paid down below $200. Students with any balance will have access to record and transcripts restricted until the balance is paid in full.

Gateway Foundation Scholarships
Students can help keep their 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, visit gtc.edu/foundationscholarships. 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.

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 (including Gateway alumni and staff), 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 gtc.edu/foundation.

Veterans Education Benefits
Gateway Technical College is approved by the Wisconsin State Approving Agency and the Federal Department of Veterans Affairs to provide training to veterans, active service members, spouses and dependents of a veteran. You can get more information about VA educational benefits by meeting with a Student Finance Specialist (SFS) or by contacting your local County Veterans Service Officer (CVSO).

If you are planning to use veterans educational benefits at Gateway, please follow these steps:
1. You can call 1-800-247-7122, email veterans@gtc.edu, or visit one of our convenient Student Services locations to schedule an initial consultation with a Student Finance Specialist.
2. A Student Finance Specialist will guide you through the benefit and enrollment processes at Gateway Technical College. You may be asked to provide documentation during or after the initial meeting, e.g. Certificate of Eligibility, DD214 (Member 4 or Service 2), NOBE, as applicable to you.
3. You will be required to submit a VA-Education Benefit Request Form (VA-EBRF) before you register for classes each term.
4. All veterans must supply the college with their military transcripts, such as Joint Services Transcripts and Community College of the Air Force transcripts.
5. You may also be eligible for additional Federal Grant Funding. Please complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov.
6. To find out more about scholarships, please visit Gateway’s Scholarship page on our website.
7. Make sure you check your Gateway Student email and WebAdvisor account regularly for important updates regarding your VA Benefits.

Additional information about Veterans education benefits can be found at gtc.edu/va. For specific eligibility requirements, you may also call the VA Regional Processing Office (Federal Benefits) at 1-888-442-4551, or your local County Veteran Service Office (State Benefits). To find your local County Veteran Service Officer (CVSO), please go to the following link and click on your county of residence to display your designated CVSO: wicvso.org/locate-your-cvso.
Federal VA Education Benefit Programs

There are many benefits available to advance the education and skills of veterans, service members and their spouses and dependents. The following are Federal Education Benefit programs administered through Gateway Technical College:

- Post 9/11 GI Bill® (Chapter 33)
- Montgomery GI Bill - Active Duty (Chapter 30)
- Montgomery GI Bill - Selected Reserve (Chapter 1606)
- VA Vocational Rehabilitation for Veterans with Service Connected Disabilities (Chapter 31)
- Dependents Educational Assistance (Chapter 35)

For more information regarding the benefits listed above please visit: [www.benefits.va.gov/gibill/education_programs.asp](http://www.benefits.va.gov/gibill/education_programs.asp) or call the Department of Veterans Affairs at 1-888-442-4551.

*S GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [https://www.benefits.va.gov/gibill](https://www.benefits.va.gov/gibill).

Satisfactory Academic Progress Policy for Federal VA Education Benefits

(Applicable to Chapters 30, 31, 33, 35, and 1606 Only)

The Department of Veterans Affairs requires that all students receiving Federal VA Education benefits maintain Satisfactory Academic Progress. If satisfactory progress is not maintained, then educational benefits will be discontinued by the Department of Veterans Affairs. Per the Code of Federal Regulations (38 CFR 21.4277(a)), progress is considered unsatisfactory if the veteran or eligible person does not satisfactorily progress according to the regularly prescribed standards and practices of the institution he/she is attending.

Students receiving Federal VA Education Benefits at Gateway Technical College are required to maintain a minimum term GPA of 2.0 in addition to a minimum term completion rate of 67%.

Gateway Technical Colleges Satisfactory Academic Progress Policy for Federal VA Education Benefits is subject to change at any time. For the most up to date information regarding this policy, please visit [gtc.edu/va](http://gtc.edu/va).

Students not meeting the Satisfactory Academic Progress criteria will be placed in the following statuses:

**Warning:**

The first term a student does not meet the Satisfactory Academic Progress criteria listed above will be placed into VA Education Benefit warning status. Students in warning status are eligible to continue receiving VA Benefits.

**VA Success Plan:**

Students in warning status who fail to meet the Satisfactory Academic Progress criteria will be required to complete a VA Success Plan. An email will be sent to the student's Gateway email account with a link to the form. This form should be completed prior to the start of the following term.

**Approved VA Success Plan:**

If the VA Success Plan is approved, then the student would be placed in a Probation Status and would be eligible to continue receiving VA Education Benefits. Gateway Technical College is required to report all students in this status to the Department of Veterans Affairs.

**VA Success Plan denied or not submitted:**

If a VA Success Plan is denied or is not submitted prior to the following term, then the student would be placed in a Suspension Status. Students in Suspension are no longer eligible to receive Federal VA Education Benefits for future terms at Gateway Technical College. This status is reported to the Department of Veterans Affairs.
Re-establish Satisfactory Academic Progress:

In order to regain eligibility for Federal VA Education Benefits, a student in suspension needs to re-establish Satisfactory Academic Progress. In order to do this, the student must accumulate a minimum of six (6) college level credits (or equivalent in program’s measured clock hours) with a minimum term GPA of a 2.0. The student would not be eligible to fund these credits with their Federal VA Benefits and would be required to set up another payment option at the time of registration.

Benefits Reinstated:

If the student meets the requirements listed above to re-establish Satisfactory Academic Progress, then they will be able to regain eligibility for their Federal VA Education Benefits.

The student is required to notify Gateway Technical College that they have met the Satisfactory Academic Progress criteria by submitting a Veterans Education Benefit Request Form (VA-EBRF) for the term they would like to use their benefits for. This form can be found by going to gtc.edu/forms. Once the VA-EBRF is received, the School Certifying Official will verify the criteria has been met to reinstate benefits and report this reinstatement to the Department of Veterans Affairs.

If the student fails to achieve the necessary criteria to regain benefits, then the benefits will be curtailed until satisfactory progress, as defined previously, is achieved.

Wisconsin Department of Veterans Affairs (WDVA) Education Benefits

Wisconsin GI Bill

The Wisconsin G.I. Bill (WI GI Bill) provides a full waiver (“remission”) of tuition and material fees for eligible veterans, spouses or 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, whichever is longer. Please note that anything outside of tuition and material fees are not covered, such as activity fees, miscellaneous fees, and bookstore charges. Students are responsible for any balance that remains after WI GI Bill Benefits are applied to their account.

WI GI Bill benefits will not be applied to the students account until Gateway Technical College receives approval from the WDVA regarding a student’s eligibility along with all required supplemental documentation. Additional information regarding the WI GI Bill benefit can be found at dva.state.wi.us.

Any student using the Wisconsin GI Bill must maintain a minimum 2.0 cumulative GPA in order to continue receiving benefits. If the cumulative GPA falls below 2.0 at the end of the term, the student may still enroll the following term; however, the student will not be able to use the WI GI Bill benefit at this time.

To regain WI GI Bill eligibility, the student must achieve a cumulative GPA of 2.0 or higher and then complete a VA Education Benefit Request Form for the following term for certification to be reviewed.

More information regarding the WI GI Bill can be found by going to dva.state.wi.us or by contacting a Student Finance Specialist by phone: 1-800-247-7122 or email: veterans@gtc.edu.

Wisconsin Veterans Education Grant Program (VetEd)

The Veterans Education Grant Program provides a reimbursement grant for the tuition and fees following successful course completion at Gateway Technical College. Reimbursement will be reduced to the extent that tuition and fees have already been paid by other grants, scholarships, and remissions provided for the payment of tuition and fees, including federal Post 9/11 GI Bill (Chapter 33) benefits.

The VetEd application (WDVA form 2200) must be submitted to Gateway Technical College no later than 60 days after the start of the course, term or semester for which reimbursement is being sought, or the grant will be denied.

National Guard Tuition Grant (NGTG)

The National Guard Tuition Grant reimburses the cost of tuition only. It does not cover any segregated fees, bookstore purchases, and any other fees or costs added to their student account.

Students are required to submit their Wisconsin National Guard Tuition Grant Application to Gateway no later than 90 days after completion of a course or term, whichever occurs first. For more information and to download the application (DMA Form 189-E), go to: dma.wi.gov/DMA/support/education.
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 students local County Veterans Service Officer.

For more information regarding this program, go to: dva.state.wi.us/Pages/educationEmployment/Retraining-Grants-.aspx.

Payment Arrangements
As a student, you may use one of the following formal payment arrangements to pay for your tuition/fee charges. A formal payment arrangement must be selected by 11:59 p.m. on the day of registration to avoid being removed from your classes. If the class has already started and you are registering late, you will be held in the class and responsible for payment.

Formal Payment Arrangements that will prevent you from being removed from classes include:

Option 1: AWARDED FINANCIAL AID. Verify that the “Review and accept your Financial Aid Award Package” row is marked complete in the Self-Service Financial Aid section.

Option 2: PROVIDE AN AUTHORIZATION from a third party (company/employer/agency) to cover tuition/fees or be awarded financial aid. Verify in the Self-Service Account Activity section that your sponsorship is listed.

