



**Student Handbook  
2025-2026**



FOR EVERY  
STUDENT

FOR EVERY  
COMMUNITY

The Community  
Colleges of Illinois

## ***Illinois Community College District 516***

**Accreditation:** Waubonsee Community College is accredited by The Higher Learning Commission, 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604, (800) 621-7440 and is recognized by federal and state agencies administering financial aid.

**Approval:** Waubonsee is approved by the Illinois Community College Board, Illinois Board of Higher Education and the U.S. Department of Education.

**[www.waubonsee.edu](http://www.waubonsee.edu)**

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### **Sugar Grove**

Route 47 at Waubonsee Drive • Sugar Grove, IL 60554-9454  
(630) 466-7900 • Videophone: (630) 405-6110

### **Aurora Downtown**

18 S. River Street • Aurora, IL 60506-4134  
(630) 801-7900

### **Aurora Fox Valley**

2060 Ogden Avenue • Aurora, IL 60504-7222  
(630) 585-7900

### **Plano**

100 Waubonsee Drive • Plano, IL 60545-2276  
(630) 552-7900

**Website:** [www.waubonsee.edu](http://www.waubonsee.edu)

## OUR MISSION

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Waubonsee Community College provides exceptional learning through accessible, equitable, and innovative education. We are committed to enriching the lives of our students, employees, and community by working together to create opportunities to discover new passions, share knowledge, and embrace diversity.



**OUR VISION** ■ Waubonsee Community College opens the door of knowledge, sparks imaginations, and enlightens lives through learning. We welcome the diverse abilities, goals, and experiences of individuals standing on the threshold of discovery. Our success is defined by the dreams we help shape, the opportunities we help design, and the futures we help create.

## OUR VALUES

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- **Quality:** We constantly redefine what it means to be “the best,” seeking to improve in every area and exceed the expectations of those we serve.
- **Value:** We focus every resource directly on the search for learning, creating tangible benefits in everything we do.
- **Innovation:** We are actively engaged on the frontiers of education, continuously improving the learning environment for our students and communities.
- **Service:** We view the world from the perspective of those we serve, anticipating needs and striving to exceed expectations while demonstrating a caring, knowledgeable, consistent connection with each individual every time they meet us.
- **Accessibility:** We remove barriers to learning formed by time, geography, education, culture, experience or beliefs to provide a full range of quality educational opportunities for all who can benefit.

## Our Programs and Services

- **Transfer Programs:** Associate degree education consisting of communications, social and behavioral sciences, physical and life sciences, mathematics, humanities and arts, education, engineering, and other pre-professional fields designed to prepare students for transfer to baccalaureate degree-granting institutions.
- **Workforce Education:** Business, health care, technical and professional education programming designed for entry-level employment, retraining, and/or upgrading of skills to meet current and emerging employment needs and trends. Education and training opportunities include courses, programs, and contract training designed to meet the workplace needs of both individuals and organizations with an emphasis on skill building and improved productivity.
- **Pre-College Programs:** Courses, programs, and services designed to assist academically underprepared students to be successful in the next level of education, including reading, mathematics, writing, college success, literacy, high school equivalency exam preparation (HSE), General Education Diploma (GED®), Adult Basic Education (ABE), and English Language Acquisition (ELA)/English as a Second Language (ESL).
- **Student Services:** Services designed to meet the holistic development of all students including counseling, academic and career advising, transfer planning, admissions, registration and records, assessment, financial aid, scholarships, career development, student life programming, intercollegiate athletics, and assistance for students with disabilities.

## Our Program Support

- **Instructional and Academic Support:** Services designed to facilitate and provide support to the instructional process, including new programs; alternative delivery systems such as online courses; tutoring; the use of instructional technology; the libraries; and learning laboratories.
- **Administrative Support:** Organizational support that provides services for employee selection and development, financial services, facilities, operational management, technology advancements, research, planning, marketing and communications, and campus safety.
- **Community Support:** Service to communities and organizations may be provided by the college to meet local needs. These combined efforts may include collaborations and partnership activities which will improve the quality of life.



Brian Knetl, Ed.D.

## From the President

Dear students,

On behalf of the Board of Trustees, faculty, and staff, welcome to Waubonsee – a college focused on helping students succeed and communities thrive.

Whatever your educational or professional goals, Waubonsee is here to help you reach them. In your classes, you'll benefit from high-quality instruction, provided by faculty members who are experts in their fields, passionate about teaching, and committed to your learning and growth. Outside the classroom, you'll find the resources you need to overcome any obstacles to your success, including personal counseling, tutoring, academic advising, financial support, and more.

Waubonsee is a resource not only for its students but also for the communities it serves. The college is always evolving, rising to meet emerging needs and provide new opportunities. That's why we're so proud and excited to have launched our RISE 2030 strategic plan. This plan looks to continue Waubonsee's long tradition of excellence while revitalizing our role as *The Community's College* through four priority actions:

- Redefine our relationship with the community
- Invest in academic innovation
- Strengthen the student experience
- Enrich the employee experience

Much like your studies, this work will be challenging but truly transformational. It will enable and encourage our students, employees, and community members to rise higher and shine brighter. Thank you for being a part of our journey and allowing us to be a part of yours.

Wishing you much success and hoping to see you around campus,

A handwritten signature in black ink, appearing to read "Brian Knetl".

Brian Knetl, Ed.D.  
*President*



## From the Student Senate

Welcome, all new and returning students, to Waubonsee Community College!

This Student Handbook was designed specifically with you in mind. It provides you with information about college services, policies, regulations and activities. As a general guide to the college, this book can help you find most of what you need to know to have a successful year. For specific questions, which are always welcome, please contact the people listed and pictured throughout the handbook.

Our goal is always the same: to get you connected and to help you succeed. If you would like more information about student clubs, upcoming activities or student government, visit the Student Life Office. For tours of the campus or for more information about the college, visit the Admissions Office.

Have a great year at Waubonsee!



Members of the  
Waubonsee Student Senate  
2024-2025



## THE CALENDAR

### Campus Hours of Operation

Official hours are the hours that the campuses are open to the public year-round. Please see the following information for specific office hours. Note that hours are subject to change without notice.

**Please visit [www.waubonsee.edu/hours](http://www.waubonsee.edu/hours) for current hours of operation.**

Additional information and resources are available on the college website at [www.waubonsee.edu](http://www.waubonsee.edu), and current students can access personalized information on the college graduation at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu).

### Hours of Operation for Student Services

**Note:** Extended daytime and evening hours are in effect at the Sugar Grove and Aurora Downtown Campuses the week before classes begin. Please visit [www.waubonsee.edu/hours](http://www.waubonsee.edu/hours) for more information.

### Technical Assistance Center (TAC)

**(630) 466-4357**

### College Holidays

*(The college is closed and services are not available on these days.)*

Independence Day:	Friday, July 4, 2025
Labor Day:	Monday, Sept. 1, 2025
Thanksgiving Holiday:	Wednesday, Nov. 26 through Sunday, Nov. 30, 2025
Winter Break:	4:30 p.m., Tuesday, Dec. 23, 2025 through Sunday, Jan. 4, 2026
Martin Luther King, Jr. Day:	Monday, Jan. 19, 2026
Easter:	Sunday, April 5, 2026
Memorial Day:	Monday, May 25, 2026
Juneteenth:	Friday, June 19, 2026



## Important Dates – Fall Semester 2025

### Registration/Withdrawal

First day of fall registration .....	May 5, 2025
<b>First day of classes (16-week, first 8-week, first 4-week courses).....</b>	<b>Mon., Aug. 18</b>
Weekend classes begin (15-week, first 7-week courses) - Saturday.....	Aug. 23
Withdrawal deadline for first 4-week courses.....	Sept. 5
12-week & second 4-week courses begin.....	Sept. 15
Last day to claim honor student status designation in a 16-week course.....	Sept. 15
Withdrawal deadline for first 8-week courses.....	Sept. 26
Withdrawal deadline for first 7-week weekend courses.....	Sept. 29
Withdrawal deadline for second 4-week courses .....	Oct. 3
Midterm – last day to change audit enrollment status* .....	Oct. 8
Second 8-week & third 4-week courses begin .....	Oct. 13
Second 7-week weekend courses begin.....	Oct. 18
Withdrawal deadline for third 4-week courses .....	Oct. 31
<b>Spring semester registration begins at 8 a.m. ....</b>	<b>Nov. 3</b>
Withdrawal deadline for 16-week courses.....	Nov. 7
Withdrawal deadline for 15-week weekend courses.....	Nov. 10
Fourth 4-week courses begin .....	Nov. 10
Withdrawal deadline for 12-week courses.....	Nov. 14
Withdrawal deadline for second 7-week weekend courses .....	Nov. 17
Withdrawal deadline for second 8-week courses .....	Nov. 21
Withdrawal deadline for fourth 4-week courses.....	Dec. 5
Semester ends .....	Dec. 13
Grades available to students – Wednesday** .....	Dec. 17

### Refund Deadlines

First 4-week courses .....	Aug. 19
First 8-week courses .....	Aug. 22
First 7-week weekend courses .....	Aug. 25
16-week courses .....	Aug. 29
15-week weekend courses .....	Aug. 29
Second 4-week courses .....	Sept. 16
12-week courses .....	Sept. 19
Third 4-week courses .....	Oct. 14
Second 8-week courses .....	Oct. 17
Second 7-week weekend courses .....	Oct. 20
Fourth 4-week courses .....	Nov. 11

### Holidays

**Labor Day break – Saturday through Monday** (*Classes will not meet*) .... Aug. 30-Sept. 1  
**Thanksgiving break – Monday through Sunday** (*Classes will not meet*) .....Nov. 24-30

*Withdrawals after refund dates will appear on student transcripts.*

\* *Midterm date is for 16-week courses. Contact Registration and Records for midterm dates for other course lengths.*

\*\* *Grades for courses with shorter lengths are typically available shortly after the completion of each course.*

# Important Dates – Spring Semester 2026



## Registration/ Withdrawal

First day of spring registration.....	November 3, 2025
<b>First day of classes (16-week, first 8-week, first 4-week courses).....</b>	<b>Tues., Jan. 20</b>
Weekend classes begin (15-week, first 7-week courses) - Saturday.....	Jan. 24
Withdrawal deadline for first 4-week courses.....	Feb. 6
12-week & second 4-week courses begin.....	Feb. 16
Last day to claim honor student status designation in a 16-week course.....	Feb. 16
Withdrawal deadline for first 7-week weekend courses.....	Feb. 23
Withdrawal deadline for first 8-week courses.....	Feb. 27
<b>Summer semester registration begins at 8 a.m. ....</b>	<b>March 2</b>
Withdrawal deadline for second 4-week .....	March 6
Midterm – last day to change audit enrollment status* .....	March 11
Second 8-week & third 4-week courses begin .....	March 23
Second 7-week weekend courses begin.....	March 28
Withdrawal deadline for third 4-week courses.....	April 10
Withdrawal deadline for 15-week weekend courses.....	April 13
Withdrawal deadline for 16-week courses.....	April 17
Fourth 4-week courses begin.....	April 20
Withdrawal deadline for 12-week courses.....	April 24
Withdrawal deadline for second 7-week weekend courses .....	April 27
Withdrawal deadline for second 8-week courses .....	May 1
<b>Fall semester registration begins at 8 a.m.....</b>	<b>May 4</b>
Withdrawal deadline for fourth 4-week courses.....	May 8
Semester ends .....	May 15
Commencement.....	May 16
Grades available to students – Wednesday**.....	May 20



## Refund Deadlines

First 4-week courses .....	Jan. 21
First 8-week courses .....	Jan. 23
First 7-week weekend courses.....	Jan. 26
16-week courses .....	Jan. 30
15-week weekend courses .....	Jan. 30
Second 4-week courses .....	Feb. 17
12-week courses .....	Feb. 20
Third 4-week courses .....	March 24
Second 8-week courses.....	March 27
Second 7-week weekend courses.....	March 30
Fourth 4-week courses .....	April 21



## Holidays

<b>Martin Luther King, Jr. Day – Monday</b> ( <i>Classes will not meet</i> ).....	Jan. 19, 2026
<b>Spring break – Monday through Sunday</b> ( <i>Classes will not meet</i> ) .....	March 16-22
<b>Easter Sunday</b> ( <i>Classes will not meet</i> ) .....	April 5

## Important Dates – Summer Semester 2026

### Registration/ Withdrawal

First day of summer registration.....	March 2, 2026
<b>First day of classes (11-week and 3-week courses).....</b>	<b>Tues., May 26</b>
Weekend classes begin (9-week courses) - Saturday .....	May 30
Withdrawal deadline for 3-week courses.....	June 8
8-week & first 4-week courses begin.....	June 15
Withdrawal deadline for first 4-week courses.....	July 6
Second 4-week courses begin .....	July 13
Withdrawal deadline for 11-week courses.....	July 13
Withdrawal deadline for 9-week weekend courses.....	July 17
Withdrawal deadline for 8-week courses.....	July 24
Withdrawal deadline for second 4-week courses .....	July 31
Semester ends.....	Aug. 7
Grades available to students – Wednesday**.....	Aug. 12

### Refund Deadlines

3-week courses.....	May 27
11-week courses .....	May 29
9-week weekend courses .....	June 1
First 4-week courses .....	June 16
8-week courses.....	June 22
Second 4-week courses .....	July 14

### Holidays

<b>Memorial Day break – Saturday through Monday.....</b>	<b>May 23-25</b>
<i>(Classes will not meet)</i>	
<b>Juneteenth – Friday.....</b>	<b>June 19</b>
<i>(Classes will not meet)</i>	
<b>Independence Day break – Friday through Sunday .....</b>	<b>July 3-5</b>
<i>(Classes will not meet)</i>	

*Withdrawals after refund dates will appear on student transcripts.*

*\* Midterm date is for 16-week courses. Contact Registration and Records for midterm dates for other course lengths.*

*\*\* Grades for courses with shorter lengths are typically available shortly after the completion of each course.*

**Visit the college calendar online at  
[calendar.waubonsee.edu](http://calendar.waubonsee.edu) for more  
 information on events and sports schedules.**



## BENEFITS OF INVOLVEMENT

Get the most out of your time at Waubonsee by getting involved! The Student Life Office offers leadership opportunities, service projects, clubs, and general events for the student body to attend and enjoy. Students who are connected and involved meet new people, gain or enhance leadership skills, and have FUN while they are at Waubonsee. Participation in student organizations, as well as certain leadership and service opportunities, is listed on your co-curricular transcript. Check out the “Student Senate” and “Student Organizations” sections that follow, and contact Student Life for other opportunities and more information.

### Finding Out About Activities

Most events and opportunities are posted on the college-wide calendar accessible online at [calendar.waubonsee.edu](http://calendar.waubonsee.edu) or follow us on social media. Also, watch campus bulletin boards, Student Life easels, or the campus TV screens for information. Call the advisor of student organizations that may interest you, or attend the Engagement Fair, held at the beginning of each semester. Visit the Student Life Office on the Sugar Grove Campus in the Student Center, Room 126 for more information or see the calendar of Student Life events on the college-wide calendar.

### How to Start a Student Organization

New ideas for student organizations are always welcome! New student organizations must meet certain criteria and be voted upon by the Student Senate before becoming a student organization affiliated with Waubonsee Community College. Any suggested group must be inclusive and welcoming of all students attending Waubonsee. To start a new student organization, contact the Student Life Office, Student Center, Room 126, (630) 466-2369.

## STUDENT SENATE

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Waubonsee's Student Senate is a channel of communication for students to discuss topics of interest with the administration. Members of the Student Senate sit on many college committees, enabling them to provide student perspectives and feedback. Student Senate is governed by a constitution approved by a vote of the student body. The Senate is comprised of 12 students, a president and eleven senators. Student elections are held in the fall and spring semesters. The senate has open meetings and all students are invited to attend. Students are encouraged to share their ideas, problems, and suggestions by using senate mailboxes in the Student Life Office, STC 126.

### Student Trustee

A student member is elected to the Waubonsee Board of Trustees during the spring student government election and serves a one-year term. The Student Trustee attends all board meetings to represent the interests of Waubonsee students. The Student Trustee has a mailbox in STC 126 and can be contacted through the Student Life Office.

## STUDENT ORGANIZATIONS

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Please visit [www.waubonsee.edu/directory](http://www.waubonsee.edu/directory) if you would prefer to send an email to an organization advisor.

### Alpha Beta Gamma (Iota Nu Chapter)

Alpha Beta Gamma is an international honor society for two-year colleges. It recognizes and encourages scholarship among students who are majoring in business-related programs. There is a one-time membership fee.



**Advisors:** Patty Saccone, DWNTN 367, ext. 4194  
 Dr. Nour Al Naber, APC 265, ext. 2325  
 Andy Clements, APC 271, ext. 2315

## Alpha Delta Nu Nursing Honor Society (Gamma Gamma Chapter)

Alpha Delta Nu recognizes the academic achievement of students studying for an Associate Degree in Applied Science in Nursing. The society encourages the pursuit of advanced degrees in the profession of nursing, as well as continuing education as a life-long professional responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing. A minimum GPA and one-time membership fee are required.

- Formal induction ceremony for members

**Advisors:** Katherine Hodur, FOXVLY 129, ext. 3915  
Laurel Krueger, FOXVLY 118, ext. 3907  
Dr. Marjie Schoolfield, FOXVLY 119, ext. 3908

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## Alpha Sigma Lambda Honor Society

This organization provides a positive influence for nontraditional students (25 or older) as they transition to academic life. Alpha Sigma Lambda Honor Society has a GPA requirement and a one-time membership fee. Invitations are issued to all eligible students at the end of the fall and spring semesters.

- Hosts social events for members
- Community service events include “Feed My Starving Children”
- Formal induction ceremonies for members

**Advisors:** Dr. Aaron Lawler, BDE 221, ext. 2861  
Jon Nichols, BDE 120, ext. 2874

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## Art and Design Club

It shall be the purpose of Art Club to aid in the promotion of self-expression through the visual arts. The club will actively engage with art by attending artist talks and workshops, visiting art galleries and museums, creating individual and group art projects, and participating in Waubonsee Community College-sponsored activities.

- Campus activities
- Field trips for members

**Advisor:** Debra Kayes Halpern, VON 241, ext. 2473

## Auto Club

The purpose of Auto Club is to increase knowledge of the automotive world outside of the classroom, promote educational excellence and professionalism, and provide outside opportunities to those interested in the automotive field.

**Advisors:** Tyler Friedland, AKL 100, ext. 2308  
Ramiro Cervantes, AB-105, ext. 2550

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## Black Student Alliance (BSA)

BSA is dedicated to increasing the awareness of The African Diaspora and the African American culture. BSA's mission is to bring awareness and support to students who identify as Black/African American. We celebrate the successes of our students and cultivate unity and serve as an ally to all students at Waubonsee Community College.

We host:

- Field Trips
- Host Black/African American cultural events
- Service Learning Enrichments
- Collaboration with other groups

**Advisors:** Dr. Robert Cook, STC 210C, ext. 6800  
Dr. Chassie Sherretz, COL 124, ext. 5757

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## Business Club

Business Club is a professional-style club that encourages students to become successful innovators in the business world. It is for students of all experiences and majors as the information is pertinent in any professional position. In addition, this club has service opportunities and student-led trips. The club will meet every other Tuesday, with additional meetings as needed, based on the demands of the club.

**Advisors:** Andy Clements, APC 271, ext. 2315  
Dr. Nour Al Naber, APC 265, ext. 2325

## **CADD Club**

CAD stands for computer-aided design and is a way to digitally create 2D drawings and 3D models of real-world products as well as work on 2D and 3D printing objects and assemblies before they're ever manufactured. The enrichment is for anyone who wants to be creative, draw and design objects and turn them into 2D and 3D outcomes.

**Advisor:** Randy Hines, AKL 251, ext. 2930

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## **Campus Activities Board (CAB)**

Join this fun, passionate group of students as they focus on planning campus events for the student body year-round. From musicians to comedians, volunteering to dodgeball - this group decides, plans, and implements the events they think students will enjoy. The Campus Activities Board (CAB) also focuses on mini-leadership sessions for members, as well as collaborating with student organizations and college-wide committees to make the most out of your student experience.

**Advisor:** Alejandra Guzman, STC 125, ext. 6608

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## **Ceramics Club**

The Ceramics Club provides activities and speakers to expand student knowledge of the field.

- Sponsors visiting artist events
- Spring and fall ceramics sales
- Field trips to Intersect Chicago (formerly SOFA Chicago art fair) and museums



**Advisor:** Doug Jeppesen, CER 104, ext. 2505

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## **Choir Club**

The Choir Club will be an exciting opportunity for students to showcase their talents in the art of sound by using their voices, and learn about the various components of singing in a choir. This club helps the students learn the aspects of music such as pitch, tone, melody and lyrics. Choir students will be able to perform at events and attend community and campus events.

**Advisors:** Holly Schmidt, BDE, ext. 7900  
Mark Lathan, VON 136, ext. 250



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### Creative Writing Club

Waubonsee's Creative Writing Club meets once a week on Wednesdays from 12:30

p.m. - 1:30 p.m. in the Student Life office. This welcoming and flexible club works to create a vibrant culture of writing on



campus by organizing literary events such as open mics, write-ins, writing contests, publishing a blog and zines, and other events or activities. The club also encourages student writing by workshopping works in progress and providing writing prompts during meetings and by encouraging student attendance at writing conferences. Students from the club also have the option of serving on the staff of Waubonsee's literary magazine, *Horizons*. Creative writers in all genres of poetry, fiction, nonfiction, drama, lyrics, and all other types of writing are welcome to join. Any student who wishes to participate in the publication of *Horizons* should consider joining this club.

**Advisor:** Daniel Portincaso, BDE 119, ext. 6695

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### Cybersecurity Club (Cyber Chiefs)

The purpose of Cyber Chiefs is to promote and foster interest, knowledge, and awareness in the field of cybersecurity among community college students. Cyber Chiefs aims to provide its members with educational opportunities, practical skills, networking, and professional development in the realm of cybersecurity.

**Advisor:** Jason Rochon, PLANO 214, ext. 6064

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### Dance Club

The purpose of Dance Club is to practice, learn and enjoy different styles of dance like Hip Hop, Bachata, Jazz, Cumbia, Lyrical/Contemporary, and others determined by Dance Club members.

**Advisor:** Jessica Kellenberger, COL 217, ext. 2375

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### **Delta Collective Gaming Club**

The Delta Collective Club offers a venue for game enthusiasts to gather, play, and discuss gaming and related issues. The club hosts regular events throughout the year.

Discord: <https://discord.gg/EZxzUbu>



**Advisor:** Eamon Newman, COL 182, ext. 2940

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### **Empowered Women of the Future**

Empower the next generation of students by teaching them networking skills, helping them build self-confidence, and motivating them to dream bigger.

**Advisor:** Toni Ford, APC 272, ext. 2791

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### **Engineering and Mathematics Club (EMC)**

The goal of EMC is to promote a practical culture of science (engineering) and mathematics through various activities geared toward the mastery of technical skills.

**Advisor:** Steven Kifowit, BDE 249, ext. 6698

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### **Fiber Arts Club**

The Fiber Arts Club offers a creative haven for students to explore artistic expression through various textile crafts. Learn and master skills in knitting, crocheting, sewing, and other fiber arts, providing a platform to create and share your unique projects within a supportive community.

**Advisor:** Melissa Morgan, BDE 121, ext. 5718

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### **Hands On**

The organization's purpose is to increase the signing and communication skills of members while developing leadership and personal growth. It also hopes to build rapport with the Deaf community and increase awareness of both interpreting and Deaf culture.

**Advisor:** Katie Thomas, DWNTN 366, ext. 3900

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## History Club

The History Club promotes the field of history, encourages community service and civic responsibility, and enhances career opportunities for their membership.

**Advisor:** Dr. Amy Powers, APC 262, ext. 2271

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## InterVarsity Christian Fellowship

The purpose of InterVarsity at Waubonsee Community College is to witness to communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world.

**Advisor:** Linda Alberty Layhew, DKN 249, ext. 6632

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## Jazz Club

The purpose of this club is to bring like-minded students together to pursue and explore the jazz experience.

**Advisor:** Doug Jeppesen, CER 104, ext. 2505

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## Journalism Club

The purpose of the journalism club for students to learn the basic elements of journalism: planning articles, interviewing, writing, and online publication by writing about their college, the students, faculty, administrators, and community.

**Advisor:** Vicky Archos, BDE 204B, ext. 6696

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## Kinesiology and Wellness Club

The purpose of the Kinesiology and Wellness Club is to provide students an opportunity to engage in professional activities related to kinesiology and wellness by improving awareness and knowledge regarding living a holistic lifestyle. Also, the club will disseminate information regarding professional career development and networking opportunities for current students and opportunities for professional growth.

**Advisor:** Dr. Emily Heller, ERK 204, ext. 2545

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## Latinos Unidos

The organization provides cultural opportunities for students and fosters awareness of the richness of Latino culture. All students are welcome.

Achieving Success Juntos! Direct

Email: [latinosunidos.wcc@gmail.com](mailto:latinosunidos.wcc@gmail.com)



**Advisors:** Genesis Flores, DWNTN 103, ext. 4691

Yahayra Garcia, DWNTN 114, ext. 4605

Jenissa Nino, DWNTN 261, ext. 4644

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## Literature Club

The purpose of the Literature Club is to discuss and analyze important works of literature, create a community full of discussion and build connections through reading.

**Advisor:** Dr. Billy Clem, WGL 220, ext. 2388

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## Movimiento Estudiantil Chicanx de Aztlan (MEChA)

We, members of MEChA, are dedicated to promoting unity and respect for each other, whether we come from the barrios in the cities or el campo; whether we are Catholic, Protestant, or atheist; regardless of sexual orientation; whether we are Democrats, Republicans or Independents; whether we call ourselves Chicanx or not.

**Advisors:** Genesis Flores, DWNTN 103, ext. 4691

Araceli Munoz Salazar, DWNTN 264, ext. 4333

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## Muslim Student Association (MSA)

It shall be the purpose of MSA to welcome not only Muslim students but to welcome all students who come from different ethnic backgrounds. With this, it will allow for a chance to spread awareness and the truth about what Islam really teaches. This is a chance to strengthen a bond with many different students and promote friendly relations between Muslims and non-Muslims. Unity is not common in today's world, unfortunately, but this club will be sure to serve the education many people have been seeking and help create more open-mindedness around campus.

**Advisor:** Amy Chaaban, AKL 216, ext. 2735

## National Adult Education Honor Society

The group's mission is to provide recognition to adult education students. Eligible Waubonsee students are enrolled in English as a Second Language (ESL), Adult Basic Education (ABE), Adult Secondary Education (ASE), or Waubonsee Works (formerly Youth Services) programs. Membership is by faculty nomination. A one-time fee is required.

- Formal induction ceremony for members
- Assists with Adult Education events

**Advisor:** Megan Jones, DWNTN 477, ext. 4109

## National Society of Leadership and Success (NSLS)

NSLS is an organization that helps people discover and achieve their goals. NSLS offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. NSLS also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world.



*"We are dream supporters – We build leaders, support people in achieving their dreams, and better the world in the process." ~ Gary Tuerack*

**Advisors:** Dani Fischer, SCI 116, ext. 2345  
 Randy Hines, AKL 251, ext. 2930  
 Mary Mills, COL 123, ext. 2982

## Philosophy Club

The Philosophy Club is dedicated to discussing philosophical questions, such as, 'What is Art?', 'What constitutes moral responsibility?' and 'Do humans have free will?' The club welcomes students and members of the wider community who have any interest in discussing philosophical questions in reasoned and fair-minded ways!

**Advisors:** Keith Bickley, VON 239, ext. 2946  
 Steve Zusman, BDE 222, ext. 6802

## Phi Theta Kappa (Phi Omicron Chapter)

Academic excellence and community involvement are promoted by this international honor society. Invitations are issued to all eligible students at the end of each semester (not summer school). There is a GPA requirement and a one-time membership fee.

- Fundraising and participation in Relay for Life, March of Dimes Walk, and Feed My Starving Children
- Habitat for Humanity
- Waubensee's One Day of Service



**Advisors:** Dr. Aaron Lawler, BDE 221, ext. 2861  
Karl Schulze, SCI 228, ext. 2562  
Dr. Sheela Vemu, SCI 226, ext. 2581

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## PRIDE

The purpose of PRIDE (Peace, Raising Awareness, Involvement, Directing, Encouragement) is to provide a safe place of support for LGBTQ+ students at Waubensee. PRIDE also exists to bring together like-minded individuals to advocate on behalf of the queer community and provide education to club members and the wider community on historic and contemporary issues impacting LGBTQ+ people.

**Advisors:** Kris Millard, DKN 106, ext. 2573  
Jessie Miller, APC 285, ext. 2557

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## Psi Beta Honor Society/Psychology Club

The purpose of this organization is to stimulate, encourage and recognize scholarship and interest in psychology among students at Waubensee. All students are welcome to join the Psychology Club. To join Psi Beta Honor Society, there is a GPA requirement and a one-time membership fee.

- Formal induction ceremony for Psi Beta members
- Field trips
- Service work for members
- Sponsors speakers



**Advisors:** Dr. Lisa Fozio-Thielk, APC 266, ext. 2559  
Dr. Heather LaCost, APC 267, ext. 2465  
Laura Meredith, APC 282, ext. 2273

## Science Club

The purpose of the Science Club is to foster student interest in the fields of science by performing various fun and educational activities such as having guest speakers, student-led field trips, experiments, and events.

**Advisor:** Dani Fischer, SCI 116, ext. 2345

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## Student Athlete Council (SAC)

It shall be the purpose of the Student Athlete Council to work toward the following:

- Advance NJCAA student/athlete voices to include them in national dialogue.
- Create new opportunities for the student/athlete experience.
- Encourage student /athlete opinions on current proposed legislation.
- Provide recommendations based on student/athlete involvement.
- Increase encouragement and participation by the NJCAA students/athletes at a regional and national scope.

**Advisors:** Tim Betustak, FLD 176, ext. 2965  
Dana Wagner, FLD 175, ext. 2527

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## Students for a Diverse Society (SDS)

This organization works to dispel misinformation about and create a dialogue among diverse peoples, cultures, and societies.

**Advisors:** Vaseliki (Vicky) Archos, BDE 204B, ext. 6696  
Dr. Aaron Lawler, BDE 221, ext. 2861

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## Waubonsee Socialist Club

Waubonsee Socialists engage with socialist ideas, discuss politics, and educate each other through political discussion.