Option 3: PAY FEES IN FULL by credit card via WebAdvisor (gtc.edu/webadvisor - select “Make a Payment”), over the phone at 1-800-247-7122, or by cash, check or credit card in any Student Services Center

Option 4: ENROLL IN STUDENT PAYMENT PLAN via WebAdvisor or in any Student Services Center at the time of registration - NO fee and NO down payment are required; your first payment is due the first Friday of the semester.

This information can also be found on Gateway Technical College’s website: gtc.edu/payment.

Student Payment Plan
The Student Payment Plan is available each term until the last installment due date for that term.

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<th>Term</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
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<td>Payment Plan Opens</td>
<td>2/5/2018</td>
<td>4/3/2018</td>
<td>11/12/2018</td>
</tr>
<tr>
<td>Initial Payment/1st</td>
<td>5/11/2018</td>
<td>9/7/2018</td>
<td>1/11/2019</td>
</tr>
<tr>
<td>Installment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Installment</td>
<td>6/22/2018</td>
<td>10/19/2018</td>
<td>2/22/2019</td>
</tr>
<tr>
<td>4th Installment</td>
<td>7/13/2018</td>
<td>11/2/2018</td>
<td>3/15/2019</td>
</tr>
</tbody>
</table>

Enroll in the payment plan and sign the contract via WebAdvisor or in any Student Services Center during normal business hours. Students will receive statements at the mailing address on file with Gateway. If a statement is not received, the student is still responsible for the balance. You can view your payment plan balance by logging into your Self-Service account (via WebAdvisor) and selecting New!!! Account Summary by Term.

The following outlines the Student Payment Plan requirements.

• Student must be enrolled in 3 or more credits. (Not available for non-credit students or to students only registered in Adult High School, Business Workforce Solutions, and Traffic Safety courses.)
Partial payments do not enroll you in the Payment Plan; the student must officially enroll on the plan and complete the signed contract.

A maximum of $4000 is allowed on payment plan. Any charges over the maximum must be paid in full at time of enrollment on the plan.

Four (4) 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 removed from classes and will be responsible for payment of all fees once enrolled on the payment plan.

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. 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 may use the 95% or greater third-party authorization process. To use this process, students must have 95% or greater third-party payer authorization on file with the Student Accounts Office for the term they are registering for and have a payment plan with State Debt Collections for the outstanding debt.

However, until all outstanding debts to Gateway are resolved by being paid in full, access to records will be restricted. Students with a balance will not have access to transcripts or diplomas. Student debts owed to Gateway for any reason including tuition and fees, return of financial aid funds, library fines, returned checks or for other fees will remain on his/her account until paid in full.

Students with debts will have their accounts sent to a collection agency and to the Wisconsin Department of Revenue. All collection fees are the student’s responsibility.

Debts owed to Gateway are educational debt and therefore seen as educational loan if not paid prior to the end of the term.

Your student account is considered by Gateway, a non-profit institution of higher learning, to be an educational loan made to you to assist in financing your education, and therefore is not dischargeable under the United States Bankruptcy Code. The outstanding balance due on your loan is subject to finance charges as established in the current Gateway student handbook, and Gateway has the right to recover any collection and/or litigation costs incurred in the collection of any amount due.

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.

Students who believe they should not be held responsible for charges to their account due to extenuating circumstances must follow the Student Account Appeals procedures. This process is initiated by contacting and meeting with a Student Finance Specialist within 120 days of the end of the term in which the debt was incurred. This policy will be effective in reference to debts incurred after January 1, 1992.
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**

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

The student's class schedule is available via “My Class Schedule” on WebAdvisor.

**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, e.g., after 20% of the class meeting times have elapsed.

**Active Duty**
The college will provide a full refund of tuition and fees to students enlisted in the military prior to the term start and called into active service during the term. Deployment documentation is required.

Tuition and fee refunds for students called to active duty 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. If you have been called to Active Duty, please contact your School Certifying Official, Tanya Doherty, via phone at 262- 564-2482 or email at dohertyt@gtc.edu.

**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.

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

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

Non-Attendance - No refund is made to students who do not attend, or who discontinue attendance without completing a drop via WebAdvisor or submitting an Add/Drop Form.

Refunds are based on the Refund Schedule.

Refunds Applied to Balances

If a student owes an outstanding balance and has a refund, the account will be reviewed to determine if any eligible funding or payments can be applied to the outstanding balance before a refund is issued. If the funding is not eligible to be applied to a past due balance, the student is still responsible to pay the outstanding balance. Any unpaid balances will be sent to collections.

Student Account Appeals

Students are responsible for payment of tuition and fee charges for all classes in which they register. In the event that a student encounters extenuating circumstances that have unexpectedly impacted their ability to attend and/or complete registered courses, the student may request an appeal to potentially reduce tuition and fee charges. Please note that bookstore charges cannot be appealed. A student that wishes to submit a Student Account Appeal should meet with a Student Finance Specialist to discuss their situation and obtain the Student Account Appeal form. A Student Account Appeal form and supporting documentation must be requested and submitted within 120 days of the end of the term being appealed in order to be reviewed.

Students with debts will have their accounts sent to a collection agency and to the Wisconsin Department of Revenue. All collection fees are the student’s responsibility.

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Your student account is considered by Gateway, a non-profit institution of higher learning, to be an educational loan made to you to assist in financing your education, and therefore is not dischargeable under the United States Bankruptcy Code. The outstanding balance due on your loan is subject to finance charges as established in the current Gateway student handbook and Gateway has the right to recover any collection and/or litigation costs incurred in the collection of any amount due.

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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 those 18 years or older who want to attain their high school diploma. This is not a GED; it is a diploma issued by the student’s former school district (subject to approval from the collaborating district in Kenosha, Racine or Walworth County). The Adult High School Diploma is recognized by the Wisconsin Department of Public Instruction. Some associate degree or technical diploma classes may be used to fulfill high school graduation requirements. 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 post-secondary 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. Students must also pass the Civics exam. Prior to testing, students must complete an orientation (course 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 exam, Career Awareness, and Employability Skills. An HSED may also be obtained through the completion of high school credits, post-secondary 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 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, linking the new name to the name currently on the student’s record. Requests for name changes may be submitted to any Student Services Center. Gateway recognizes that students may use names other than their legal names to identify themselves. The college is phasing in the ability to use students’ chosen names where possible. The student’s legal name will continue to be used in business and other processes that require the use of a legal name. Students can submit a chosen name request online at gtc.edu/forms, in the Registrar Forms section, or in person in Student Services.
Social Security Information Policy

Social Security numbers (SSN) are used to identify student records. A student’s failure to provide 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), is not considered directory information, and therefore will not be released to a third party. The Internal Revenue Service allows some post-secondary 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 by January 30 of each year. 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 academic record 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. In order to graduate from a specific program, students must fulfill the requirements of the curriculum sheet for the academic year for which they were accepted.

At any time, a student may elect to follow the most recent program curriculum but may not move to a previous sheet. To move to the most recent program curriculum, students must complete a Curriculum Year Change form. This form can be found under the Registrar section at gtc.edu/forms or at any Student Services Center.

Useful information concerning possible job opportunities at entry and advanced levels is listed on the back of each curriculum sheet. Curriculum sheets can be obtained at gtc.edu or printed 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 prerequisites 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 post-secondary 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 and are not used in academic GPA calculations. 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 outlined on each course syllabus and may vary from course to
course. It is important for students to review and understand course grading scales.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.66</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Satisfactory</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>Poor</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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
  P - Pass (minimum 2.0 GPA equivalent)

I Grade

The “I” (incomplete) grade may be assigned at the discretion of the instructor. The student must have
been close to completing the course but, due to extenuating circumstances, was unable to complete the
final exam or a limited amount of coursework. The instructor sets a deadline by which the coursework
must be completed. The deadline will be normally be within a few weeks of the end of the class, but
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 Web Advisor or Student Self-Service. 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. Students who graduate from a program and subsequently complete the courses required for an additional concentration(s) in a program will not be officially awarded additional concentration(s). The courses will display on the student’s transcript, but the graduation information for the program will not be modified.

Viewing Grades

Students may view their grades via Student Self-Service 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). Grading at Gateway is based on a four-point scale. GPAs are truncated, not rounded. The grade point average is calculated by dividing the sum of the grade points by the total number of GPA credits. General college, pre-college and pre-technical classes are developmental and/or remedial classes and do not count toward post-secondary graduation, nor are they used in GPA calculations for academic or 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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Point Value</th>
<th>GPA credits</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp I</td>
<td>F</td>
<td>0.00</td>
<td>X 3.0</td>
<td>0.000</td>
</tr>
<tr>
<td>Intro to Sociology</td>
<td>C</td>
<td>2.00</td>
<td>X 3.0</td>
<td>6.000</td>
</tr>
<tr>
<td>Speech</td>
<td>D</td>
<td>1.00</td>
<td>X 3.0</td>
<td>3.000</td>
</tr>
<tr>
<td>Management Principles</td>
<td>B</td>
<td>3.00</td>
<td>X 2.0</td>
<td>6.000</td>
</tr>
<tr>
<td>Accounting I</td>
<td>A</td>
<td>4.00</td>
<td>X 4.0</td>
<td>16.000</td>
</tr>
<tr>
<td>Investments</td>
<td>AU</td>
<td>--</td>
<td>X --</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>15.0 31.000</td>
</tr>
<tr>
<td>Credits Completed</td>
<td>--</td>
<td></td>
<td>15.0</td>
<td></td>
</tr>
<tr>
<td>Grade Points Earned</td>
<td>--</td>
<td></td>
<td>31.000</td>
<td></td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>--</td>
<td></td>
<td>31/15=2.066</td>
<td></td>
</tr>
</tbody>
</table>
Repeated Courses
Students may only earn credit once for a course. When a student repeats a course, only the highest grade earned is used for academic GPA calculations. The lower grade remains on the transcript but is annotated as being a repeated course. All attempts of repeated courses are used to calculate Satisfactory Academic Progress for financial aid purposes.

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 “Grade Point Average (GPA)” section). 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.

Midterm Grades
Midterm grades will be available via WebAdvisor on the dates specified in the academic calendar. A midterm grade is a snapshot of your grade on the date the midterm grade was entered. Midterm grades do not appear on your transcript and are not calculated into your GPA. Midterm grades are intended to help students understand their progress in courses. Instructor comments may be provided with mid-term grades. Since the grades are for student information purposes only, no grade changes are processed for mid-term grades. If a midterm grade is determined by the instructor to have been inaccurate, the instructor will communicate the accurate grade to the student. Students should refer to their syllabus for the course grading policy and assignment information. Midterm 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. It is important for students to review their 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 grading scale:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grades</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>No grade points are assigned for Adult Continuing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Education Courses</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

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 classes, students must be attending all classes prior to the established Census Date.

Credit for Prior Learning

Transfer Credits from another Institution
A student must be accepted to a post-secondary program at Gateway before transfer credits will be evaluated. Courses completed at a regionally accredited institution are evaluated to determine transferability. 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 by mail 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. Official transcripts remain the property of Gateway Technical College and cannot be returned. Gateway Technical College cannot provide students with copies of their transcripts from other institutions. Students requiring copies of transcripts from other institutions they have attended must obtain them directly from those institutions. A minimum grade of C is required for courses to be accepted as transfer. Courses with a grade of C- or below will not be accepted.

The Transfer Credit Specialist 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, College Level Examination Program (CLEP) and Dantes Subject Standardized Test (DSST). Please refer to Gateway’s website 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, a minimum score of 50 is required for CLEP exams and minimum scores on DSST exams varies by exam. 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 from Joint Services Transcript (JST) which may be requested at jst.doded.mil. Transcripts should be submitted to the Assistant Registrar for Transfer Credit and Registration. Guidelines established by the American Council on Education (ACE) are considered in addition to referrals to specific departments when deemed necessary. The Transfer Credit Specialist will evaluate the transcripts working in collaboration with the academic departments as necessary to determine course transfer and/or proficiency 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, technical diploma, or certificate 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.
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 cfpl@gtc.edu 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 cfpl@gtc.edu 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 cfpl@gtc.edu for information.

**Graduation Requirements**

The Gateway Technical College District has procedures that govern the graduation requirements for technical diplomas, 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 the student is enrolled under 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 or above is required to graduate (2.000 on a four-point grading scale is a C).
  - A Major GPA of 2.000 or above is required.
- Some programs require a grade of “C” (2.0) or above 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 degree audit 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. If students have questions related to graduation requirements, they should discuss with their academic advisor.
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.
- Not used to determine graduation eligibility.
- 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 eligibility and 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 graduation eligibility.
- This GPA may also be used to determine other department or campus awards.

Application for Graduation - Post-Secondary Credentials
In order to graduate with an associate degree, technical diploma, or advanced technical certificate, students must submit an application for graduation via Student Self-Service (accessed through WebAdvisor) 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.

Application for Graduation - Adult High School
In order to graduate with an adult high school diploma, students must submit an application for graduation by the filing deadline. Paper applications will be accepted in addition to digital applications via Student Self-Service (accessed through WebAdvisor). 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.

Awarding of Certificates
Students do not need to apply to be awarded certificates. Certificates will automatically be awarded and mailed to students active in certificate programs if they have completed all requirements by the end of the term. Students will receive their certificates in the mail 6 to 8 weeks after the end of the term.

In order to receive a certificate students 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.
- A Program GPA of 2.000 or above is required (2.000 on a four-point grading scale is a C).
- Some certificates have specific minimum grade requirements for certain courses, e.g. a grade of “C” (2.0) or above in some courses. Refer to your curriculum sheet.
Individual certificates may have additional requirements to meet accrediting agency requirements. Refer to the certificate curriculum sheet for additional graduation and grade point requirements.

All student financial obligations must be met before certificates will be released.

It is the student’s responsibility to check his/her degree audit prior to the last semester of study to ensure that all the requirements for completion 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. If students have questions related to completion requirements, they should discuss with their academic advisor.

Application for Graduation Fee
A $25 Graduation Application Fee will be charged to graduate from most post-secondary credentials. Some short term programs such as Nursing Assistant and Emergency Medical Technician are exempt. The fee will automatically be billed directly to the student’s account in the week following the Application for Graduation Deadline for a given term. Spring graduates will be charged the first week of April, Summer graduates in the first week of August, and Fall graduates in the first week of November. Adult high school and certificate credentials are exempt from the Application for Graduation fee. For further information on how the application fee will be billed, please visit gtc.edu/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.

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 Ceremony: Associate of Applied Science Degree, Technical Diploma and Advanced Technical Certificate
The college commencement ceremony, held in May, is a special recognition of students’ scholastic achievements at Gateway Technical College. It is a formal cap-and-gown ceremony, 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 Student Self-Service (accessed through WebAdvisor) by March 31. August graduates are eligible to participate in either the ceremony before or after their graduation. To participate in the ceremony before their graduation, August graduates must submit their Application for Graduation by March 31. All August graduates who apply after this date will be invited to the next year’s ceremony. Students who would like to participate in the commencement ceremony must reserve their seat online. All potential graduates and confirmed graduates are notified in mid-April of ceremony and reservation details. For further information, please visit gtc.edu/graduate.

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.
For further information, please visit gtc.edu/graduate.

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. For further information, please visit gtc.edu/graduate.

Transcripts
Transcripts may be secured by submitting a Transcript Request Form or written, signed request
with fee to any Student Services Center. Transcripts are available for the following types of records:
postsecondary, adult high school, and adult continuing education (ACE). Transcripts of General
Educational Development (GED) or High School Equivalency Diploma (HSED) testing completed
through Gateway prior to 2014 may also be obtained. GED or HSED credentials earned 2014 or later
must be requested from the testing service, Pearson Vue.

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/forms.

Until all outstanding debts to Gateway are resolved by being paid in full, access to records will be
restricted. Students with an outstanding 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.

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.
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 students 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 (e.g. 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)

**Academic Integrity – Policy J-114**

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Gateway places the highest value on delivering a quality learning experience for all students. The learning experience requires trust between faculty and students and adherence to standards of academic honesty and integrity. To deter academic misconduct it is important that students understand how it is defined and what is expected of students. It is also important that students know their rights when an allegation of academic misconduct is made. Every member of the college community has the right to expect that all students will be graded fairly, and every member of the college community has rights of due process if accused of academic misconduct.

Academic Misconduct includes but is not limited to: (These definitions apply to all academic work, including but not limited to all exams, essays, homework, performances, computer programs, projects, labs, tutoring, and the like.)

1. A student seeks to claim credit for the work or efforts of another without authorization or citation, i.e. plagiarism;

2. A student uses unauthorized materials (notes, calculators, etc.) in any academic exercise;

3. A student forges or falsifies academic documents or records;
4. A student provides examination questions or answers to another person, or accepts examination questions or answers from another person;
5. A student copies the academic work of another student;
6. A student intentionally impedes or damages the academic work of another;
7. A student engages in conduct that misrepresents a student's academic performance;
8. A student assists another student in any of the acts described in this section; or,
9. Any member of the college community assists or collaborates with a student in any of the acts described in this section.

Procedure

Procedures for Addressing Allegations of Academic Misconduct

a. When an instructor suspects that a student or college member has engaged in academic misconduct, the instructor will investigate the matter in a timely manner. The instructor will communicate the basis of his or her suspicion to the student or college member, if at all possible, to afford that individual the opportunity to respond.
b. If as a result of this investigation, the instructor determines that no academic misconduct occurred, the matter will be considered concluded.
c. If as a result of this investigation, the instructor determines that academic misconduct involving a student in his/her class occurred, the instructor will apply sanctions as outlined in his/her syllabus. If a college member is involved, that person's supervisor will be notified.
d. The instructor will file a Maxient report on each occurrence (Maxient is a reporting system used to share and store information).