**Advisor:** Jason Chatman, APC 283, ext. 2442

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## Waubonsee Student Nurses Association (Associated with NSNA)

This student organization provides a professional outlet for students currently in the nursing program. Through this association, students gain access to national and state news regarding conventions, policy, and industry changes. Our group hopes to foster a sense of leadership in students that they can carry with them after graduation as they start their own practice of nursing. A one-time fee is required and paid members are able to run for a seat on the board of directors once they are enrolled in NUR 110. Opportunities for volunteering, fundraising, as well as attendance at state and national conventions are part of being a WSNA member.

It is our intent that students from diverse backgrounds and perspectives be well-served by this organization and that the diversity that each of you brings to this club will be viewed as a resource, strength, and benefit.

**Advisors:** Sharon Erickson, FOXVLY 123, ext. 3912  
Tracy Limbrunner, FOXVLY 116, ext. 3905

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## Waubonsee Veterans Club/SALUTE

The Veterans Club connects student veterans on campus and provides opportunities for camaraderie between individuals with similar backgrounds and experiences. The group also serves as a peer network. Direct Email: [wccveterans@gmail.com](mailto:wccveterans@gmail.com)

- Sponsors a chapter of SALUTE Veterans National Honor Society for members
- Assists with college Veterans Day event
- Sponsors veterans meetings and social gatherings

**Advisors:** Tim Bizoukas, A 102, ext. 2404  
Lindsay Janssen, STC 244, ext. 6847  
Carlos Suarez, STC 282, ext. 2366



## LEADERSHIP OPPORTUNITIES

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### Community-Wide One Day of Service

Waubonsee encourages students to give back to their community by participating in a community-wide day of service each semester. The Student Life Office actively promotes getting involved in civic engagement and volunteering throughout our service region.



*For more information contact Student Life at: [studentlife@waubonsee.edu](mailto:studentlife@waubonsee.edu) or call (630) 466-2369.*

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### Social Leaders: A Student Leadership Program

The Social Leaders Program helps new and experienced students develop and/or strengthen their leadership skills. It is designed to reinforce leadership concepts in the sessions through collaborative conversations, activities, video clips, and more.

As a participant, students will be able to identify a campus issue, learn how to utilize their networks, and strategize an action plan to make a real impact at Waubonsee Community College! Students will learn about Social Impact which is defined as, "The effect on people and communities that happens as a result of an action or inaction, an activity, project, program or policy."

*For more information contact Student Life at: [studentlife@waubonsee.edu](mailto:studentlife@waubonsee.edu) or call (630) 466-2369.*

## Leadership Summit

Join your peers for an opportunity to engage, reflect and grow as a student, professional, and leader. The Summit is a free, one-day conference that we offer to students every spring semester with the goal of integrating leadership into their personal and professional lives.

During this one-day conference, you will be able to experience inspiring sessions and learn from a diverse group of experts who will share their wisdom and knowledge to best support you in your journey to grow as a leader.

*For more information contact Student Life at: [studentlife@waubonsee.edu](mailto:studentlife@waubonsee.edu) or call (630) 466-2369.*

## ACADEMIC TEAMS AND COMPETITIONS

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### Illinois Skyway Collegiate Conference

The Illinois Skyway Collegiate Conference (ISCC) consists of eight member colleges that compete in twelve sports for athletic conference championships. In addition, the conference hosts co-curricular events such as the Jazz Festival, Writers Competition & Festival, Juried Art Show, and STEM Poster Competition. Students enrolled in member colleges who meet the criteria for each competition are invited to participate. For more information, contact the following coordinators.

**Jazz Festival:** Samuel Mosching, BDE, ext. 7900

**Writers Competition & Festival:** Todd Laufenberg, BDE 129, ext. 2748

**Juried Art Show:** Fawn Clarke-Peterson, VON 213, ext. 2287

**STEM Poster Competition:** Dr. Pratima Jindal, WGL 204, ext. 2457  
Dave Voorhees, SCI 230, ext. 2783

**Skyway Co-Curricular Director:** Michelle Dahlstrom,  
STC 126, ext. 2369

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## SkillsUSA

SkillsUSA is a national organization that serves students preparing for careers in occupational/technical fields. The organization hosts regional, state, and national competitions, giving students opportunities to demonstrate their knowledge and skills. Annual state and national membership fees are required. Competitions require student financial contribution. Areas of competition change yearly; contact the instructor for information about competitions in your degree/certificate area.

**Contact:** Assistant Provost of Workforce Development, ext. 2263

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## OTHER OPPORTUNITIES

### Music Ensembles

Waubonsee gives students the opportunity to participate in instrumental and vocal groups through class enrollment. Refer to the music sections in the college catalog and/or schedule, or contact the instructor.

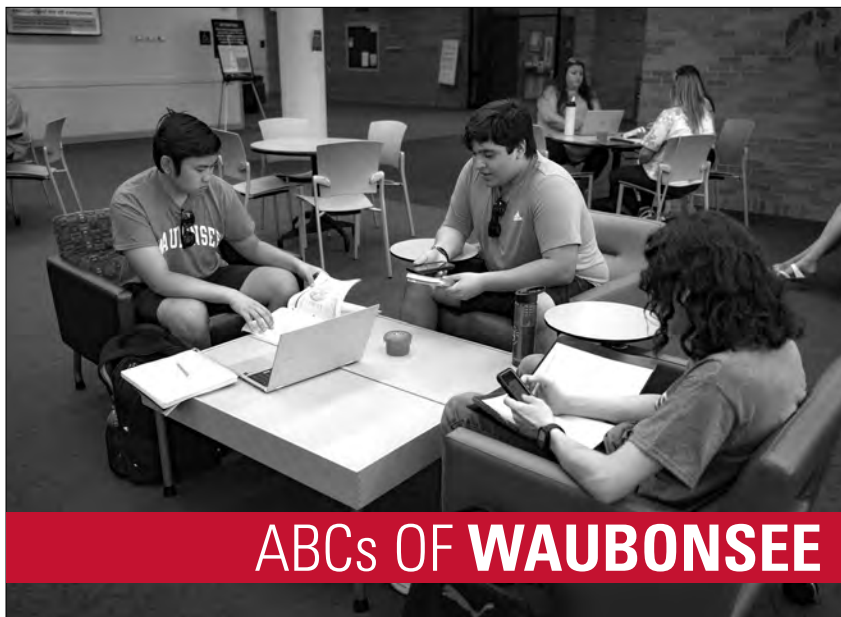
**Contact:** Arts and Humanities Division,  
BDE 136, ext. 2921

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## ATHLETICS

The Waubonsee Chiefs participate in the Illinois Skyway Collegiate Conference, and the college is a member of the National Junior College Athletic Association (NJCAA). Men compete in cross country, golf, basketball, tennis, baseball, and soccer. There is also a co-ed cheerleading squad and Esports. Women compete in cross country, volleyball, tennis, basketball, soccer, and softball. Intramurals provide recreational activities for those not wishing to compete in an intercollegiate sport. For more information, contact the Athletics Department at ext. 2524.





# ABCs OF WAUBONSEE

## Academic and Career Advising

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Academic and Career Advising is here to help students navigate the process of choosing a major and developing a career path. No matter the path, Academic and Career Advising is focused on students' success in achieving their educational goals at Waubonsee.

New students who have never attended Waubonsee or other colleges/universities before should start with Admissions. Admissions helps students through the getting started process, including completion of the New Student Application, Course Placement, Pre-Registration Review (PRR), and first-semester advising and registration.

Specific phases of the academic advising process include the following:

- 1. Course Placement:** All students can obtain proper course placement in English and math and meet other course pre-requisites by submitting any of the college readiness indicators (scores from ACT, SAT, GED®, or HiSet, placement test scores, high school unweighted GPA, previous coursework, or successful completion of a High School Transition course). For a complete list of multiple measures accepted to demonstrate college readiness visit [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement). There is no fee to Waubonsee students for required testing; however, students must have a picture ID and X-number handy when they come for assessment. See also "Learning Assessment and Testing Services."

- 2. Pre-Registration Review (PRR):** All new credit students must complete the Pre-Registration Review (PRR) tutorial before registering for courses. The tutorial explains Waubonsee's degree and certificate programs and teaches students how to use the college catalog, credit schedule, and test scores to select courses. Students then register and pay for their first semester of courses online.

Students can access the Pre-Registration Review through mywcc at [mywcc.waubonsee.edu/PRR](http://mywcc.waubonsee.edu/PRR). An X-number is needed to log in.

- 3. Continued Academic and Career Advising:** All currently enrolled students are encouraged to meet regularly with their assigned advisor to discuss career plans and academic goals. Students who need to plan out their class schedule, withdrawing from or adding a class, exploring career options, or experiencing academic difficulties are especially encouraged to check in with their assigned advisor.

Whether students are following a carefully prescribed curriculum toward a certificate or associate degree, or intend to transfer to a four-year institution, meeting with their assigned advisor before registering for classes each semester ensures students are taking the correct classes to achieve their educational goals. Academic and Career Advisors can be especially helpful in ensuring courses taken at Waubonsee will transfer into the desired program at the four-year institution.

All first-semester degree and certificate-seeking students are required to meet with their Academic and Career Advisor to develop their academic plan, and review career and transfer options and college success resources. First Semester Academic Planning is required before students can register for the next semester.

**Contact:** *Academic and Career Advising  
Counseling, Advising and Transfer Center,  
Student Center, Room 262, ext. 2361  
[advising@waubonsee.edu](mailto:advising@waubonsee.edu)*

*Aurora Downtown Campus, First Floor*

*Aurora Fox Valley Campus, Second Floor*

*Plano Campus, Room 127*

## Academic Computing

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The Henning Academic Computing Center on the Sugar Grove Campus provides students and area residents with opportunities to use computers and numerous types of software. All currently enrolled Waubonsee Community College students have access to the open lab. Visit [www.waubonsee.edu/computer-labs](http://www.waubonsee.edu/computer-labs) for hours and contact information.

At Aurora Downtown and Aurora Fox Valley, students may use the computers in the library and instructional computers when classes are not in session. At Plano, students may use the instructional computers when classes are not in session. See also “Email”; “Logins”; “mywcc”; and “Network User Rules.”

**Contact:** *Henning Academic Computing Center, ext. 5723 or  
Technical Assistance Center (TAC), ext. 4357  
Aurora Downtown, Room 218, ext. 4357  
Aurora Fox Valley, Room 225  
Plano, see the main office*

## Academic Early Action Program

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1. **Academic Early Action:** Waubonsee’s Academic Early Action Program enables instructors to raise academic concern flags on students who may need extra assistance during a particular class. This notification helps the student identify what may help them succeed. Students flagged with alerts will get an email from their instructor and an additional outreach from a specialized staff member. Areas of difficulty can include attendance, English proficiency, academic preparation/prerequisites, assignments, and/or appropriate classroom behavior.

Students identified with academic difficulties are encouraged to meet their instructor and make an appointment with their assigned advisor to address the areas of concern and develop a strategy for success.

2. **Academic Probation:** All students who earn a semester grade point average below 2.0 are automatically placed on academic probation. See “Probation, Academic.”

## **Access Center for Disability Resources**

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The Access Center for Disability Resources is a resource for faculty, staff, and students. The Access Center is committed to collaborating with the campus community to increase accessibility and reduce barriers for persons with disabilities and to ensure effective delivery of student accommodations. To receive accommodations, students must declare their disability to the Access Center and complete the accommodations request process.

**Contact:**     ***Student Center, Room 201, ext. 2564 or  
Videophone (630) 405-6110***

## **Adding, Dropping, or Withdrawing from Classes**

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Once students have completed the initial registration process, they can make adjustments to their schedules. Check the deadline dates on the website at [www.waubonsee.edu/academic-calendar](http://www.waubonsee.edu/academic-calendar). Students are responsible for dropping or withdrawing from a course by the deadline dates. Students can drop a course until the refund deadline for the course. When a course drop occurs, tuition and fees are refunded to the student account and the course is not recorded on the academic transcript. After the refund deadline, students are able to withdraw from a course until the withdrawal deadline. When a course withdrawal occurs, tuition and fees are not refunded to the student account and a withdrawal notation will be recorded on the academic transcript. Be sure to speak with an advisor/counselor and contact the Financial Aid Office before changing your schedule. Schedule changes may impact financial aid eligibility. Please see the "Withdrawals" section.

## **Admissions**

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The Admissions Department assists prospective students. Admissions Advisors provide information on the getting started process and available academic programs and services. In addition, they provide first-semester academic advising to new students. The staff also provides a number of outreach services within the community in order to educate community members about the college. The Student Ambassadors also report to this department. Admissions oversees the selection and onboarding processes for the Gustafson Scholarship Program. Once Gustafson Scholars become students, they report to the Student Life Office.

**Contact:**     ***Student Center, Room 260, ext. 5756  
Aurora Downtown Campus, First Floor***

## **Adult Education**

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Adult Education is made up of the English Language Acquisition (ELA/ESL) program, High School Equivalency (HSE/GED®) program, and the Waubonsee Works WIOA youth services program. These programs are housed at the Aurora Downtown Campus.

**Contact:** *Adult Education, Aurora Downtown, Room 457, ext. 4600*

## **Americans with Disabilities Act (ADA)**

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Waubonsee allows the provisions of the Americans with Disabilities Act and offers all students the opportunity to fully participate. See “Federal and State Laws.”

## **Arts and Humanities**

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One of the instructional divisions at Waubonsee, the Arts and Humanities division includes such disciplines as art, communications, English, film studies, history, humanities, mass communication, music, peace studies, philosophy, religious studies, sign language, theater, and world languages. For a listing of all the disciplines and the faculty within the division, see “Who’s Who on Campus,” page 175.

## **Articulated Credit**

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See “VALEES.”

## **Assemblies**

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Student assemblies are governed by procedures described in “Rules and Regulations.”

## **Attendance**

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Class attendance has a direct effect on successful course completion. If students do not attend class before the refund deadline (as indicated on the Registration, Refund, and Withdrawal Dates chart on the website), they may be withdrawn from the course with no refund. Students may be administratively withdrawn at any time if they are not actively attending and pursuing course objectives. See “Withdrawals” for more information.

In case of illness or other mitigating circumstances, students should contact instructors. Accommodations such as make-up work may be arranged at the instructor’s discretion. Compliance-related recommendations (Title IX or ADA, for example) may also affect class attendance accommodations. See also “Withdrawal” further on in this section and [www.waubonsee.edu/legal](http://www.waubonsee.edu/legal) for more information.



### **Non-Attendance Due to Military Service**

In accordance with Illinois Statute (330 ILCS 60/5.2) a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. Additionally, members of the National Guard and Reserve must be excused if their absence is due to required participation in a drill or other military obligation. Members must also be allowed to submit any missed assignments within a reasonable timeframe determined with the instructor. This is in accordance with Public Act 103-0871. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdrawal due to military service. A copy of military leave orders must be presented to each instructor prior to their absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans).

If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty) the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to reenroll.

### **Auditing**

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Auditing a class involves enrolling and acting as a full participant in it, but not receiving credit for it. Performance and skill courses cannot be audited. Students registering for the class for credit have first priority. Auditing students pay full tuition and fees, and they must meet the course prerequisites. Audit registration status may not be changed after mid-semester of the course. Once the course has started, auditing students cannot change to credit status. High school students are not eligible to audit courses.

**Contact:**    **Registration and Records,  
Student Center, Room 249, ext. 2370  
Aurora Downtown, Room 112, (630) 801-7900, ext. 2370  
Aurora Fox Valley, Room 231, (630) 585-7900, ext. 2370  
Plano Campus, Room 129, (630) 552-7900, ext. 2370**

## **Aurora Downtown Campus**

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Waubonsee Community College has a campus in downtown Aurora ideally located to provide expanded access to educational programs and student services. The Aurora Downtown Campus is also the headquarters for Adult Education, including the Waubonsee Works WIOA youth services program, High School Equivalency (HSE/GED®), and English Language Acquisition (ELA/HSE) programs. See “Aurora Downtown Campus Map,” page 193.