Multiple Occurrences of Academic Misconduct

a. First occurrence may result in the instructor's sanctions as indicated in his/her syllabus and a referral to the program dean.
b. Second occurrence will result in a meeting with the provost and may result in a sanction up to and including suspension for a semester.
c. Third occurrence may result in and up to expulsion.

Appeals

The student has the right to appeal that determination of academic misconduct and/or sanctions imposed. See Student Due Process Rights/Academic Concerns Procedure.

Student Information Updates

It is necessary for the college to have current student contact information for the purpose of communicating official correspondence and for use in case of emergencies. Students are responsible for keeping Gateway records up-to-date with their current mailing address, email address, and phone numbers. Student can update WebAdvisor or submit a Student Data Change form in Student Services. When students leave Gateway, it is their responsibility to maintain updated contact information with the college for purposes of continued communication.

Texts and Automated Calls

SMS messages, also known as text messages, and automated phone calls are types of communication that Gateway Technical College may send to students. These forms of communication may be utilized by authorized university officials to relay registration, waitlist cancellation, academic advising, account information and financial aid messages that are time sensitive in nature. Students may opt out of receiving these text messages and calls via the Update Personal Information screen in WebAdvisor or in person at Student Services.

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.

For information about Gateway's “AlertMe” Emergency Notification System, please see the Services for Students section of this handbook.
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. FERPA rights begin when a student registers for a course or at the point of admission to a program. 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 educational 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 (type of degree and date granted)
- Honors received
- 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 for exemptions 1 through 5 above, 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 or entered into a standardized payment plan agreement with the District, or
- 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 unless the student has a 95% or greater third-party payer authorization in place with the Student Accounts Office and has a payment arrangement in place for the outstanding debt. 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 identifying 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.

Solicitation of Business on District Property for Personal Gain by Students – Policy J-320
Students shall not solicit other students, faculty or employees on District property for private financial gain. Violation of this policy is subject to Code of Conduct procedures, J-300, Non-Academic Discipline, Suspension or Dismissal.

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 non-academic 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 – Policy E-155
Gateway Technical College is strongly committed to maintaining and improving the health and well-being of all employees and customers. It is, therefore, Gateway’s policy that employees have the right to work in an environment free of the hazards of tobacco smoke.

Use of tobacco and smoking is prohibited on all Gateway campuses, which include but are not limited to the following:
1) All buildings, grounds, sidewalks, streets, parking lots and structures.
2) All Gateway owned and leased vehicles.
3) All personal vehicles on Gateway property.

This policy applies to all devices, including electronic cigarettes, e-cigarettes, or personal vaporizers that are alternatives to smoking tobacco products.

Failure to comply with this policy will be dealt with through the college’s disciplinary procedures. Students, staff, visitors and tenants who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing.

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, as defined by Wisconsin state statute, 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 under-utilized. 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 non-discriminatory 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 Office 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, e.g., school handbook, catalog, etc., 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 Officer's 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, and Uniform Control Substances Act: WI Chapter 161.

Any questions concerning Affirmative Action contact:
Jacqueline Morris, Director Staffing
District Affirmative Action Officer, Titles VI, VII, IX
3520 30th Avenue, Kenosha, WI 53144
(262) 564-3032 • (262) 960-1931 (text) • (262) 564-2838 Fax email: morrisj@gtc.edu
Wisconsin Relay System: 711

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) 960-1931 (text) • (262) 564-2838 Fax email: millerd@gtc.edu
Wisconsin Relay System: 711

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.

Discrimination, Sexual Harassment & Sexual Misconduct Complaint Procedure – Policy H-120

Procedure

The following steps will be followed by Gateway Technical College in response to discrimination allegations and/or sexual harassment and misconduct.

1. A formal investigation of the allegations will be conducted by designated Investigators.
2. Trained Investigator(s) assigned to the complaint.
3. Investigator(s) will meet individually with the Complainant and the Respondent to explain their rights, resources, and responsibilities.
4. Investigator(s) will interview complainant to clarify and acquire additional relevant information necessary to proceed.
5. Investigator will interview the respondent and appropriate witnesses.
6. Investigator(s) will acquire additional relevant information such as written documents, text messages, photos, academic records, email, voice mail, etc.
7. The determination of discrimination and/or sexual misconduct will be based on the preponderance of evidence standard.
8. The college will reference appropriate disciplinary procedures when there is a violation finding. Investigators will prepare a report capturing a summary of the information, summary of findings of fact and analysis, resulting conclusion, and recommended remedial action to be shared with the EEO/Title IX Officer for review and approval.
9. If there is a finding of discrimination, sexual misconduct, or sexual harassment, the college will implement appropriate disciplinary procedures.

Appeal

1. Both the Complainant and the Respondent can appeal the decision in writing to the EEO/Title IX Officer within five (5) working days of receipt of the finding and/or decision. The appeal request will be shared with the other party.
2. The only grounds for appeal are as follows:
   a. Procedural error or omission that significantly impacted the outcome of the decision,
   b. to consider new evidence, unknown or unavailable during the investigation process that could substantially impact the original finding or sanction, or
   c. the sanctions imposed are substantially disproportionate to the severity of the violation.
3. All appeals are forwarded to the executive vice president/provost and the vice president of Human Resources (Appeals Officer(s)) to determine if the appeal meets the limited grounds and is timely. If it does not, the original finding and sanction will stand and the decision is final. If the appeal has standing, the documentation is reviewed for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately.

4. The procedures governing the appeals process include the following:
   a. All parties should be promptly informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
   b. Appeals are not intended to be full rehearsals of the complaint. In most cases, appeals are confined to a review of the written documentation or record and pertinent documentation regarding the grounds for appeal;
   c. This is not an opportunity for appeals officers to substitute their judgment for that of the original investigative personnel merely because they disagree with its finding and/or sanctions. Appeals are to be deferential to the original investigative review, making changes to the finding only where there is clear error and to the sanction only if there is compelling justification to do so;
   d. Sanctions imposed are implemented immediately unless the Appeals Officer stays implementation in extraordinary circumstances, pending the outcome of the appeal.
   e. The Appeals Officer will render a written decision on the appeal to all parties within 7 business days from acceptance of the appeal. The Appeals Officer’s decision is final.

5. The EEO/Title IX Officer, Investigators, and Appeals Officers shall insure that the privacy and confidentiality of all parties is respected.
   a. Federal Timely Warning Reporting Obligations: Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. For example, if a student was sexually assaulted on our campus and the alleged perpetrator has not been located and removed from our community, a timely warning will be issued. The college will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.
   b. The EEO/Title IX Officer and Investigators are responsible to ensure that the complaint is handled in a timely, appropriately confidential manner.

Sexual Assault, Misconduct, and Harassment Policy – Policy H-140

Policy
Gateway Technical College (Gateway) prohibits rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence. This policy applies to all students, employees, contractors, and visitors of the college.

Sexually violent acts, termed sexual misconduct by Gateway, are violations of the Gateway Student Code of Conduct, Administrative Procedures and College Practices Manual, and can be crimes as well. Sexual misconduct includes, but is not limited to non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While Gateway utilizes different standards and definitions than the State of Wisconsin statutes, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, retaliation, dating violence and domestic violence. For further information, please visit gtc.edu/safety-security/title-ix.

Anyone wishing to officially report such an incident may do so by filing a Maxient Report found at gtc.edu/safety-and-security or by contacting Debbie Miller, Title IX Officer, at 262-564-3220. Anyone with knowledge about sexual misconduct or gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately.
Gateway will investigate such claims promptly and thoroughly. If, for any reason, an individual wishes to complain or inquire regarding sexual misconduct but feels it would not be appropriate to raise such issues with the Gateway Title IX Officer, the individual may inquire or complain to any dean of Campus Affairs or any officer of Gateway at the level of vice president or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, Gateway will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings up to and including immediate termination from employment or expulsion from Gateway for serious or repeated violations.

Victim’s Rights

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

- The right to file a complaint with Gateway Technical College;
- The right to notify law enforcement to be assisted by campus authorities in doing so;
- The right to decline to report to law enforcement;
- The right to choose a person to assist the victim throughout the investigation and disciplinary proceedings;
- 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.

Procedures for addressing sexual misconduct, dating violence, domestic violence, stalking, sexual harassment, and other sex and gender discrimination acts.

Procedures

1. Procedurally, when Gateway receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the Title IX Officer is notified. If the victim wishes to access local community agencies and/or law enforcement for support, Gateway will assist the victim in making these contacts. The Title IX Officer will offer assistance to victims in the form of interim or long-terms measures such as opportunities for academic accommodations, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no-contact orders, campus escorts, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor on- or off-campus, as well as an on- or off-campus victim’s advocate. No victim is required to take advantage of these services and resources, but Gateway provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, contractor or visitor, and whether the offense occurred on- or off-campus.

2. When appropriate upon receipt of notice, the Title IX Officer will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of Gateway can be found online at policy H-120.

3. The Title IX Officer is ultimately responsible to assure in all cases that the behavior is brought to an end, Gateway acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. Gateway is also responsible to assure that training is conducted annually for all advocates, investigators, and appeals officers of Gateway to protect the safety of victims and promote accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

4. The investigation (including records of the resolution) conducted by Gateway is confidential. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with State of Wisconsin law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions
Student Rights and Responsibilities

of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, Gateway maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

5. In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, or other procedural action. Once complete, the parties will be simultaneously informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the college's appeal processes and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be promptly informed in writing and will be notified when the results of the resolution process become final.

6. In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence do occur, Gateway takes the matter very seriously. The college employs interim protection measures such as interim suspension and/or no contact orders in any case where a student or employee's behavior represents a risk of violence, threat, pattern or predation. If a student or employee is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, s/he is subject to action in accordance with the Student Code of Conduct in the student handbook and the procedures and practices identified in the Administrative Procedures and College Practices Manual.

Safety Steps

Victims of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence are encouraged to review some or all of these safety suggestions designed to guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 911.

2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis.

3. If you are on campus during regular business hours, you may go to the Student Services Center to speak with a licensed professional counselor for support and guidance. These licensed counselors are confidential resources and, in most cases, do not have a legal duty to report to the Title IX Officer.

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention.

5. Even after the immediate crisis has passed, consider seeking support from Student Support Services, the Student Support Counselor and/or the local rape crisis center as identified below:

<table>
<thead>
<tr>
<th>Student Support Services Contact Information</th>
<th>Student Support</th>
<th>Local Rape Crisis Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elkhorn</td>
<td>1-800-247-7122</td>
<td>1-800-365-1587</td>
</tr>
<tr>
<td>Burlington</td>
<td>1-800-247-7122</td>
<td>1-262-638-6741</td>
</tr>
<tr>
<td>Kenosha</td>
<td>1-800-247-7122</td>
<td>1-800-236-7188</td>
</tr>
<tr>
<td>Racine</td>
<td>1-800-247-7122</td>
<td>1-262-638-6741</td>
</tr>
</tbody>
</table>

6. Gateway will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective
measures. Contact the Director, Safety & Security (262-564-2812) or Title IX Officer (262-564-3220) if you need assistance with Gateway-related concerns, such as no-contact orders or other protective measures. The Director, Safety & Security will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The college is able to offer reasonable academic accommodations, escorts, no-contact orders, counseling services access and other supports and resources as needed by a victim.

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, 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 workstation 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 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 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
1. The H-190 policy set constitutes Gateway Technical College’s (Gateway or college) policy for the management of the college’s computing, networking, and information resources. These resources include, but are not limited to, the central computing facilities, District-wide network, campus local area networks, email, nodal labs, classroom multimedia equipment, video conferencing equipment, access to the Internet, wireless access, voicemail, departmental and public computing facilities, scanners, printers, WebAdvisor, Blackboard, software, data, and related equipment and services.
2. Your use of Gateway computing and networking resources and information systems is governed by federal and state law; acceptable Internet use practices; Gateway policies; this Computing, Networking and Information Resources policy; and sub-policies under this policy set. Additionally, all Gateway policies regarding the appropriate use of Gateway resources and responsible personal conduct apply to your use of Gateway computing and networking resources and information systems.
3. Your use of any of the college’s computing, networking, and information resources constitutes your acceptance of this policy set.

Policy
1. Gateway provides computing and networking facilities and information resources to support its educational mission. These facilities include Gateway centralized computer systems, personal computer labs, standalone Gateway computers and kiosks, communications 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 the temporary privilege of exclusive use.
2. 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 Policy H-190b - Digital Communications for additional information). 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.

3. 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:

a. Sending messages with the intent to frighten, intimidate, threaten, abuse or harass another
   person;

b. Defamation;

c. Fraud or misrepresentation;

d. Intentionally and without authorization:
    1) Accessing, modifying, destroying, taking possession of, or copying data, computer
       programs, or supporting documentation;
    2) Disclosing restricted access codes, passwords, or other restricted access information to
       unauthorized persons;
    3) Modifying computer equipment;
    4) Destroying or damaging a computer, computer system, or computer network;

e. Sending messages while intentionally preventing or attempting to prevent the disclosure of
   one’s own identity;

f. Disruption or unauthorized monitoring of electronic communications;

g. Unauthorized copying or transmission of copyright-protected material;

h. Use of the college’s trademarks, logos, insignia, or copyrights without prior approval;

i. Breaking into or attempting to break into Gateway systems, networks, or user accounts;

j. 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. This also includes the use of unauthorized operating
   systems installed on external devices that can be plugged into a workstation to subvert or
   avoid the use of the intended operating system on that workstation.

k. Using Gateway systems or networks as any part of an attempt to break into or attempt to
   break into other systems or networks;

l. Downloading files or installing unauthorized software of any kind to computer hard drives;

m. Unauthorized use of internet, computer accounts, access codes (including passwords), or
   network;

n. Use of identification numbers, usernames, and/or authentication credentials (including email/
   internet/intranet addresses) assigned to others;

o. Development or use of unapproved mailing lists;

p. Use of computing facilities:
    1) For private business purposes unrelated to the mission of the college or to college life;
    2) For campaign or political purposes;

q. Use which constitutes academic dishonesty;

r. Violation of software license agreements;

s. Violation of network usage policies and regulations;
t. Violation of privacy;
u. Accessing, displaying or sending obscene, pornographic, sexually explicit, or offensive material;
v. Using any obscene, lewd or profane language or suggesting any lewd or lascivious act;
w. Intentional or negligent distribution of destructive programs such as computer viruses;
x. Creating, sending, or forwarding chain letters (SPAM) (messages that are forwarded many times to people who have not solicited the information);
y. 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;
z. Unauthorized solicitations such as creating and promoting products or services for sale;
aa. 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.

Account Guidelines
1. 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.
   a. Computer accounts, usernames, passwords, and other types of authorization that are assigned to individual users may not be shared with others.
   b. The user should assign an obscure account password and change it frequently.
   c. 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 programs/viruses.
   d. No unauthorized 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.

2. Be sensitive to the needs of others, and use only your fair share of computing resources. Collegiality requires:
   a. Regular deletion of unneeded files from one’s accounts on shared computing resources;
   b. Refraining from overuse of college-provided file storage space, printing facilities, processing capacity, or network services;
   c. Refraining from use of sounds and visuals which might be disruptive or offensive to others
   d. Refraining from use of computing resources in an irresponsible manner

Role of Learning Innovation Division
1. 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 email/internet/intranet activity 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.
2. 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 LID personnel. An account will also be inspected or monitored when:
   a. Activity from an account prevents access to the college’s computing or networking resources by others.
   b. Activity from an account is disrupting or threatening the integrity of the network or network systems.
   c. General usage patterns indicate that an account is responsible for illegal activity.
   d. There are reports of violations of policy or law taking place.
   e. It appears necessary to do so to protect Gateway from legal liability.
   f. 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

1. 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.

2. 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.

3. If Gateway Learning Innovation Division staff has 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:
   a. The suspected accounts will be suspended immediately pending the outcome of any investigation.
   b. The user's email/internet/intranet, files, assigned drives, and/or other data and computer accessible storage media on the account will be inspected for evidence.
   c. 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.
   d. Any violation will be reported to the appropriate authorities:
      1) Policy violations by a faculty or staff member will be reported to the individual's supervisor and to the Human Resources Department
      2) Policy violations by a student will be reported to the campus dean and the Executive Vice President/Provost.
      3) Policy violations by a District resident will be reported to the campus dean and the Executive Vice President/Provost.
      4) 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

1. Gateway provides reasonable security against intrusion and damage to files stored on the central computing facilities. In the event that data have been corrupted 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.

2. Gateway recommends that students backup their own data/files on a regular basis. Gateway is not responsible for backup or any lost data.

Digital Communications - Policy H-190b

Introduction

Access to Gateway Technical College (Gateway or college) provided digital communications services, along with their responsible use, is critical for academic, administrative, and promotional/marketing purposes. In addition to outlining required behaviors related to digital communications services, this policy is enacted in a spirit of presenting a positive, professional college image and enhancing Gateway's customer service efforts. This policy applies to all college employees, contractors, volunteers, and students (all users).
Definitions
Digital communications include: content in college-provided Google Apps accounts, email, calendars, Google Drive, content posted on college-administered websites, postings on college social media websites, usage of internet bandwidth, and other tools that allow for the sharing/transmission of digital information.

Policy
1. Gateway’s digital communication services are college resources intended to be used for instruction, instructional support, faculty advising, service, administration, and college-related correspondence in support of the college’s mission.

2. Email remains an effective means of communicating official college information to students, employees, and our community stakeholders. To this end, the college provides an email address for students, faculty, staff, and other authorized persons who are affiliated with the college for their use when engaging in activities related to their roles in the college.