**Contact: Aurora Downtown Campus**  
**18 S. River Street**  
**Aurora, IL 60506-4134**  
**(630) 801-7900**

## **Aurora Fox Valley Campus**

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Located on the Rush-Copley Medical Center campus on Route 34 in far east Aurora (see map on page 194), the Aurora Fox Valley Campus houses the college’s health care programs, including nursing, phlebotomy, medical assistant, emergency medical technician, and nurse assistant.

**Contact: Aurora Fox Valley Campus**  
**2060 Ogden Ave.**  
**Aurora, IL 60504-7222**  
**(630) 585-7900**

## **Board of Trustees**

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The board of trustees is composed of seven community members elected to six-year terms and one student member serving a one-year term. Open meetings are held once a month (usually the third Wednesday of the month). See “Who’s Who on Campus,” page 175, for a list of current members.

## Bookstore

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The college bookstores on the Sugar Grove and Aurora Downtown Campuses carry required and recommended texts for courses, as well as reference materials, study aids, educationally priced software, miscellaneous school supplies, grab-and-go



options for food and beverages, gift items, and imprinted sportswear and glassware. Students have the option to purchase a textbook new, used (when available), ebook (if available), or rent for a nominal fee (please note that a major credit card is required at the time of rental). Textbooks for all credit courses are also available for purchase online at [bookstore.waubonsee.edu](http://bookstore.waubonsee.edu). The bookstore manages the MyMaterials Inclusive Access Program for Waubonsee that automatically delivers digital course materials to students on the first day of class. See also “MyMaterials.”

**Contact:** *Dickson Center, First Floor, or  
Aurora Downtown Campus, First Floor, ext. 2908*

## Bulletin Boards

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Campus bulletin boards are for official, approved postings only. Off-campus groups should contact Marketing and Communications for poster approval; student organizations should contact Student Life; employers looking to hire students should contact Career Development.

**Contact:** *Marketing and Communications,  
Dickson Center, Room 250, ext. 2411*  
*Student Life,  
Student Center, Room 126, ext. 2369*  
*Academic and Career Advising,  
Counseling, Advising and Transfer Center,  
Student Center, Room 262, ext. 2361*

## Bus Transportation

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Buses currently serve the Aurora Downtown and Aurora Fox Valley Campuses. Verify current schedules with PACE.

Bus transportation from Kendall County is also available through Kendall Area Transit.

**Contact:** ***PACE, (800) 972-7000 or ask for a current schedule at Waubonsee's College Information Center/main offices.***

***Kendall Area Transit, (630) 882-6970 for schedules and fares.***

## Business and Social Science

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One of the instructional divisions at Waubonsee, the Business and Social Science division includes such disciplines as accounting, anthropology, business, early childhood education, economics, education, information systems, kinesiology/physical education, political science, social science, and sociology. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 175.

## Calendars

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In addition to the calendar (published in this handbook and the college catalog), students can keep track of campus life on the College Calendar ([calendar.waubonsee.edu](http://calendar.waubonsee.edu)). Sports schedules are available online at [www.gochiefs.com](http://www.gochiefs.com).

## Campus Assessment Team (CAT)

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The Campus Assessment Team (CAT) aims to identify, assess, and respond to members of the college community who are either emotionally disturbed and/or pose a threat to themselves and intervene before their behaviors reach a critical level.

### How do I report a concern to CAT?

Submit a Waubonsee Intervention Form (WIF) report (found online at [www.waubonsee.edu/report](http://www.waubonsee.edu/report)) to notify the CAT team with concerns about the well-being or safety of students or community members who display: patterns of unusual behavior; profoundly disruptive or bizarre behavior; substance abuse, misuse or erratic medication; emotionally troubled behavior; hostile, aggressive or relationally abusive behavior; ideation or infatuation with violence, suicide or risk-taking behavior.

**Contact:** *Assistant Provost of Student Services,  
Student Center, Room 239, ext. 2363  
Visit [www.waubonsee.edu/CAT](http://www.waubonsee.edu/CAT) for more information.*

## Campus Police

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The Campus Police staff, which is made up of both law enforcement officers and student cadets, is on-duty 24 hours a day, seven days a week at the Sugar Grove Campus and during official campus hours at the Aurora Downtown Campus. Campus Police Officers have all of the powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants for violations of state statutes and to enforce county or city ordinances in all counties within the community college district.

Regardless of the campus location, call 9-1-1 in an emergency.

For non-emergencies, call (630) 466-2552. Officers and cadets can assist with emergencies, reporting a crime, or concerns about traffic and parking on campus.

Non-emergency assistance includes car lockouts, dead car batteries, escorts to cars (all campuses), reporting sexual assaults involving students and staff, and sex offender registration. See related pages, such as "Emergencies" and "Traffic Regulations."

**Contact:** *Dickson Center, First Floor, ext. 2552  
Aurora Downtown, First Floor, ext. 4142*

## Career Development

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Students and college district members seeking full- or part-time employment, as well as employers looking for quality employees, can take advantage of a wide range of free services. Job search resources include information on employment projections and labor market needs, effective résumé writing and interview techniques, internship opportunities, and additional employment strategies. Waubonsee's online Career Coach is a free tool for community college students and district residents. This site offers career suggestions based on your interests, as well as information about the academic programs that can prepare you for those careers, a free résumé builder, and can help veterans find civilian careers related to their military service. Visit [www.waubonsee.edu/careercoach](http://www.waubonsee.edu/careercoach) to use this free online service. Other resources can be found at [www.waubonsee.edu/careerdevelopment](http://www.waubonsee.edu/careerdevelopment). Internships and study abroad programs offer students the opportunity to earn college credit while gaining valuable experience. See also "Internship Program" and "Study Abroad."

**Contact:** *Academic and Career Advising*  
*Student Center, Room 262, ext. 2361*  
[careerdevelopment@waubonsee.edu](mailto:careerdevelopment@waubonsee.edu)

## Career Education

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Career education refers to Waubonsee's program of Certificates of Achievement and Associate in Applied Science Degrees in career areas ranging from accounting to welding technology. For complete information about the career education program, refer to a current college catalog or visit Waubonsee's website.

## Career Exploration

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Both currently enrolled students and members of the community are welcome to connect with Academic and Career Advising for career exploration. Career assessment tools such as Career Coach are used to explore a person's interests in relation to occupations. These resources are free or of minimal cost. Academic and Career Advisors help students and community members to evaluate their career options and goals, and job search techniques. Counselors are also available for those in need of support with in-depth career/personality assessments or complex career transitions. College success credit courses are offered each semester; check current course schedule. Waubonsee also hosts several events highlighting careers. See also "Career Development."

**Contact:** *Academic and Career Advising*  
*Student Center, Room 262, ext. 2361*  
[careerdevelopment@waubonsee.edu](mailto:careerdevelopment@waubonsee.edu)

## Certificates

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Waubonsee offers more than 50 different Certificates of Achievement in various career education areas, as well as a certificate in general studies. Students can often complete the coursework required for a certificate in one year or less. Specific requirements for each certificate are detailed in the college catalog and on Waubonsee's website.

## Children on Campus

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For the safety of children on campus, children may not accompany students to class, tutoring or testing sessions. In addition, children may not be left unattended on campus grounds, whether in college buildings or personal vehicles, at any of our campus locations.

## CLEP

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Waubonsee is a National CLEP (College Level Examination Program) Test Center where both general and subject examinations are offered. For information about testing procedures, contact Learning Assessment and Testing Services. Students may be awarded college credit depending on their test results. Please see the CLEP Course Equivalency Guide on the website.

## Closings

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Should the college close due to weather or other unplanned facility closures, it will be communicated through the following methods:

- Waubonsee Alert System text, email and voice messages
- the college's website at [www.waubonsee.edu](http://www.waubonsee.edu)
- The college portal: mywcc
- The college's institutional social media accounts
- local TV and radio stations

Information in the closing announcement will include:

- indication of cancellation of day and/or evening classes
- campus or class locations that may be affected (i.e. Sugar Grove Campus, Aurora Downtown Campus, Aurora Fox Valley Campus, Plano Campus, other extension sites)

Day class cancellations will be posted by 5 a.m.

Evening class cancellations will be posted by 3:30 p.m.

## Co-Curricular Transcripts

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This is an official document that records a student's co-curricular activities, which may include athletics, student organizations and awards. Students may view and print their co-curricular transcripts through mywcc.

Co-curricular transcripts are updated each semester. Contact the Student Life Office for more information at ext. 2369 or email [studentlife@waubonsee.edu](mailto:studentlife@waubonsee.edu).

## Commencement Ceremony

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Students who earn associate degrees from Waubonsee are recognized annually during a public commencement ceremony conducted at the end of the spring semester. All students who completed their requirements the previous fall semester or who will complete during the spring or summer semesters are encouraged to participate. Students are provided cap and gown information in March. May and August graduation candidates must apply for graduation no later than February 15 to be included in the annual Commencement Ceremony. Students who apply after February 15 may still be able to participate, however, preference for the ceremony will be given to those who have applied by the deadline. See also "Graduation".

**Contact:**     **Graduation/Transfer Coordinator**  
**Counseling, Advising and Transfer Center**  
**Student Center, Room 276, ext. 2933**



## Communicable Diseases

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Waubonsee's policies regarding students with chronic communicable diseases are explained in "Rules and Regulations."

## Computers

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See "Academic Computing."

## Conduct

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The Code of Student Conduct is described in detail in its own section under "Rules and Regulations" page 136. Students should be familiar with their rights and responsibilities.

**Contact:**     *Dean for Student Engagement,  
Student Center, Room 103, ext. 6686*

## Cooperative Agreements

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Students in Waubonsee's District 516 who wish to pursue workforce education and training degree and certificate programs not available at Waubonsee Community College may do so through cooperative agreement.

Waubonsee participates in the Community College Educational Agreement: Comprehensive Agreement Regarding the Expansion of Education Resources (CAREER). Through this agreement, a resident of District 516 may attend another participating community college at the other school's in-district tuition rate. All Illinois community colleges participate in this agreement.

For information and guidelines regarding the cooperative agreement, contact the Assistant Provost of Student Services. Out-of-district students who want to enroll in a program at Waubonsee under a cooperative agreement should contact their own community college first to make an initial application.

**Contact:**     *Assistant Provost of Student Services,  
Student Center, Room 241  
(in the Financial Aid Suite), ext. 2349*

## Counseling

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Counselors assist students with issues such as career and educational goals, transfer planning, programs of study, lifestyle transitions related to education, and other personal issues that may interfere with academic progress. Counselors can also assist students in distress and offer community referrals for issues such as domestic and sexual violence, addiction, depression, and other personal issues. See also “Waubonsee Talk Line.”

Specific policies are in place to assist students toward the completion of their academic goals; see “Academic and Career Advising.”

**Contact:** **Student Center, Room 262**  
**Aurora Downtown Campus, First Floor**  
[counselingsupport@waubonsee.edu](mailto:counselingsupport@waubonsee.edu)

**Visit [www.waubonsee.edu/counseling](http://www.waubonsee.edu/counseling) for service hours at all four campuses or call ext. 2361 for more information.**

## Course Fees

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Certain courses require more than the normal supplies, equipment or services. When these costs are \$5 or more, a course fee is charged to partially cover this expense. Examples include laboratory breakage, welding supplies, ceramic materials, etc. These fees are subject to change based on the cost of supplies as determined by the board of trustees.



## Credit for Prior Learning

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Students enrolled at Waubonsee may be awarded credit based on college-level learning that occurred outside of the traditional classroom setting. This includes Credit by Exam (CBE); Military Training; Professional Training; Industry Certification and Licensure; Articulation Agreements; or Faculty Evaluation.

For details of credit acceptance, see the “Academic Information and Regulations” section in the current college catalog.

## Crime Awareness and Campus Security

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A federal law requires colleges to publish crime and security statistics. See page 132 for further information.

## Dean's List

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Students who achieve a 3.50 to 3.99 semester grade point average while enrolled in six or more credit hours are honored by placement on the Dean's List (fall, spring, and summer semesters). See also "Grades."

## Degree Audit

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Students can track their progress toward a certificate or degree by using the "Degree Audit" tool in mywcc. (For Students > Planning Your Path > Graduation > My Degree Audit).

**Contact:**     ***Graduation/Transfer Coordinator,  
Counseling, Advising, and Transfer Center  
Student Center, ext. 2933***

## Degrees

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A degree is a credential awarded to a student signifying completion of a program of study consisting of at least 60 credits in a particular field. Waubonsee awards six different associate degrees: Arts (AA), Science (AS), Engineering Science (AES), Fine Arts (AFA), Applied Science (AAS) and General Studies (AGS). To receive a degree, students must complete an Intent to Graduate Form in mywcc (For Students > Planning Your Path > Graduation > Intent to Graduate). The Graduation/Transfer Coordinator and Credential Analysts can then review the student's program for completeness. All degree programs and requirements are described in the college catalog and on Waubonsee's website. See also "Graduation."



## Development and Alumni Relations Office

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The Waubonsee Community College Development and Alumni Relations Office provides support and programming for alumni and does work on behalf of the Waubonsee Community College Foundation. The mission of the Waubonsee Community College Foundation is to cultivate philanthropic donors, to responsibly steward its assets, and to equitably award scholarships to students to help them achieve their educational goals. The Foundation awards more than 300 scholarships each academic year for use at Waubonsee Community College.

**Contact:** *Akerlow Hall, Room 230, ext. 2316*

## Disability Resources

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See “Access Center for Disability Resources.” See also “Americans with Disabilities Act” in “Rules and Regulations.”

## Driver Safety

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The Driver Safety Program at Waubonsee offers defensive driving classes for individuals and businesses. These courses are available for drivers of all ages and focus on preventing traffic collisions and avoiding citations.

**Contact:** *Aurora Downtown, Room 266, ext. 3675*

## Email

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All registered Waubonsee students are given email accounts, called mymail, which are accessible through [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu). The email address typically begins with the first letter of the student’s first name followed by the student’s last name@student.waubonsee.edu.

Instructions on forwarding your waubonsee email to your personal email can be found at [www.waubonsee.edu/emailfaq](http://www.waubonsee.edu/emailfaq). See “Logins,” “mywcc,” and “X-number” for more information.

**Contact:** *Technical Assistance Center (TAC), ext. 4357*  
[tac@waubonsee.edu](mailto:tac@waubonsee.edu)

## Educational Records

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Students have access to their educational records, and public access is controlled under the Family Educational Rights and Privacy Act (FERPA). For an explanation, see “Federal and State Laws” in “Rules and Regulations.”

## Emergencies

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Campus Police is available to handle any emergency on campus such as student injuries, automobile accidents, fires, etc. Fire alarms are located around each campus, and emergency telephones are located in the hallways of campus buildings. See also "Safety."

***Emergency number on any campus: 911***

***Non-emergency contact: College Information Center,  
0 on any campus telephone***

***Sugar Grove Campus Police, First Floor of Dickson Center,  
(630) 466-2552***

***Aurora Downtown Campus Police, First Floor,  
(630) 906-4142***

## Emergency Needs Scholarship

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The Emergency Needs Scholarship Fund is sponsored by the Waubonsee Community College Foundation. The Emergency Needs Scholarship Fund is designed to assist currently enrolled students who experience an unusual, unexpected or exceptional emergency that jeopardizes their financial ability to continue their academic studies. Amounts are limited, subject to the availability of funds, and not all requests are approved. Funding is provided through donations. The maximum amount awarded is \$1,000, with the average amount awarded between \$200 to \$500.