3. The college uses Gateway-provided email to communicate with students, faculty, and staff and the college expects that those communications will be received and read in a timely fashion.

4. Employees of Gateway must use the college-provided email system for all official email communications. Employees may not use their own personal email accounts in any business or student-related communications.

5. Users are responsible for safeguarding their account username and password and for using them only as authorized. Each user is responsible for all digital communications made under the authorization of his or her account. Instances of accounts being compromised must be reported to the Learning Innovation Division (LID) Tech Central Help Desk immediately.

6. Unauthorized access of other users’ accounts is strictly prohibited.

7. Access to digital communication services while, essential, also imposes on users certain accompanying responsibilities. The same standards of conduct that are expected of students, faculty, and staff regarding the use of the college facilities, services, and resources also apply to the use of college digital communication services.

8. Users may not access, use, or disclose personal or confidential information in the college’s custody without appropriate authorization, and they must take necessary precautions to protect the confidentiality of personal or confidential information in compliance with college policy and applicable law, regardless of whether the information is maintained on paper or whether it is found in email or other digital records.

9. In no instance may digital communication services or college computing resources be used for commercial, campaign, or political purposes. Any promotion of outside businesses or groups must be related to college goals/initiatives and approved by a vice president of the college.

10. Digital communications may not be used with the intent to disrupt communication or other system services.

11. Digital communications that are interpreted as harassment by any recipient are prohibited. Please refer to policy H-140, Sexual Assault & Harassment Policy Statement for definitions and further information.

12. Using Gateway digital communication systems for malicious purposes (e.g. phishing, spamming, denial of service attacks, etc.) is prohibited.

13. Use of college-provided digital communication services for personal communications shall be comparable to what is allowed for personal local use of college telephones (See Policy D-110, Telephone Usage).

14. Limited personal use of digital communication services is permitted so long as that use:
   a. does not create any cost to the college;
   b. (in the case of employees) does not interfere with or take precedence over an employee’s assigned duties;
   c. is limited in volume and frequency;
   d. is brief in duration;
   e. does not disrupt college business;
f. does not compromise the security or integrity of college information, systems, or software;
g. is not illegal;
h. is not otherwise prohibited by this policy, the employee Code of Conduct, and other college
policy, college directive or departmental rule.

15. Digital communications must meet the same standards for distribution or display as if they were
physical documents. Individuals must identify themselves clearly and accurately on all digital
communications. Willful misrepresentation of oneself or another individual is not permitted on
the college’s network or in any other digital communication with other parties.

Email Retention, Archiving, and Privacy
1. Be advised that state law (Section 19.35 Wisconsin Statutes) requires that records created or
kept by Gateway, including digital communications and electronic files, must be made available
for public inspection and copying, subject to limited exceptions. In addition, unless protected
by legal privilege, digital communications and electronic files can and will be discoverable in
litigation that involves the college. Email backups will be retained for three (3) years, unless they
are archived longer due to ongoing investigation/litigation.

2. While Gateway respects the privacy of users and does not routinely inspect or monitor an
individual’s use of the college’s computing and network resources, the college cannot provide
a guarantee of privacy of an individual’s digital communication activities, electronic files, or
system access records, etc. This information may be used in investigations and/or disciplinary
proceedings at the college’s discretion.

3. There should be no expectation of privacy in regard to digital communications of any kind sent or
received from college email accounts or from college systems or computers.

Mass Communications
1. Email should not be used for mass mailings to the entire college community except when the
message is of benefit to the District as a whole. Announcements intended for the use of individual
groups within the college community should be sent only to those smaller groups.

2. Using the ‘_Everyone’ email distribution list for the sole purpose of expressing one’s personal
opinion or to make appeals to the college-at-large is expressly prohibited.

3. Before sending a message to the _Everyone distribution list, please ask yourself the following
questions:
   a. Is your message about a Gateway-sanctioned program, event, or issue?
   b. Will the vast majority of Gateway employees on every campus and center know what or who
      you are talking about and will benefit from the information?
   c. Is the event truly open and accessible to all Gateway employees?
   d. Should the information be public knowledge?
   e. Is this the only communication channel that is appropriate for your message?

4. If the answer is ‘no’ to any of these questions, please do not use the ‘_Everyone’ email distribution
list.

5. If your message meets the standards for use of the ‘_Everyone’ distribution list and you have
authorization from your divisional vice president, you must put the ‘_Everyone’ address in the bcc
field of your email message.

This limits the ability of recipients to ‘reply all’ to the message.

Email Formatting Requirements
1. Email Body Requirements:
   a. Background formats/images may not be used on emails.
   b. Recommended font, color and size for Gateway email text:
      1) Sans Serif, Black, Normal
      2) Arial, Black, 12 pt.

2. Email Signature Line Requirements:
   a. In the interest of presenting a consistent and professional image, the use of an official email
signature template is required.
b. Template Information Includes:
   1) Your Name
   2) Official Gateway Job Title
   3) Gateway Technical College
   4) Address
   5) Office phone number (262-xxx-xxxx), FAX number (if used), and cell phone number (if applicable)
   6) Email Address
   7) Approved Gateway Logos - These are available on the Gateway Intranet in the Marketing Department sub-page

c. Department Specific Message - as directed by departmental leadership (if required)
   1) You may include a department-specifica message as directed by your supervisor.
   2) If your supervisor has determined that your department should include a confidentiality statement in your Gateway email communications, you must use the following language:
      Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized use, disclosure, forwarding, or distribution is prohibited. If you are not the intended recipient, please notify the sender by reply e-mail and destroy all copies of the original message.

d. You may include one additional item from the list below:
   1) The current Gateway Mission Statement
   2) 'Think green before printing. Please consider the environment before printing this email. Save a tree.'
   3) Your Clifton StrengthsFinder top 5 strengths.

e. Other phrases or graphics may not be included in Gateway email signature lines.

Gateway Provided Google Apps Account Images for Personnel

1. In the interest of presenting a professional, consistent image to recipients of Gateway college’s digital communications, the personnel profile images in our Google Mail Software will be populated from our Gateway issued ID system image files.
   a. Use of other images as well as modifications to any posted images are strictly prohibited.
   b. If a new photo is taken by Gateway for a new ID, any new photos taken with the ID card system will automatically replace previous images.
   c. Personnel may opt out of use of a personal ID photo in connection with his/her Google App Account in which case a Gateway logo will be used as his/her Google App profile image instead of the ID photo. All such opt out requests should be submitted to Human Resources.

2. If Gateway personnel choose to use the Google+ feature associated with the employee’s Gateway provided Google account, the applicable personnel ID photo will not automatically be associated with the Google+ feature. If personnel choose to include an image as part of his/her Google+ profile, the image must adhere to the following image requirements:
   a. The image must be a head shot of YOU, not of any other individual.
   b. Your face must be recognizable and take up most of the image space.
   c. Pictures must adhere to Gateway dress policy and other standards.
   d. If you do not have a suitable head shot image, you can contact Tech central to request a copy of your
Gateway photo ID picture.

   e. If Gateway requests that you remove any image from your Google+ or Google Apps profile because the image, in Gateway’s opinion, does not satisfy the above requirements, you must remove the photo as soon as reasonably practicable.

3. Personnel ID photos may only be used for Gateway authorized purposes.

Student ID Photos

1. We do not currently use ID photos on student accounts.

2. Student ID photos may only be released for security or safety purposes and only to authorized Gateway, security, or law enforcement personnel.

3. Any other uses of Student ID photos must be authorized in advance by a divisional vice president. Any such uses will only be granted in the discretion of a divisional vice president and only for purposes related to Gateway business will be considered.

Shared College Email Account Images (Accessed by Multiple Staff Members)

1. Gateway approved logos may be used only for shared college email accounts with authorization from your divisional vice president.

2. Approved logos for these shared email accounts will be provided by the college Marketing department.

Violations

Please refer to Policy H-190, Computer, Networking, and Information Resources, for sanctions for inappropriate or illegal use of college computing resources.
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<td>• First batch of Financial Aid loan refunds (equivalent to 1/2 of student’s summer loan award after tuition and fees are applied) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed.</td>
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<td>• Mid-term grades available on WebAdvisor</td>
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• Holiday - College Closed

9         | 10       | 11

16        | 17       | 18

23        | 24       | 25

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• Deadline to apply for Summer 2018 Graduation
**THURSDAY** | **FRIDAY** | **SATURDAY/SUNDAY**
---|---|---
| | | Application for Admission & Financial Aid application priority date for Fall 2018
| | Second batch of Financial Aid loan refunds (equivalent to 1/2 of student’s summer loan award) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed | 1
| | 4th payment plan installment for Summer 2018 | 6 7 8
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- Second batch of Financial Aid loan refunds (equivalent to 1/2 of student's summer loan award) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed.
WEEKLY NOTES

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- 4th payment plan installment for Summer 2018
WEEKLY NOTES

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WEEKLY NOTES

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- Last Day of Summer 2018 semester
WEEKLY NOTES

MONDAY
20
August

TUESDAY
21
August

WEDNESDAY
22
August

• Fall 2018 Financial Aid book authorizations open
### WEEKLY NOTES

**MONDAY**

- 27 August

**TUESDAY**

- 28 August

**WEDNESDAY**

- 29 August
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<th>MONDAY</th>
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<td>Holiday - College Closed</td>
<td>First day of Fall 2018 semester</td>
<td>Gateway Days</td>
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<td>Last day to use Fall 2018 Financial Aid book authorizations</td>
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<td>Financial Aid Census Date</td>
<td>First day of Fall 2018 semester</td>
<td>Employee Learning Day - No Classes; Student Services Centers Closed</td>
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</table>

- **1st installment due for the Fall 2018 Payment Plan**
- **2nd payment plan installment due for Fall 2018**

**6th September 2018:**
- Last day to enroll in Fall 2018 payment plan
- 1st installment due for the Fall 2018 Payment Plan
MONDAY
3 September

TUESDAY
4 September

WEDNESDAY
5 September

• Holiday - College Closed
• First day of Fall 2018 semester
• Student Services Centers open at 7:30AM
• Gateway Days
• Gateway Days
- Last day to enroll in Fall 2018 payment plan
- 1st installment due for the Fall 2018 Payment Plan

THURSDAY
6
September

FRIDAY
7
September

SATURDAY
8
September

SUNDAY
9
September
WEEKLY NOTES

MONDAY
10
September

TUESDAY
11
September

WEDNESDAY
12
September
THURSDAY
13 September

FRIDAY
14 September

SATURDAY
15 September

SUNDAY
16 September
WEEKLY NOTES

MONDAY
17 September

TUESDAY
18 September

WEDNESDAY
19 September

- Last day to use Fall 2018 Financial Aid book authorizations
- Financial Aid Census Date
<p>| | | | | |</p>
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</table>
WEEKLY NOTES

MONDAY
24 September

TUESDAY
25 September

WEDNESDAY
26 September

• Employee Learning Day
  - No Classes; Student Services Centers Closed
• 2nd payment plan installment due for Fall 2018
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
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<tbody>
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</table>

- **Academic Advising for Spring 2019 semester**
- **Deadline to apply for Fall 2018 Graduation**
- **Application for Admission & Financial Aid priority date for Spring 2019**
<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY/SUNDAY</th>
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<tbody>
<tr>
<td>4</td>
<td>• First batch of Financial Aid grant refunds sent to Bank Mobile Vibe card - Continuing every Friday until all grant funds are disbursed</td>
<td>5</td>
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<tr>
<td>11</td>
<td>• First batch of Financial Aid loan refunds (equivalent to 1/2 of student's fall loan award after tuition and fees are applied) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed</td>
<td>6</td>
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<tr>
<td>18</td>
<td>• 3rd payment plan installment due for Fall 2018</td>
<td>7</td>
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<tr>
<td>19</td>
<td>• Mid-term grades available on WebAdvisor</td>
<td>12</td>
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<td>28</td>
<td>16</td>
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</tr>
</tbody>
</table>
• First batch of Financial Aid grant refunds sent to Bank Mobile Vibe card - Continuing every Friday until all grant funds are disbursed
MONDAY
8
October

TUESDAY
9
October

WEDNESDAY
10
October
• First batch of Financial Aid loan refunds (equivalent to 1/2 of student's fall loan award after tuition and fees are applied) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed
• 3rd payment plan installment due for Fall 2018

• Mid-term grades available on WebAdvisor
WEEKLY NOTES

MONDAY
22
October

TUESDAY
23
October

WEDNESDAY
24
October
OCTOBER 2018

THURSDAY
25
October

FRIDAY
26
October

SATURDAY
27
October

SUNDAY
28
October
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<tr>
<td>• Academic Advising for Spring 2019 semester</td>
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<tr>
<td>• Payment plan for Spring 2019 opens</td>
<td>• Spring 2019 registration open for continuing program students</td>
<td>• Spring 2019 registration open for continuing program students</td>
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<tr>
<td>19</td>
<td>20</td>
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<td>• Spring 2019 registration open for continuing program students</td>
<td>• Spring 2019 registration open for continuing program students</td>
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<tr>
<td>26</td>
<td>27</td>
<td>28</td>
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<tr>
<td>• Spring 2019 new program student registration begins (Service Members)</td>
<td>• Spring 2019 new program student registration begins</td>
<td>• Spring 2019 open registration begins (Service Members)</td>
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### November 2018

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<td>• Academic Advising for Spring 2019 semester</td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>• Second batch of Financial Aid loan refunds (equivalent to 1/2 of student’s fall loan award) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed</td>
<td>• 4th payment plan installment due for Fall 2018</td>
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<td><strong>5</strong></td>
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<td>• Spring 2019 registration open for continuing program students</td>
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<td>• Thanksgiving Recess - College Closed</td>
<td><strong>16</strong></td>
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<tr>
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<td>• Spring 2019 open registration begins</td>
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</table>
WEEKLY NOTES

MONDAY
29
October

TUESDAY
30
October

WEDNESDAY
31
October

• Academic Advising for Spring 2019 semester
• Academic Advising for Spring 2019 semester
• Academic Advising for Spring 2019 semester
• Deadline to apply for Fall 2018 Graduation
• Application for Admission & Financial Aid priority date for Spring 2019
• Academic Advising for Spring 2019 semester
• Second batch of Financial Aid loan refunds (equivalent to 1/2 of student’s fall loan award) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed
• 4th payment plan installment due for Fall 2018
• Academic Advising for Spring 2019 semester

MONDAY
5
November

TUESDAY
6
November

WEDNESDAY
7
November
THURSDAY
8
November

FRIDAY
9
November

SATURDAY
10
November

SUNDAY
11
November

• Academic Advising for Spring 2019 semester
• Payment plan for Spring 2019 opens
• Spring 2019 registration open for continuing program students

• Spring 2019 registration open for continuing program students

• Spring 2019 registration open for continuing program students
• Spring 2019 registration open for continuing program students

THURSDAY
15
November

FRIDAY
16
November

SATURDAY
17
November

SUNDAY
18
November
• Spring 2019 registration open for continuing program students

• Spring 2019 registration open for continuing program students

• Spring 2019 registration open for continuing program students
• Thanksgiving Recess - College Closed

THURSDAY
22
November

• Thanksgiving Recess - College Closed

FRIDAY
23
November

• Thanksgiving Recess - College Closed

SATURDAY
24
November

• Thanksgiving Recess - College Closed

SUNDAY
25
November
WEEKLY NOTES

MONDAY

26 November

• Spring 2019 new program student registration begins (Service Members)

TUESDAY

27 November

• Spring 2019 new program student registration begins

WEDNESDAY

28 November

• Spring 2019 open registration begins (Service Members)
<table>
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<td>1</td>
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<td>Sunday</td>
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- Spring 2019 open registration begins

NOVEMBER 2018
- Winter Recess - College Closed
- Winter Recess - College Closed
- First day to use Spring 2019 Financial Aid book authorizations
- Winter Recess - College Closed
- Winter Recess - College Closed

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10 11 12
17 18 19
24 25 26
31
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<td>• Winter Recess - College Closed</td>
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<td>• Winter Recess - College Closed</td>
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<tr>
<td>• Last day of Fall 2018 semester</td>
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WEEKLY NOTES

MONDAY
3
December

TUESDAY
4
December

WEDNESDAY
5
December
WEEKLY NOTES

MONDAY
10
December

TUESDAY
11
December

WEDNESDAY
12
December
• Last day of Fall 2018 semester
TUESDAY
18
December

WEDNESDAY
19
December

- First day to use Spring 2019 Financial Aid book authorizations
MONDAY

24 December

• Winter Recess - College Closed

TUESDAY

25 December

• Winter Recess - College Closed

WEDNESDAY

26 December

• Winter Recess - College Closed
<table>
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<td>Winter Recess - College Closed</td>
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<td>MONDAY</td>
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<td>• Winter Recess - College Closed</td>
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<tr>
<td>• First day of Spring 2019 semester</td>
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<tr>
<td>• Student Services Centers open at 7:30AM</td>
<td>14</td>
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<tr>
<td>• Gateway Days</td>
<td>• Academic Advising for Summer 2019</td>
</tr>
<tr>
<td>• Martin Luther King, Jr. Day - No Classes</td>
<td>• Academic Advising for Summer 2019</td>
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<td>• Academic Advising for Summer 2019</td>
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<td>THURSDAY</td>
<td>FRIDAY</td>
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- **January 2019**
- **Academic Advising for Summer 2019**
- **Last day to enroll on payment plan for Spring 2019**
- **First installment due for the Spring 2019 Payment Plan**
- **Student Services Training Day - Student Services Centers Closed**
- **Financial Aid Census Date**
- **Last day to use Spring 2019 Financial Aid book authorizations**
**MONDAY**