To see if you qualify for assistance through the Emergency Needs Scholarship Fund, find the link at [www.waubonsee.edu/scholarships](http://www.waubonsee.edu/scholarships) to view the program details or email [emergencyneeds@waubonsee.edu](mailto:emergencyneeds@waubonsee.edu).

## Employment Opportunities

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Academic and Career Advising offers employment information to students and college district residents seeking full- or part-time employment.

Visit [www.waubonsee.edu/employment](http://www.waubonsee.edu/employment) for information about Student Worker and Federal Work Study positions and other jobs on campus. See also "Career Development."

## ELA (English Language Acquisition)

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English Language Acquisition (ELA/ ESL) classes offer students an opportunity to learn or strengthen their English Language skills in the areas of Speaking, Listening, Grammar, Vocabulary, Reading, and Writing. U.S. Civics and employment skills are contextualized within the classes to help students succeed and thrive in the United States and the workplace. The ELA classes are offered free of charge.

**Contact:** *Adult Education,  
Aurora Downtown, Room 473, ext. 4600*

## Events

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There's always something going on around campus, thanks to the dedication and creativity of Waubonsee students and staff. A variety of events are hosted year-round to pique everyone's interest such as plays, sports, musical performances, speakers, workshops, and student organization meetings.

One major campus-wide event of particular interest to students is College Night, which takes place every fall. The mywcc portal, along with [calendar.waubonsee.edu](http://calendar.waubonsee.edu) and [www.GoChiefs.com](http://www.GoChiefs.com), features event listings. Note that all campus events sponsored by student organizations must be registered with Student Life well in advance of the proposed event. Also see "Rules and Regulations," regarding assemblies and student conduct.

## Extension Locations

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In addition to its four main facilities (Sugar Grove Campus, Aurora Downtown Campus, Aurora Fox Valley Campus and Plano Campus), Waubonsee offers classes at several locations across the college district. At these extension locations, students may find credit courses, community education classes and business seminars. Refer to the credit and noncredit schedules for the offerings each semester, or search online at [www.waubonsee.edu/schedules](http://www.waubonsee.edu/schedules).

## Financial Aid

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Four basic types of financial aid are available to eligible Waubonsee students: grants, scholarships, loans, and employment. Eligibility requirements vary for each type of assistance but generally require the student to show financial need or demonstrate high academic achievement. This office provides assistance in both the search for financial aid and the process necessary to qualify and apply for different programs, including those for veterans.

For general information about available financial aid and application procedures, visit [www.waubonsee.edu/financialaid](http://www.waubonsee.edu/financialaid). To access a computer or to get hands-on assistance, visit the Sugar Grove or Aurora Downtown Campus Financial Aid Office. Be aware that specific deadlines and attendance requirements apply to financial aid students and can affect eligibility.

Students who receive federal financial aid<sup>+</sup> are subject to the Federal Return of Funds policy if they withdraw or fail to successfully complete any course prior to attending at least 60 percent of the semester.<sup>++</sup> The Financial Aid Office will calculate the federal financial aid earned using the percentage of the term attended.

More information on Withdrawals and Financial Aid can be found under "Withdrawals."

<sup>+</sup> *Federal financial aid includes the Federal Pell Grant, SEOG Grant Federal Work-Study and the Direct Loan Program.*

<sup>++</sup> *Last date of attendance is defined as the last recorded date of attendance.*

For more information, see the college's current Financial Aid Handbook.

**Contact:**    **Sugar Grove: Student Center, Second Floor, Room 234**  
                   **Aurora Downtown: Second Floor, Room 241**  
**Plano: Student Services Suite, First Floor**  
**Phone: (630) 466-5774 Fax: (630) 966-4846**  
**Email: [financialaid@waubonsee.edu](mailto:financialaid@waubonsee.edu)**

## Fines

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Information on campus citations and fines can be found in the "Traffic Regulations" section.

## Fishing

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Fishing is not allowed at any of our campuses.

## Food Service

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Vending machines are available at all of our campuses. Additionally, the Bookstores at the Sugar Grove and Aurora Downtown campuses offer grab-and-go options for food and beverages. Students can use their financial aid to purchase items at the Bookstores.

More information on campus food options can be found online at [www.waubonsee.edu/food](http://www.waubonsee.edu/food).

For students experiencing food insecurity, there are food baskets on campus with FREE snacks. Visit [www.waubonsee.edu/cares](http://www.waubonsee.edu/cares) for a list of basket locations or ask a staff member to direct you. For students facing long term challenges with food or housing, Waubonsee has support and resources available. Visit the Student Engagement Office in the Student Center, Room 103.

## Grades

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Students receive grades for every credit course they enroll in at Waubonsee. Grades can be accessed through mywcc at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu). Waubonsee has policies regarding academic probation, grade changes, grade appeal, and grade forgiveness. Students may be able to qualify for honors programs, the Dean's List, the President's List, membership in honor societies, and graduation academic honors.

**Incomplete Grades:** A grade of I signifies incomplete coursework and is assigned at the discretion of the instructor when illness or other unusual circumstances prevent a student from completing course requirements by the end of the term. A grade of I may not be assigned as a final grade unless a signed, completed Agreement for Incomplete Coursework is submitted to the appropriate dean's office by the instructor no later than the Friday prior to the deadline to submit grades.

The intent of the agreement is to:

- establish course components required to be completed by the student;
- establish a time frame for completion of required course components—must be no later than the end of the next full 16-week semester;
- establish a grade for the student in the event that required course components are not completed.



In the event that a faculty member is unable to meet the terms of the Agreement, the grade agreed to in the Agreement will be assigned by the appropriate dean. This definition does not allow for regular letter grades (A, B, C, D, F, or W) to be changed to an I grade after final grades are assigned. Special exceptions may be presented to the Provost for consideration.

**Grades in Repeated Courses:** If a credit course is repeated, only the higher grade is used to calculate the grade point average. However, certain courses are designed to be repeatable, such as applied music, physical education, and developmental courses. Grades in these repeatable courses are calculated in the grade point average based on the allowable amount of repeats noted in the course description.

For these courses that are designed to be repeatable, it is necessary to complete a Repeatable Course Grade Change Request form if the student wishes to have only the higher grade(s) calculated in their GPA. Request forms are available online in mywcc.

**Grade Change Process:** Requests for a change in a final grade must be submitted to the instructor within one calendar year of the date the final grade was officially due to Registration and Records. Contact the Registration and Records office for the appropriate grade due date. No grade change may be processed after one calendar year. Regular letter grades (A, B, C, D, or F) cannot be changed to an I or a W grade after final grades are assigned. An I grade can only be changed to an A, B, C, D, or F grade. Special exceptions may be presented to the Provost for consideration.

**Grade Appeal Procedures:** The following steps describe the grade appeal process for credit students.

**Step 1:** Discuss with the course faculty member the rationale for the final grade and to share concerns and reasons for requesting a grade change. If after discussion with the faculty member, a student is not satisfied with the results of their grade concerns, proceed to step 2.

**Step 2:** Submit a formal grade appeal by sending an email from your Waubonsee student email to the instructional dean that oversees the course. In this appeal, attach a letter including 1) the rationale for the requested grade change, 2) any documents that explain or support your request, 3) rationale/communication shared by the course instructor denying the grade change. Students have one calendar year from the last date of the semester of the course grade they wish to appeal to submit a formal appeal. Outside of one calendar year the appeal will not be considered.

The Dean will investigate the student's concerns and attempt to facilitate a resolution. Within 30 college days, the Dean will prepare a written determination addressing the student's concerns and sends it to the student's Waubonsee email address with a copy to the appropriate instructor. College days are defined as Monday through Friday 8:00 a.m. until 4:30 p.m.

**Step 3:** If the appeal is denied at Step 2, the student has the right to elevate the appeal within 10 college days of the Dean's determination to the Assistant Provost of Teaching and Learning. Appeals submitted outside of the 10-college days will not be considered. The Assistant Provost of Teaching and Learning investigates the student's grade concerns and attempts to facilitate a resolution. Within 30 college days of the receipt of the appeal, the Assistant Provost of Teaching and Learning sends a written determination to the student's Waubonsee email address with a copy to the instructor.

**Step 4:** If the appeal is denied at Step 3, the student may file a final written appeal within 10-college days, to the Assistant Provost of Student Services, requesting that the matter be considered by the Academic Review Board. Appeals submitted outside of the 10-college days will not be considered. Within 45 college days after receipt of the appeal, the Academic Review Board will convene to consider the matter. At that time, the student and the faculty member (or the faculty member's representative), may have the opportunity to present oral and/or written statements in support of their position.

Within 30 college days after the conclusion of the Academic Review Board's consideration, the board will make a final determination based on the facts and the evidence of the case. The Assistant Provost of Student Services will also procedurally review the case to ensure that the grade appeal process was conducted in accordance with these established procedures and will share this review with the Provost. The Provost will review all of the documents and deliberations regarding the requested grade change and, assuming concurrence with the decision, will share the Academic Review Board's final decision to the student and faculty member. This decision is the final action in the Grade Appeal Process.

**Grade Forgiveness:** This procedure provides the student with a second chance. A student may apply for forgiveness of grades of D or F earned in courses taken previously at Waubonsee. To be eligible to apply for grade forgiveness, a student must meet the following two conditions:

- cannot have attended Waubonsee Community College or any other post-secondary school for a consecutive period of at least 18 calendar months between the dates of enrollment at Waubonsee, and
- must have completed a minimum of 15 semester hours with a grade point average of 2.0 or better at Waubonsee Community College since the re-enrollment after the 18-month out-of-school period.

Courses approved for grade forgiveness are listed with a special notation (G) on the student's transcript and are not included in the calculation of the student's GPA. More information is available on mywcc or from the office of the Assistant Provost of Student Services.

## Grade Point Average

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Final grades and the academic transcript are accessible via mywcc, and the academic transcript will indicate the student's current grade point average (GPA). The grade point average is an important indicator of progress toward academic and career goals and can be calculated at any time.

To calculate a GPA, a student needs:

- a list of all courses taken
- the number of credit hours for each course
- the grade received for each course
- the grade point level chart

**Grade Point Level Chart:** Grade points at Waubonsee are assigned on the following scale:

Grade	Significance	Grade-Point Level
A	superior	4.0
B	good	3.0
C	average	2.0
D	poor	1.0
F	failure	0

**Grades not figured into grade point average:**

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WU, WC, W	withdrew
I	incomplete
E	credit by proficiency
Z	audit
Y	successful completion of a continuing education course
N	unsuccessful completion of a continuing education course
MG	missing grade
NC	noncredit course
(H)	honors course notation
(G)	grade forgiveness
(T)	transfer course

*Note: Repeated courses are marked with a notation.*

Here are the steps to calculate a grade point average: (Students may do this for a semester, a year, or cumulative to date.)

1. List each course, semester hours, and grade point level.
2. Multiply the semester hours by the grade point level to get the grade points achieved for each course.
3. Add the column of semester hours to get the total semester hours.
4. Add the the column of grade points to get the total grade points.
5. Divide the total grade points by the total semester hours to get GPA.

**Figuring Your Grade Point Average: An Example**

Course	Sem. Hrs.	GP Level	Grade Points
COM 100	3	4.0 (A)	12 (3 x 4)
PSY 100	3	2.0 (C)	6 (3 x 2)
BIO 120	4	2.0 (C)	8 (4 x 2)
MTH 107	3	3.0 (B)	9 (3 x 3)
Totals	13		35

Grade points ÷ semester hours = GPA                      35 ÷ 13 = 2.69

## Graduation

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Students should know and observe the requirements of the certificate or degree they are seeking and the rules that govern academic work. Academic and Career Advisors or Counselors can help make can help make wise decisions, but the ultimate responsibility for meeting the requirements to complete rests with the student. Consult the catalog for certificate or degree requirements.

**Applying for any associate degree:** Intent to Graduate form in mywcc (For Students > Planning Your Path > Graduation > Intent to Graduate) should be submitted once you've registered for the final courses required to complete your program. Once the Intent to Graduate is processed, you will receive an email confirming the remaining courses in your program.

***Final deadline for accepting Intent to Graduate forms:***

The Intent to Graduate form should be submitted before the end of the semester that you are completing the program requirements. Intents may be completed after the end of the semester, but you may not be awarded until the next semester.

***Participation in the May Commencement Ceremony:***

Commencement is Waubonsee's graduation ceremony and occurs each May. Graduates from fall, spring, and summer semesters are invited to participate. Spring and summer graduates will be invited to the current year's ceremony if the Intent to Graduate form is received before February 15th. Intents received after that date will be invited to the next year's ceremony. Your diploma will be mailed out at the end of the semester that you are awarded your degree, regardless of ceremony participation. See also "Commencement Ceremony".

**Contact:**     ***Graduation/Transfer Coordinator***  
***Student Center, Room 276, ext. 2933***

## Health Professions and Public Service

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One of the instructional divisions at Waubonsee, the Health Professions and Public Service division includes such disciplines as criminal justice, emergency medical technician, fire science, health information technology, human services, medical assistant, nurse assistant, nursing, paralegal, and phlebotomy. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 175.

## High School Equivalency (HSE)

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The High School Equivalency (HSE) program is offered in both English and Spanish at the Aurora Downtown campus as well as other locations throughout the district. The HSE program prepares students in the areas of language arts, social studies, science, and mathematics so that they can pass their High School Equivalency exams. Study materials and instruction are also provided to pass the Illinois and U.S. Constitution Test which is a requirement to receive your HSE certificate or High School Diploma in the State of Illinois. Morning and evening classes are available in-person and online.

The State of Illinois recognizes two tests that students can take to achieve their High School Equivalency certificate. The GED® exam and the HiSET exam. Exams are offered in both English and Spanish and Students must register and pay for these exams online. To schedule the GED®, visit [www.myged.com](http://www.myged.com) and to schedule the HiSET, visit [www.hiset.ets.org](http://www.hiset.ets.org).

**Contact:** *Adult Education,  
Aurora Downtown, Room 473, ext. 4600*

## Honors Program

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This program is tailored to high-achieving students who enjoy intellectual challenges. Students are provided the opportunity to work closely with members of the college's faculty on independent projects. Participation develops critical and creative thinking, fosters collaboration, and provides a competitive advantage in college admissions and scholarship applications. Students must apply for the honors program. See the college website for more information: [www.waubonsee.edu/honors](http://www.waubonsee.edu/honors)

**Contact:** *Honors Program,  
ext. 2568  
[honors@waubonsee.edu](mailto:honors@waubonsee.edu)*

## Illinois Skyway Collegiate Conference

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Waubonsee is part of the Illinois Skyway Collegiate Conference that includes College of Lake County, Elgin Community College, McHenry County College, Moraine Valley Community College, Morton College, Oakton Community College, and Prairie State College. In addition to intercollegiate athletics, the conference also sponsors competitions in jazz, STEM, writing, and arts.

**Contact:** *Assistant Provost  
of Student Services,  
Student Center, Room 234,  
ext. 2363 or 2349*  
**Website:**  
[www.skywayconference.com](http://www.skywayconference.com)



## Industry and Technology

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One of the instructional divisions at Waubonsee, the Industry and Technology division includes such disciplines as automation technology, automotive technology, collision and refinishing technology, computer aided design and drafting, construction management, engineering, HVAC, machine tool technology, and welding technology. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 175.