31 December

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**TUESDAY**

1 January

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**WEDNESDAY**

2 January

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- Winter Recess - College Closed
- Winter Recess - College Closed
**MONDAY**

7 January

- First day of Spring 2019 semester
- Student Services Centers open at 7:30AM
- Gateway Days

**TUESDAY**

8 January

- Gateway Days

**WEDNESDAY**

9 January
• Last day to enroll on payment plan for Spring 2019
• First installment due for the Spring 2019 Payment Plan

THURSDAY
10 January

FRIDAY
11 January

SATURDAY
12 January

SUNDAY
13 January
MONDAY

14 January

TUESDAY

15 January

WEDNESDAY

16 January
Financial Aid Census Date
Last day to use Spring 2019 Financial Aid book authorizations
MONDAY
21 January

TUESDAY
22 January

WEDNESDAY
23 January

- Martin Luther King, Jr. Day - No Classes
- Academic Advising for Summer 2019

- Academic Advising for Summer 2019

- Academic Advising for Summer 2019
<table>
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<th>Event Description</th>
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<td>24 January</td>
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<td>FRIDAY</td>
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<tr>
<td>25 January</td>
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<tr>
<td>SATURDAY</td>
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<tr>
<td>26 January</td>
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<td>SUNDAY</td>
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<td>27 January</td>
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<tr>
<td>MONDAY</td>
<td>TUESDAY</td>
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<tr>
<td>-----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
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<tr>
<td>• Summer 2019 registration open for continuing program students</td>
<td>• Summer 2019 registration open for continuing program students</td>
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<td>• Summer 2019 payment plan open</td>
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<td>4</td>
<td>5</td>
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<td>• Summer 2019 registration open for continuing program students</td>
<td>• Summer 2019 registration open for continuing program students</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
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<tr>
<td>• Summer 2019 open registration begins (Service Members)</td>
<td>• Summer 2019 open registration begins</td>
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<td>THURSDAY</td>
<td>FRIDAY</td>
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<tr>
<td>• Summer 2019 registration open for continuing program students</td>
<td>1</td>
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<tr>
<td>• Summer 2019 registration begins for new credit program students (Service Members)</td>
<td>7</td>
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<td>• Summer 2019 registration begins for new credit program students</td>
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<td>• Summer 2019 registration begins for new credit program students</td>
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<tr>
<td>• First batch of Financial Aid loan refunds (equivalent to 1/2 of student’s spring loan award after tuition and fees are covered) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed</td>
<td>15</td>
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<tr>
<td>• 3rd payment plan installment due for Spring 2019</td>
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<tr>
<td>• Application for Admission &amp; Financial Aid Priority Date for Fall 2019</td>
<td>28</td>
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</table>
WEEKLY NOTES

MONDAY
28 January

TUESDAY
29 January

WEDNESDAY
30 January

• Academic Advising for Summer 2019
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<td>March 1</td>
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<td>March 2</td>
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<td>March 3</td>
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- Academic Advising for Summer 2019
- 2nd payment plan installment for Spring 2019
• Summer 2019 registration open for continuing program students
• Summer 2019 payment plan open

• Summer 2019 registration open for continuing program students

• Summer 2019 registration open for continuing program students
• Financial Aid grant refunds sent to Bank Mobile Vibe card - Continuing every Friday until all grant funds are disbursed
• Summer 2019 registration open for continuing program students

THURSDAY
7
February

FRIDAY
8
February

SATURDAY
9
February

SUNDAY
10
February
WEEKLY NOTES

MONDAY
11
February

TUESDAY
12
February

WEDNESDAY
13
February

• Summer 2019 registration open for continuing program students
• Summer 2019 registration begins for new credit program students (Service Members)

• Summer 2019 registration begins for new credit program students
• First batch of Financial Aid loan refunds (equivalent to 1/2 of student’s spring loan award after tuition and fees are covered) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed

THURSDAY
14
February

FRIDAY
15
February

SATURDAY
16
February

SUNDAY
17
February
• Summer 2019 open registration begins (Service Members)

• Summer 2019 open registration begins
FRIDAY  
21  
February

THURSDAY  
21  
February

• 3rd payment plan installment due for Spring 2019

FRIDAY  
22  
February

SUNDAY  
24  
February

SATURDAY  
23  
February

• Mid-term grades available on WebAdvisor
WEEKLY NOTES

MONDAY
25 February

TUESDAY
26 February

WEDNESDAY
27 February
• Application for Admission & Financial Aid Priority Date for Fall 2019

THURSDAY
28
February

FRIDAY
1
March

SATURDAY
2
March

SUNDAY
3
March
<table>
<thead>
<tr>
<th>THURSDAY</th>
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<td>• Academic Advising for Fall 2019 semester</td>
<td>• Second batch of Financial Aid loan refunds (equivalent to 1/2 of student’s spring loan award) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed</td>
<td>• 4th payment plan installment due for Spring 2019</td>
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MONDAY

4
March

TUESDAY

5
March

WEDNESDAY

6
March
- Second batch of Financial Aid loan refunds (equivalent to 1/2 of student’s spring loan award) sent to Bank Mobile Vibe card - Continuing every Friday until all loan funds are disbursed
• 4th payment plan installment due for Spring 2019
WEEKLY NOTES

MONDAY
18 March

TUESDAY
19 March

WEDNESDAY
20 March

• Academic Advising for Fall 2019 semester

MARCH 2019

APRIL 2019
MARCH 2019

THURSDAY
21
March

FRIDAY
22
March

SATURDAY
23
March

SUNDAY
24
March

• Academic Advising for Fall 2019 semester

• Academic Advising for Fall 2019 semester
MONDAY
25
March

TUESDAY
26
March

WEDNESDAY
27
March

• Academic Advising for Fall 2019 semester

• Academic Advising for Fall 2019 semester

• Academic Advising for Fall 2019 semester
• Academic Advising for Fall 2019 semester

THURSDAY
28
March

FRIDAY
29
March

SATURDAY
30
March

SUNDAY
31
March
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| • Deadline to apply for Spring 2019 Graduation  
• Fall 2019 Payment Plan Opens  
• Fall 2019 registration open for continuing program students  
• Fall 2019 registration open for continuing program students  
• Fall 2019 open registration begin (Service Members)  
• Holiday Recess - College Closed | • Fall 2019 registration open for continuing program students  
• Fall 2019 open registration begin | • Fall 2019 registration open for continuing program students  
• Fall 2019 registration open for continuing program students  
• Fall 2019 open registration begin |
<table>
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<td>• Last day of Spring 2019</td>
<td>• Holiday Recess - College</td>
<td>19</td>
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<td>Closed</td>
<td>20</td>
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<td>• Summer 2019 Financial Aid</td>
<td>• Final grades available on</td>
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**WEEKLY NOTES**

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- Deadline to apply for Spring 2019 Graduation
- Fall 2019 Payment Plan Opens
- Fall 2019 registration open for continuing program students
- Fall 2019 registration open for continuing program students
- Fall 2019 registration open for continuing program students

APRIL 2019

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MAY 2019

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</table>
• Fall 2019 registration open for continuing program students
• Fall 2019 registration open for continuing program students
• Fall 2019 new program student registration open (Service Members)

THURSDAY
11
April

FRIDAY
12
April

SATURDAY
13
April

SUNDAY
14
April
WEEKLY NOTES

MONDAY
15 April

TUESDAY
16 April

WEDNESDAY
17 April

• Fall 2019 open registration begin
  (Service Members)
• Last day of Spring 2019 semester

THURSDAY
18
April

• Holiday Recess - College Closed

FRIDAY
19
April

• Final grades available on WebAdvisor

SATURDAY
20
April

SUNDAY
21
April
MONDAY

22
April

TUESDAY

23
April

WEDNESDAY

24
April
• Summer 2019 Financial Aid Book Authorizations Open

THURSDAY
25
April

FRIDAY
26
April

SATURDAY
27
April

SUNDAY
28
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- Last day to enroll on payment plan for Summer 2019
WEEKLY NOTES

MONDAY
29 April

TUESDAY
30 April

WEDNESDAY
1 May
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• Last day to enroll on payment plan for Summer 2019
### MONDAY

20 May

### TUESDAY

21 May

- Graduation (tentative)

### WEDNESDAY

22 May
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MONDAY
27
May

TUESDAY
28
May

WEDNESDAY
29
May

• Memorial Day – College Closed
| THURSDAY | 30  
| May |
| FRIDAY  | 31  
| May |
| SATURDAY | 1  
| June |
| SUNDAY  | 2  
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WEEKLY NOTES

MONDAY
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June

TUESDAY
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June

WEDNESDAY
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MONDAY
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June

TUESDAY
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June

WEDNESDAY
19
June
MONDAY
24
June

TUESDAY
25
June

WEDNESDAY
26
June
See it. Say it. Share it.

Campus updates, student activity announcements, special events & much more will be shared with students via student email, Facebook, Instagram, Twitter & YouTube.
LIFE is BIG
Be Prepared

gtc.edu/careers

GATEWAY
TECHNICAL COLLEGE