## International Students

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A person who is a citizen of a country other than the United States and is requesting I-20 documentation and full-time admission to Waubonsee Community College is considered an international student. These students must complete special application procedures. See the catalog under "Admissions and Registration."

**Contact:** *Admissions,  
Student Center, Room 260, ext. 5756*  
**Email:** [admissions@waubonsee.edu](mailto:admissions@waubonsee.edu)

## International Studies

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See "Study Abroad."

## Internship Program

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Internships enable students to acquire professional work experience, establish references and begin a career. Students with a faculty advisor's consent can also earn up to three semester hours per term. Students are encouraged to research internship opportunities and the Workforce Education staff are available to assist. Please contact [internships@waubonsee.edu](mailto:internships@waubonsee.edu) or the dean for the appropriate instructional division for more information.

**Contact:** **Workforce Education,**  
[Internships@waubonsee.edu](mailto:Internships@waubonsee.edu)

## Late Enrollment

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Students may be allowed to enroll in a course after the registration deadline has passed by going through the Late Enrollment process. Late Enrollment is only available during the first week of 12-week, 11-week, and 8-week courses; shorter courses and weekend courses are not eligible for Late Enrollment. Please review the Registration, Refund, and Withdrawal Dates chart on the website for the registration deadlines for all courses.

**Contact:** **Registration and Records,**  
**Student Center, Room 249, ext. 2370**

## Latinx Resource Center

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The Latinx Resource Center (LRC) is an identity-based center that provides resources, support services, and educational experiences to support students' academic and social success. We offer all students a place to belong and to learn more about Latinx culturas, "cultures" herencias, "heritage" y tradiciones and "traditions."

*This program is funded through a Developing Hispanic Serving Institutions (Title V) grant from the U.S. Department of Education.*



**Contact:** **Latinx Resource Center,**  
**Aurora Downtown, Room 250, ext. 4180**  
[LRC@waubonsee.edu](mailto:LRC@waubonsee.edu)



## Learning Assessment and Testing Services

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Learning Assessment and Testing Services provides a wide range of testing services for students and members of the community. Exams provided include placement testing, proficiency testing, certification testing, program entry testing, and select course exams. More information is available at [waubonsee.edu/assessment](http://waubonsee.edu/assessment). See also “Academic Advising.”

**Contact:**     *Student Center, Room 230, ext. 5700*  
                      *Aurora Downtown, Room 275*  
                      *Aurora Fox Valley, Room 229*  
                      *Plano, Room 123*

*Note that a picture ID is required for testing.*

## Library Services

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Library services are accessible online at [library.waubonsee.edu](http://library.waubonsee.edu) and all campus locations (Sugar Grove, Aurora Downtown, Aurora Fox Valley, and Plano). Students on any campus have access to materials and services located on other campuses. Online resources, including library databases and e-books, provide research materials for students and are available through the Library website.

Services are available for registered Waubonsee students, faculty, staff, and residents of Waubonsee Community College District 516, high school age or older. Amenities and services specific to the Sugar Grove, Aurora Downtown, and Aurora Fox Valley Library facilities include copiers, wireless printing, smartboards equipped with cameras and microphones, whiteboards, free printing, charging stations, study rooms (reservable at the Sugar Grove and Aurora Downtown locations), anatomy and physiology models, research and citation help, and course reserve materials.

The libraries also offer needs-based laptop and hotspot lending to ensure all students have the tools they need to succeed. Additionally, the Libraries can assist with software and technology needs, including guidance on using Canvas and other online learning platforms. Walk-in help is available in the libraries, and students can also request assistance via LiveChat, the ServiceDesk self-service portal ([servicedesk.waubonsee.edu](http://servicedesk.waubonsee.edu)), or by calling the Libraries.

**Contact:**     *Todd Library, Collins Hall, Second Floor, ext. 2400*  
                      *Aurora Downtown, First Floor*  
                      *Aurora Fox Valley, Second Floor*

**Email:**        [library@waubonsee.edu](mailto:library@waubonsee.edu)

## Logins

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To gain access to Waubonsee's computer network and workstations, registered students must use special login procedures. A student's login is their X-number. The first time you log on to the computer network, use your birthdate as your password in MMDDYY format; you can then change it to whatever you choose. See also "Email," "mywcc," and "X-number."

**Contact:** *Technical Assistance Center (TAC), ext. 4357*  
[www.waubonsee.edu/login](http://www.waubonsee.edu/login)

## Lost and Found

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All unclaimed articles left anywhere on campus should be sent to the Campus Police Department. Owners may claim lost property with proper identification.

**Contact:** *Campus Police, Sugar Grove,  
Dickson Center, First Floor, ext. 2552*  
*Campus Police, Aurora Downtown Campus,  
First Floor, ext. 4142*  
*First Floor Lobby, Aurora Fox Valley Campus,  
ext. 3929*  
*First Floor Lobby, Plano Campus,  
ext. 6091*

## Maps

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See maps of the district, the Sugar Grove Campus, the Aurora Downtown Campus, the Aurora Fox Valley Campus, and the Plano Campus beginning on page 191.

## Mathematics and Sciences

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One of the instructional divisions at Waubonsee, the Mathematics and Sciences division includes such disciplines as astronomy, biology, chemistry, earth science, geography, geology, mathematics, and physics. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 175.

## Money Matters

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Students participating in this financial education program meet with a trained peer in a confidential setting to discuss their financial goals and habits as well as resources to make their current and future goals achievable. Group events and presentations can be found on [www.waubonsee.edu/moneymatters](http://www.waubonsee.edu/moneymatters).

*The Money Matters Financial Education program is a federally-funded Title V grant program that serves all Waubonsee students.*

**Contact:**     **Financial Education Coordinator, ext. 6838**

## MyMaterials (Inclusive Access and Open Educational Resources)

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MyMaterials assures students have the correct course materials at the lowest price possible. For courses using Inclusive Access, a fee is charged at registration. This fee can be up to 30-50% less than the cost to purchase new materials. Open Educational Resources (OER) courses use open license and publicly available materials for education, and so required course materials, such as e-textbooks, videos, and/or digital assets, are totally free. Students receive online access to the materials, accessible on a tablet, laptop, or desktop computer. Visit [www.waubonsee.edu/mymaterials](http://www.waubonsee.edu/mymaterials) for more information and a list of courses that offer MyMaterials.

## mywcc

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Students can access their important Waubonsee information online — at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu). Once signed in, students are able to access email, registration tools, Canvas, and more.

***For help with technical issues, please call (630) 466-4357.***

## Online Courses

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Online courses allow students to take classes anywhere, anytime. Students need a computer with a connection to the Internet. Online courses are offered fully online using browser-based Canvas conferencing software. For a complete list of online classes, see the current semester schedule or visit [www.waubonsee.edu/courses](http://www.waubonsee.edu/courses).

**Contact:**     **Technical Assistance Center, (630) 466-4357**

## **Parking**

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Unless otherwise marked, parking at the Sugar Grove Campus is allowed in designated lots and is available on a first-come, first-served basis. Students should consider parking in the overflow lots during busy school periods such as the beginning of the semester. See the maps section for information about other campuses.

Free student parking is available in Lot W, Lot X, and Lot A north of the Aurora Downtown Campus.

## **Paying Tuition**

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See “Student Accounts and Cashier ” and “Tuition and Fees.”

## **Payment Plans**

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See “Tuition and Fees.”

## **Placement Testing and College Readiness**

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All students can potentially obtain proper course placement in English and math and meet other course pre-requisites by submitting any of the college readiness indicators (scores from ACT, SAT, GED®, or HiSet, placement test scores, high school unweighted GPA, previous coursework, or successful completion of a High School Transition course).

For a complete list of multiple measures accepted to demonstrate college readiness visit [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement).

All new full-time students are required to fulfill placement in English, reading, and math. Visit [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement) for details.

If identified through the assessment process, students are required to enroll in classes designed to enhance skill levels before they are allowed to enroll in the next higher level class.

## Plano Campus

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This facility is located on Waubonsee Drive, off Route 34, west of Eldamain Road in Plano. The recently remodeled Plano Campus is the college's Innovation and Design Center - a place where innovation, creativity, and partnerships lead to degrees, industry certifications, a skilled workforce, and community collaboration. The Plano Campus features programs in computer aided design and drafting, cybersecurity, and welding.

**Contact:** *Plano Campus  
100 Waubonsee Drive  
Plano, IL 60545-9583 • (630) 552-7900*

## Pre-Registration Review (PRR)

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This online tutorial helps with the process of choosing and registering for classes. See "Academic and Career Advising."

## Pregnant and Parenting Students, Services for

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Pregnant and parenting students in need of support or assistance should contact their instructors or the Dean for Student Engagement. More information can be found at [www.waubonsee.edu/experience](http://www.waubonsee.edu/experience).

## President's List

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Students who achieve a 4.0 semester grade point average while enrolled in six or more credit hours are honored by placement on the President's List (fall, spring, and summer semesters). See also "Grades."

## Probation, Academic

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All students who earn a semester grade point average below 2.0 are automatically placed on academic probation. Students remain on probation until their cumulative grade point average is equal to 2.0 or higher. There are three progressive stages of academic probation: (1) academic caution, (2) academic warning, and (3) academic restriction. A registration hold is placed at each stage until the student completes the prescribed intervention. Students avoid progressing to the next stage of academic probation if they earn a semester GPA of 2.0 or above.

**Contact:** *Academic and Career Advising,  
Student Center, Second Floor, ext. 2361*

## Probation, Financial Aid

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For the purpose of maintaining financial aid eligibility, a student is evaluated for academic progress following each regular semester attended. Academic progress is based on the completion rate, grade point average, and time frame requirements outlined in the financial aid policy. If the GPA requirement is not met for two semesters the student will go to a Fail Status and will lose eligibility. If the student attempts 12 or more credits and earns 0 credits in any semester and the completion requirement is not met for two semesters the student will go to a fail status and will lose eligibility. If the student submits an appeal that is approved, the student will be placed on probation for a single term. During this probationary term, if the student achieves at least a 2.0 GPA and completes 67% of their coursework, they will advance to a PASS status. If the student met the minimum requirements, then they will go to FAAP-A status; however, if the student fails to meet the minimum criteria while on P-APPL, they will move to a FAIL-A status.

## Publications

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Many different publications describe the varied educational and extracurricular activities at Waubonsee. Look for displays on campus, ask pertinent departments, or call Marketing and Communications to get a copy of something specific. Consult Waubonsee's website ([www.waubonsee.edu](http://www.waubonsee.edu)) for the most up-to-date information about courses and other time-sensitive information.

**Contact:**    ***Marketing and Communications,  
Dickson Center, Room 250, ext. 2411***

## Refunds and Student Account Appeals

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Tuition refunds are issued based on the official date of a course drop or withdrawal. Students can drop a course until the refund deadline for the course. When a course drop occurs, tuition and fees are refunded to the student account and the course is not recorded on the academic transcript. After the refund deadline, students are able to withdraw from a course until the withdrawal deadline. When a course withdrawal occurs, tuition and fees are not refunded to the student account and a withdrawal notation will be recorded on the academic transcript. Students should review the Registration, Refund, and Withdrawal dates, which are located on the Waubonsee website and the Student Handbook.

Drops and withdrawals made online are effective when the transaction is complete. Drops and withdrawals submitted by mail or fax are effective according to the postmark date of the mailed Change of Enrollment form or the fax date and time. Full refund of tuition and fees is granted if the college cancels a course.

### **Tuition Refunds Due to Hardship:**

The college recognizes that students may face hardship or other extenuating circumstances that may hinder attendance and/or academic performance. These circumstances may sometimes lead students to consider withdrawing from classes. Students are encouraged to discuss the impact of withdrawing from courses with their advisor before making any registration adjustments. Please note that the Emergency Needs Scholarship Fund is available to assist currently enrolled students who experience an unusual or unexpected emergency.

Students who decide to withdraw from courses because of hardship may request a refund by submitting the Student Account Appeal along with supporting documentation. A PDF Student Account Appeal Form is available if students are unable to access the online form. The submission of this form does not automatically result in a refund. The Student Account Appeals Committee will review all appeals. Students are notified of the decision through their Waubonsee email.

*Please note: students should have withdrawn from courses prior to the submission of the appeal. If it's beyond the withdrawal deadline, students may contact their instructor to request a W notation in place of a final grade.*

**Types of hardships shall include but are not limited to:**

- Student health-related circumstances (includes a serious injury/illness, mental health condition, chronic illness, etc.)
- Health-related circumstances of an immediate family member where the student is a part-time or full-time caretaker
- Death of an immediate family member (parent, child, spouse/partner, sibling, or grandparent)
- Military Deployment
- Sudden or consistent lack of transportation
- A significant cost of living increase

The college reserves the right to make the final decision on all refunds. If you have a question in regard to refund policies, please contact the Student Accounts and Cashier Office.

## **Registration and Records**

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This office handles course registration, transcripts, residency classification, transfer credit evaluations, degree & certificate awarding and other official student records. The process of registering for classes is described in detail on the college's website.

**Contact:**     ***Student Center, Room 249, ext. 2370***  
                      ***Aurora Downtown, Room 112***  
                      ***Aurora Fox Valley, Room 231***  
                      ***Plano Campus, Room 127***

## **Residency**

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For the purpose of determining fees and tuition, Waubonsee students are classified as in-district students, out-of-district students, out-of-state students, or international students. To qualify as in-district students, individuals must reside within the district for at least 30 days immediately prior to the date established by Waubonsee for classes to begin. Students may be required to provide documentation to verify their residency if there is reason to believe the student's residency is no longer in the district or state. Reasons may include return mail or a request for an address change. Students are required to provide necessary documentation to qualify for special residency classifications. Please review more details at [www.waubonsee.edu/residency](http://www.waubonsee.edu/residency).



## Safety and Security

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Waubonsee Community College is committed to providing a safe and secure campus environment for all students, faculty, staff, and community members. ***Emergency Preparedness and Safety: A Guide for Students and Community Members*** provides basic information on what to do in a variety of possible emergency situations on campus. Visit [www.waubonsee.edu/safety](http://www.waubonsee.edu/safety) to download a copy of this guide.

In case of emergency, please call 911. For non-emergency situations, Waubonsee Campus Police may be reached by calling (630) 466-2552 at the Sugar Grove; Aurora Downtown, Aurora Fox Valley and Plano campuses at (630) 906-4142. The Waubonsee Campus Police Department is located in Dickson Center on the Sugar Grove Campus and at the front desk at the Aurora Downtown, Aurora Fox Valley, and the Plano campuses.

Students, faculty, and staff may visit [www.waubonsee.edu/report](http://www.waubonsee.edu/report) to access the form to report a person of concern.

## Schedules

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Schedules of all credit and noncredit courses, classes, and events are available online in advance of each semester. Searchable by subject or keyword, visit [www.waubonsee.edu/schedules](http://www.waubonsee.edu/schedules) for more information on classes, the registration process, and semester calendars.

## Scholarships

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A variety of scholarships are available to Waubonsee students from the Waubonsee Community College Foundation and private funding sources. The Foundation awards more than 300 scholarships annually. Online applications are available in the fall and are due in February and May for the following academic year. Applications for the 2026-2027 academic year are due in February and May 2026.

Information about scholarship opportunities can be obtained online at [www.waubonsee.edu/foundation](http://www.waubonsee.edu/foundation) or by contacting the Development and Alumni Relations Office at [foundation@waubonsee.edu](mailto:foundation@waubonsee.edu) or (630) 466-2316.

## Senior Citizen Tuition

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Senior citizens who are 65 years of age or older by the start of the term may be eligible for a full tuition waiver of in-district tuition for all regularly scheduled credit courses if they are under a specific income level as outlined in the Senior Citizen Courses Act (110 LCS990). \* To apply for this waiver, senior citizens must complete this Senior Citizen Tuition Waiver Application and present it to the Student Accounts and Cashier Office. Courses specifically designed for senior citizens and audits do not qualify for this tuition waiver. Eligible senior citizens are still responsible for all applicable fees, books, and any classroom supplies costs.

*\*Some restrictions apply. See "Student Accounts and Cashier."*

## Smoking

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Smoking and use of electronic cigarettes are not permitted on any Waubonsee Community College campus in accordance with the Smoke-Free Illinois Act. Smoking is only allowed in personal vehicles. A fine of \$50 may be issued for smoking violations.

## S.T.A.R. (Student-Athletes Taking Academic Responsibility) Program

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The S.T.A.R. Program guides student-athletes through a successful transition to their career goals. Each student is provided with one-on-one personal, career, and academic counseling and advising. Academic monitoring is done on an ongoing basis. A weekly study hall is required for all student athletes.

**Contact:** ***S.T.A.R. Counselors/Academic and Career Advisors,  
Field House, Rooms 180 and 182,  
ext. 2525 and ext. 2870***

## Student Accounts and Cashier

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The Student Accounts and Cashier Office is where students pay their tuition, fees, other charges, and arrange payments. Students can make payments online, in-person, or by mail. Waubonsee accepts payments in cash, electronic check\*, bank debit, credit/debit card or digital wallet (VISA, MasterCard, Discover, American Express, Google Pay, Samsung Pay, or Apple Pay).

**Contact:** ***Student Center, Second Floor, ext. 5705***

## Student Ambassadors

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The ambassador program is an employment opportunity for all qualified students who demonstrate leadership potential, an ability to relate well with diverse populations, and a commitment to promoting education. Student ambassadors work closely with Admissions staff. Trained ambassadors perform various activities such as campus tours and telecounseling of prospective students to provide them with information and encourage them to attend Waubonsee.

**Contact:**    *Admissions, Student Center, Room 260, ext. 5756*

## Student Assemblies

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See "Procedures for Student Assemblies," page 166 in the "Student Conduct" section.

## Student Fee

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This fee is currently assessed at \$8 per credit hour to all students. Student fee monies are used to support a variety of educational, scholarship, social, recreational, club, and entertainment programs.

## Student Life

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This office provides numerous services to student organizations, leadership experiences, civic engagement opportunities, and the curricular transcript. The student senate and organization mailboxes are in the Student Life Office. See the "Get Involved" section in this handbook.

## Student Senate

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A 12-member senate elected in spring and fall elections governs the Waubonsee student body. See the "Get Involved" section for more details on student government.

## Student Support Services (TRIO)

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The Student Support Services Program serves first-generation, low-income, or students with disabilities who are seeking educational support. Services include individual/small group tutoring, academic, career and transfer advising, financial aid guidance, cultural enrichment activities, and workshops on a variety of topics.

**Contact:** *Student Center, Room 262, ext. 5767*

## Student Trustee

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See the "Get Involved" section for more details on the student trustee.

## Study Abroad

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Waubonsee is a member of the Illinois Consortium for International Studies and Programs (ICISP). Study abroad programs take Waubonsee students to England, Austria, Spain, Ireland, France, and other countries for full-semester programs offering a comprehensive mix of study and cultural/social activities. Summer, fall, and spring opportunities are available. Students should make inquiries and turn in applications early.

**Contact:** *Academic and Career Advising,  
Student Center, Room 262, ext. 2361*

## Technical Assistance Center (TAC)

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Waubonsee's Technical Assistance Center (TAC) helps you make the most of our college's IT services. Some examples of support the TAC provides are: resetting your account password, logging into and navigating mywcc, accessing Waubonsee email, and connecting to our Wi-Fi.

**Contact:** *Technical Assistance Center (TAC), ext. 4357*

*7 a.m. - 10 p.m. Monday-Friday*

*8 a.m. - 4:30 p.m. Saturday*

*Noon - 5 p.m. Sunday*

## Textbooks

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Students are expected to buy their own textbooks and supplies as specified for each course. These may be purchased at one of the college bookstores at either the Sugar Grove or Aurora Downtown Campus or by ordering online at [bookstore.waubonsee.edu](http://bookstore.waubonsee.edu).

Costs for books and supplies are listed by course at [www.waubonsee.edu/courses](http://www.waubonsee.edu/courses) but are subject to change by the publisher. To view this information on the website, click on the course title, then select "View Books/Materials."

*\*See "MyMaterials" for information about Inclusive Access and Open Educational Resources (OER) Classes.*

## Traffic Regulations

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For traffic regulations that apply to vehicles or other mobility devices on campus, see "Traffic Regulations" on page 173. For parking rules at each campus, see the respective maps beginning on page 191.

## Transcripts

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Registration and Records maintains student records. Students desiring their academic transcript to be sent to another institution, prospective employer, etc., should submit a request to Registration and Records. Transcripts requested in person, by mail, or by fax will be \$10 each while transcripts requested online will be \$5 each. Unofficial transcripts are available for free via mywcc. The Transcript Request form is available at [www.waubonsee.edu/transcript](http://www.waubonsee.edu/transcript) or can be requested online via mywcc.

## **Transferring Credit from Waubonsee (Transfer Advising and Planning)**

To make the most of your time at Waubonsee, meet with Academic and Career Advising to discuss all the options available to you. Effective planning can help you transfer your credit to the four-year college or university of your choice.

Also, see [www.waubonsee.edu/transferring](http://www.waubonsee.edu/transferring) for more information, including:

- Steps to planning your transfer
- Transfer agreements and 2+2 transfer guides
- Transferology and iTransfer online databases

**Contact:** *Academic and Career Advising,  
Student Center, Room 262, ext. 2361*

## **Transfer Degree Curriculum**

The Associate in Arts (AA), Associate in Science (AS), Associate in Engineering Science (AES), and Associate in Fine Arts (AFA) degrees are intended for students planning to transfer to a four-year college or university for a baccalaureate degree.

These associate degrees are designed to transfer to a four-year institution. However, since requirements can vary from one university to another, it is recommended that all students create an educational plan with a Waubonsee counselor or advisor. Courses taken at other colleges and/or universities are evaluated upon request. See “Transferring Credit to Waubonsee” in the next section.

The courses students take at Waubonsee Community College are those normally taken during the first two years of the baccalaureate degree. Students can complete Waubonsee’s degree requirements and be in a favorable position to transfer to the four-year college or university of their choice. Most universities and senior colleges award junior standing to students with an Associate in Arts, Science, Engineering Science, or Fine Arts degree. See [www.waubonsee.edu/transferring](http://www.waubonsee.edu/transferring) for more information.

## **Transfer Agreement**

Waubonsee Community College participates in agreements with most state universities in Illinois that state: “A transfer student in good standing who has completed an associate degree based on baccalaureate-oriented sequences from an Illinois community college shall be considered: A) to have attained ‘junior’ standing; and B) to have met lower division general education requirements of senior institutions.” The Transfer Agreement applies to general education requirements, and if, while at Waubonsee, students have not taken lower division courses included in their major field requirements, they will be required to do so by the senior institution.

## **Illinois Articulation Initiative**

Waubonsee Community College participates in the Illinois Articulation Initiative (IAI), a major, statewide, cooperative agreement among participating Illinois colleges and universities to facilitate the successful transfer of course credits from one participating institution to another, effective beginning summer 1998. The IAI defines a general education core curriculum, and Waubonsee's transfer curriculum for the Associate in Arts (AA) and Associate in Science (AS) degrees conforms to it. Students who follow the prescribed curriculum can be assured that the credits satisfy general education requirements at participating Illinois colleges and universities.

Since individual colleges and universities determine which course credits earned prior to summer 1998 will transfer, students should contact Academic and Career Advising at Waubonsee to discuss their particular circumstances.

Waubonsee does not guarantee that the letter grade earned in the Waubonsee course will be considered by the receiving university in determining the student's grade point average, honors, or for other purposes, but only that the receiving university gives course credit for some purpose. The guarantee does not provide for the refund of tuition for any other course(s), any fees or any incidental or consequential expenses or claims whatsoever, but only for refund of tuition for the guaranteed course(s) for which course credit is not given by the receiving university.

Students' rights under the guarantee are personal and may not be assigned or transferred, voluntarily or involuntarily. Further, no refund is required or is made if the scholarship, financial aid program, loan or other source used to pay the tuition prohibits payment or reimbursement of tuition directly to the students.

For further information concerning this program, contact the Provost.

## Transferring Credit to Waubonsee

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Students who have attended and earned credit at previous colleges or universities would follow the same enrollment process as new students and would arrange to have official transcripts sent to Registration and Records to be evaluated for transfer credit.

The Registration and Records office will evaluate prior coursework and post applicable transfer credit as transcripts come in. Students will receive an email from [transfercredit@waubonsee.edu](mailto:transfercredit@waubonsee.edu) after each transcript has been evaluated. *Please note, the evaluation can take up to four weeks.*

## Information and Regulations

Credits to be considered for transfer must have been earned at a post-secondary institution accredited by the Higher Learning Commission or other regionally accrediting agency with an earned grade of “D” or better in the course(s) involved.

A maximum of 45 credit hours from transfer and/or prior learning assessment can be applied to a degree. For certificate programs, the maximum amount of transfer and/or prior learning assessment credit hours that can be applied is one-half of the required credits. Transfer credit and credit for prior learning assessment do not apply to the College’s credit hour residency requirement, nor does it count in the grade point average. Credit will not be granted if a student has previously earned credit for an equivalent course at Waubonsee.

Transcripts from foreign colleges and universities must first be reviewed by a foreign educational credentials service recognized by the National Association of Credential Evaluation Services (NACES).



## Tuition and Fees

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Estimated tuition and fees noted in the catalog and the schedules are subject to change. Check with Registration and Records or the Student Accounts and Cashier Office for the current tuition and fees. Students expecting to receive financial aid should contact the Financial Aid Office at (630) 466-5774.

### Arrange for Payment

To hold classes for a semester, payment arrangement needs to be made by the date established for each semester that the student registers. Drop dates are established for each semester and any student who registers after this date, will be responsible for all charges or dropping their course(s) by the Drop with Refund Deadline found on the Registration, Refund, & Withdrawal Dates documents provided by Registration and Records Office and found at [www.waubonsee.edu/tuition-refunds](http://www.waubonsee.edu/tuition-refunds).

### What are the Payment Options?

- **FULL PAYMENT:** Students may pay the balance in full with no additional fees (total tuition and fees less than \$200 require full payment).
- **PAYMENT PLAN:** Each semester, payment plan options are available. A \$30 non refundable set-up fee is charged for each semester you choose to enroll in a payment plan. See [www.waubonsee.edu/pay](http://www.waubonsee.edu/pay) for more information.
- **VERIFIED SOURCES:** When your tuition and fees are being paid for by another organization or entity, that organization or entity is referred to as a verified source. If your verified source cannot be applied to your account by the payment arrangement date, you can enroll in a payment plan while you wait for the funds to come through.

#### Financial Aid:

1. Financial aid awarded and accepted by the payment arrangement due date will hold your classes.

#### Scholarships:

1. Waubonsee Foundation Scholarships, once awarded, will hold your course(s) and are viewable through Financial Aid awards.
2. Waubonsee Gustafson and Athletic scholarships, if eligible, will apply to your student account the day after you register and will hold your classes. You are responsible for the remaining balance, if any.

3. Private scholarships payments must be received by the payment arrangement date to hold your classes. You are responsible for the remaining balance, if any.

**Veterans Affairs (VA) Benefit Recipients  
(CH30, CH31, CH33, CH35, or CH1606):**

With the submission of a Veterans Enrollment Certification Request (VECR) prior to registering, classes will be held, and any funds received from the Department of Veterans Affairs (VA) for CH31 or CH33 will be credited to the student's account. The college will not impose a penalty or require the beneficiary to borrow additional funds to pay their balance before benefits have been received. Use the search bar in mywcc to locate the VECR form.

**Employer/Third Party Payments:**

If a student's employer or third party is paying for your classes and should be billed directly, a letter/voucher from the company is required by the payment arrangement date to hold your classes.

**College Savings Plan:**

If you are a recipient of a trust or participate in a 529 plan (other than College Illinois), it is your responsibility to contact the provider and request that they send a check to the college to pay for your tuition. The student is responsible for any charges that will not be covered by the trust or plan.

**College Illinois - Prepaid Tuition Program:**

The College Illinois! Prepaid Tuition Program will pay tuition and mandatory/student fees based on your type of prepaid tuition plan. Mandatory fees are those fees required as a condition of enrollment for all students. If you plan to use College Illinois! Prepaid Tuition Program, the Authorization to Bill form will need to be completed with the Student Accounts and Cashier Office. Please visit [mywcc.waubonsee.edu/pay](http://mywcc.waubonsee.edu/pay), and locate the College Illinois Authorization to Bill Form under Resources for Payments and Tuition.

## How to Pay

Waubonsee accepts payments in cash, electronic check\*, debit card, money orders, credit cards (Visa, Master Card, Discover, American Express) and International Payments through TransferMate. Payments can be made:

- Online at [mywcc.waubonsee.edu/pay](http://mywcc.waubonsee.edu/pay) through the Student Account Suite;
- In person:
  - Student Accounts and Cashier Office in the Student Center at the Sugar Grove Campus
  - Student Services/Registration at Aurora Downtown, Aurora Fox Valley, or Plano campuses
- By mail: (provide x-number on the check)

**Waubonsee Community College  
Student Accounts and Cashier Office  
Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454**

- Authorized User: Access is granted by the student through the Student Account Suite which allows payments to be made and view account activity.

*\*Waubonsee processes checks electronically. When students provide a check as payment, they authorize the college to use information from their check to make a one-time electronic fund transfer from their account. There will be a \$25 fee for any insufficient funds/declined checks. For questions call (630) 466-5705.*

## What If I Don't Pay?

Waubonsee will drop students from courses if payment arrangements are not made according to the payment arrangement due date schedule. Please note that payment is even required during college holidays and breaks.

Students must officially drop/withdraw from each course they do not plan to attend. A drop for non-payment will not occur if a payment arrangement has been received for the semester.

Any unpaid balance on the student account will prevent registration for additional courses. Student accounts with unpaid balances are subject to the collection procedures of the college and a \$25 delinquent fee.

**Contact: Student Accounts and Cashier Office,  
Student Center, Second Floor, ext. 5705**

## Tutoring Centers

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The Tutoring Center offers students a wide variety of resources and opportunities for success. All of the services provided are free to Waubonsee students. Meeting with a tutor or academic coach is easy—you can meet either in person or virtually, with or without an appointment! All scheduling information can be found at [www.waubonsee.edu/tutoring](http://www.waubonsee.edu/tutoring).

**Tutors:** Our tutors can assist you in more than 200 of the courses offered at Waubonsee, all within more than 20 subjects. These subjects include Math, Biology, Chemistry, Computer Information Systems, and Writing Across the College.

**Academic Coaches:** Navigating college can be tricky, especially when it comes to time management, note taking, study skills, and keeping up your momentum. Many students work with academic coaches to hone those skills and become more successful on their academic journey.

**Embedded Services (formally known as the Navigator Program):** Certain courses can be historically more difficult than others for students. We offer embedded services – an academic coach or tutor goes through the class with you and supports you. Check with your instructor to see whether or not you have an embedded tutor or coach in your class!

**Supplemental Instruction:** Students who have excelled in their classes may be chosen to be a Supplemental Instruction (SI) Leader. SI Leaders are in the classes with you, going through all of the same material. They host sessions where they reinforce the material you just covered, and they give you tools to be more successful in that class.

**Tutor.com:** If none of our options work for your schedule, there's Tutor.com! Tutor.com is a 24/7 online tutoring service offered for free to students. Students access Tutor.com through their Canvas shells. Tutor.com has tutors for more than 250 subjects, academic coaching, and test prep, including TEAS. Tutor.com also provides tutoring in core subjects, such as Math, English, History, and some Science subjects, in Spanish.

**Contact:** *Sugar Grove, Collins Hall, Room 144, ext. 2408*  
*Aurora Downtown, Room 215, ext. 2408*  
[tutoring@waubonsee.edu](mailto:tutoring@waubonsee.edu)

## VALEES

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Through a mutual agreement between Valley Education for Employment System (VALEES) and Waubonsee, the college awards college credit for a number of high school-level career or technical courses. This credit is referred to as VALEES articulated credit and enables students to receive advanced placement in college, to save time and money, and to avoid duplication of material already learned in high school. Students must earn an A or B in the high school course and apply for credit within two years of high school graduation. Visit [www.valees.org](http://www.valees.org) for a complete listing of approved articulated courses. Please note that only certain high schools have been approved for articulated courses. See [www.valees.org](http://www.valees.org) for a listing of approved high schools.

**Contact:** *VALEES Office, Auditorium, Room 108, ext. 5736*

## Veterans' Services

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Waubonsee is proud to support students who have served or are serving their country. Military-connected students can receive assistance in applying for Financial Aid, State or Federal Benefits, and registering for courses. Community resources can also be provided to those who qualify. Assistance with educational planning, transfer planning, academic progress, financial aid questions, and benefits questions or issues are provided. Veteran Services also provides programming to military-connected students.

**Contact:** [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans)

For assistance with getting started, academic and career advising, benefit/referral information, and the evaluation of military training for college credit, please contact:

***Transfer/Veterans Advisor,  
Student Center, Room 278, ext. 2366***

For assistance with financial aid and veterans' benefits, contact:

***Financial Aid Veterans' Coordinator,  
Student Center, Room 244, ext. 6847***

## **Waubonsee Talk Line**

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When Waubonsee's Counseling and Student Support is closed or when a student wants anonymous assistance, they may call Waubonsee's free 24/7 Talk Line. The trained professional Talk Line staff can provide assistance with depression, family/relationship issues, addiction, domestic and sexual violence, medical health care, child and elder care, and more. See also "Counseling."

***Waubonsee Talk Line: (630) 264-0394***

***National Suicide Prevention Lifeline: (800) 273-8255***

***Crisis Text Line: Text HOME to 741741***

***National Suicide Prevention Lifeline: 9-8-8***

## **Withdrawals**

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### **Administrative Withdrawal**

Waubonsee Community College reserves the right to administratively drop or withdraw those students

- who are not actively attending or pursuing course objectives as established by their instructors,
- who are enrolled in courses not consistent with placement testing and course prerequisites,
- who fail to pay their tuition and fees, or
- who receive sanctions from the Student Conduct Board. Call Dean for Student Engagement for more information (see directory).

See "Code of Student Conduct," page 136.

### **Student-Initiated Drop or Withdrawal**

Students are responsible for dropping or withdrawing from a course by the deadline dates. Students can drop a course until the refund deadline for the course. When a course drop occurs, tuition and fees are refunded to the student account and the course is not recorded on the academic transcript. After the refund deadline, students are able to withdraw from a course until the withdrawal deadline. When a course withdrawal occurs, tuition and fees are not refunded to the student account and a withdrawal notation will be recorded on the academic transcript.

Students should review the Registration, Refund, and Withdrawal dates, which are located on the Waubonsee website and the Student Handbook. Students who fail to properly drop or withdraw from a course may receive a failing grade of F for the course.

Students should consult with an Academic and Career Advisor before dropping or withdrawing from a class to determine the best course of action for their situation. Students receiving financial aid should also consult with the Financial Aid Office, as drops and withdrawals can impact financial aid eligibility.

### **Withdrawals and Financial Aid**

Federal regulations require students to maintain a minimum completion rate (see Standards of Academic Progress in the catalog) to retain eligibility. Withdrawing from a course(s) or failure to earn credit hours in a course(s) will lower your completion rate. Withdrawing from all courses or failure to successfully complete all course(s) may require you to pay back the financial aid you may have received. Consultation with an Academic and Career Advisor is highly recommended before withdrawing.

- ***Withdrawing from some but not all courses.***

If the courses remaining in the student's schedule total less than 6 credit hours, the student is not loan eligible. Student loans require a minimum of 6 credit hours at the time of disbursement.

- ***Withdrawing from all courses.***

Withdrawing from all coursework could result in a reduction to federal student aid already released or pending for the affected period. Federal regulations require that students "earn" their financial aid by attending or participating in class. The amount of financial aid eligibility earned is determined by the amount of time (measured in days) the student participated in class divided by the total number of days in the payment period. Students who earned 60% or less of their financial aid will have a reduction in financial aid eligibility. This reduction in financial aid could result in the student owing institutional charges, and if the withdrawal occurred after the financial aid was disbursed, a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.

- ***Failure to successfully complete courses.***

Students who do not complete at least one course with a final grade of A, B, C, or D are considered unofficial withdrawals. Last dates of attendance are reported by instructors for students whose final grades are Fs or Ws. The last dates of attendance are used to determine the percentage of federal financial aid that has been earned. The amount of financial aid eligibility earned is determined by the amount of time (measured in days) the student participated in class divided by the total number of days in the payment period. Students who earned 60% or less of their financial aid will have a reduction in financial aid eligibility. This reduction in financial aid could result in the student owing institutional charges and a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.

### **Withdrawal Due to Active Military Service**

In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees applicable to their registration, when called to duty for a period of seven or more consecutive days. To initiate the withdrawal process, eligible students should first withdraw from the affected course(s) and complete the Student Account Appeal form electronically through mywcc and attach a copy of their orders. Withdrawn students will receive a notation on their official transcript that reflects that the withdrawal is due to military service. Additional information on the Withdrawal Due to Active Duty Policy can be found on the website at [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans). Questions should be directed to the Senior Veterans Academic and Career Advisor.

### **Workforce Education and Training**

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Waubonsee provides professional development opportunities and customized training solutions that enhance skills for employees of area businesses, organizations, and individuals. A regular schedule of courses, seminars, and workshops is offered to meet the training, certification, recertification, and the professional development needs of individuals in many professions. Topics range from technical and industry-specific skills to all-encompassing leadership, supervision, and project management training.

**Contact:**     **Workforce Education**  
                     **ext. 2263**



## **XCARD**

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The XCARD features a student's picture, name, and X-number, which is printed on the card as well as encoded in the magnetic strip and bar code. The XCARD is a way for students to keep their X-numbers handy and can be used at various campus offices. To get an XCARD, a student should bring their X-number and a legal photo ID (e.g. driver's license, state ID, or passport) to the bookstore at either Sugar Grove Campus or Aurora Downtown Campus during regular hours.

**For more information:** [www.waubonsee.edu/xcard](http://www.waubonsee.edu/xcard)

## **X-number**

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The X-number is the key to all student resources at Waubonsee. Students use it to access the mywcc portal, as well as to log on to computers here on campus. New students will receive their X-number from Admissions after submitting a completed New Student Application.

**Contact:**    **Admissions, Student Center, Room 260, ext. 5756**



## FEDERAL AND STATE LAWS

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Waubonsee Community College does not discriminate based on an individual's actual or perceived race, color, creed, religion, gender, gender identity, sex, sexual orientation, age, national origin, ancestry, veteran's status, military status, unfavorable discharge from military service, marital status, order of protection status, pregnancy, disability, citizenship status, or any other characteristic protected by law in educational programs, activities, services or employment practices. Career and technical education (CTE) courses and program offerings and admission criteria can be found on the college's website at [www.waubonsee.edu](http://www.waubonsee.edu). The college will take steps to ensure the lack of English-language skills will not be a barrier to admission and participation in CTE programs.

Inquiries regarding this nondiscrimination policy may be directed to: Katie Kripp, Director of Human Resources, Title IX/ADA/Section 504 Coordinator; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454; [compliance@waubonsee.edu](mailto:compliance@waubonsee.edu). Inquiries may also be made directly to the U.S. Department of Education, Office of Civil Rights: Citigroup Center 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, or (312) 730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **Accommodation of Religious Observances/Practices**

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The college does not discriminate on the basis of religious beliefs or practices. Reasonable accommodations will be made for students' religious observances in regards to admissions, class attendance, scheduling of exams and work requirements. Students are responsible for notifying faculty/staff in sufficient time to make accommodations.

## **Americans with Disabilities Act**

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The ADA Amendments Act of 2008 (ADAAA) is a federal civil rights law which guarantees individuals with disabilities equal opportunity in employment, public accommodations, transportation, programs, state and local government services, and telecommunications.

Students with disabilities that affect a major life area as defined by the ADAAA are qualified for accommodations in compliance with the ADA and Section 504 of the Rehabilitation Act. Therefore, the college will grant reasonable accommodations in policies, practices and/or procedures unless the accommodation would fundamentally alter the nature of the service, program or activity.

### **Waubonsee Community College Resources:**

Institutional ADA Coordinator: Katie Kripp, Director of Human Resources, ext. 2367

### **Access Center for Disability Resources:**

ext. 2564 [www.waubonsee.edu/access](http://www.waubonsee.edu/access)

(630) 405-6110 Video Phone [accesscenter@waubonsee.edu](mailto:accesscenter@waubonsee.edu)

### **Federal Resources:**

Americans with Disabilities Act: [www.ADA.gov](http://www.ADA.gov)

### **Office of Civil Rights:**

[www2.ed.gov/ocr](http://www2.ed.gov/ocr)

## **Concealed Carry**

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Waubonsee Community College enforces State law prohibiting concealed firearms on all college campuses as well as college controlled classrooms and college sponsored events.

## **Crime Awareness and Campus Security Act**

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This federal law requires colleges to annually publish information relating to the number of crimes reported on the college campus and the security measures that are in place to reduce the risk of crime within the college community. For more details, contact Waubonsee's Campus Police Department, or see the Annual Security And Disclosure Report on the college's website at [www.waubonsee.edu/annual-disclosure](http://www.waubonsee.edu/annual-disclosure).

Waubonsee Community College complies with the Higher Education Act Amendments of 1992 and 1998 by disclosing campus crime statistics, including any reported incidents of forcible or non-forcible sex offenses. In addition, the college complies with the law by adopting procedures for victims to follow if a sex offense occurs. Contact the Executive Director of Human Resources, ext. 2367, if you have questions about the reporting or disclosing procedures.

**Contact:** *Campus Police, Sugar Grove,  
Dickson Center, First Floor, ext. 2552*

## **Drug-free Schools and Communities Act**

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In accordance with this federal law, the use of alcoholic beverages and illegal chemical substances is a major concern on college campuses across the nation. Waubonsee is committed to providing its students with information about health risks, available resources, laws and current policies regarding the use of drugs and alcohol. For more information, contact the Campus Police Department or Counseling and Student Support.

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

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All information provided to Waubonsee Community College is kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380).

In accordance with FERPA, the following student rights are covered by the act and afforded to all students at Waubonsee:

- Inspect and review their educational records;
- Request the amendment of inaccurate or misleading records;
- Consent to disclosure of personally identifiable information contained in their educational record;
- File a complaint with the U.S. Department of Education concerning alleged failures by Waubonsee Community College to comply with this law.

At the college's discretion, directory information may be provided in accordance with the provisions of the act without the written consent of the student unless the student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released for any purpose at the discretion of Waubonsee Community College unless a request for non-disclosure is on file:

- student's name
- city of residence
- major field of study
- Waubonsee email address
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (and withdrawal)
- full- or part-time status
- degrees, certificates and awards received

Contact the Registration and Records office for any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act or visit the Waubonsee website.

### **Illinois Student Optional**

#### **Disclosure of Private Mental Health Act (P.A. 99-278)**

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In accordance with the Illinois Student Optional Disclosure of Private Mental Health Act (the "Act," P.A. 99-278), a student's mental health information is considered private in nature and will not be released to a third party without that student's prior written consent, unless otherwise provided by other state or federal laws.

A student who desires to authorize disclosure of certain private mental health information about themselves to a designated person for purposes set out in the Act must complete a Student Optional Disclosure of Private Mental Health Information Form. See [www.waubonsee.edu/legal](http://www.waubonsee.edu/legal) or contact the Counseling and Student Support Manager.

### **Medical Marijuana Statement**

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Waubonsee Community College is committed to establishing a healthy and safe learning and working environment within the parameters of existing state and federal law. The college complies with the Drug-Free Schools and Communities Act that prohibits the use, sale, distribution, manufacture and/or possession of drugs including controlled substances. While the use of medical marijuana (cannabis) is allowed in Illinois under the Compassionate Use of Medical Cannabis Pilot Program Act, no person shall use medical cannabis or possess any cannabis product while on any college property or while participating in any college sponsored programs or events, whether on or off campus.

Questions should be directed to the Office of Human Resources located in Building A, Room 110 on the Sugar Grove Campus or at (630) 466-2718.

### **Preventing Sexual Violence in Higher Education Act**

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This state law requires colleges to annually train new students and employees about the campus climate related to sexual assault, dating violence, domestic violence, and stalking, as well as the crimes in the Annual Security Report. Support, information and services for victims of these crimes can be obtained from counselors in the Counseling, Advising & Transfer Center. Students may also contact the Executive Dean for Student Success and Retention, Dean for Student Engagement, Assistant Provost of Student Services, or the Provost. Educational sessions regarding safety, bystander education, and sexual misconduct prevention are regularly offered. See [www.waubonsee.edu/titleix](http://www.waubonsee.edu/titleix) for victim support resources at the college and in the community.

### **Student Right to Know Act**

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This federal law requires colleges to disclose graduation rates or projected graduation rates for full-time degree or certificate students. Waubonsee is in compliance with this regulation. Information of this nature is available in the Annual Disclosure Report and published on the college's website.

## Title IX

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This Federal law states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” For information on Waubonsee’s Title IX processes and programs, including sexual misconduct reporting and support for pregnant and parenting students, visit [www.waubonsee.edu/titleix](http://www.waubonsee.edu/titleix) or contact the college Title IX coordinators:

***Title IX Coordinator:***

***Jami Hinshaw, Dean for Student Engagement,  
(630) 466-5748 or [jhinshaw@waubonsee.edu](mailto:jhinshaw@waubonsee.edu)***

***Title IX Deputy Coordinators:***

***Dr. Scott Peska, Assistant Provost of Student Services,  
(630) 466-2362 or [speska@waubonsee.edu](mailto:speska@waubonsee.edu)***

***Julie Olczyk, Employee Relations Manager,  
(630) 466-2771 or [jolczyk@waubonsee.edu](mailto:jolczyk@waubonsee.edu)***

## CODE OF STUDENT CONDUCT

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### Introduction

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Waubonsee Community College strives to create a community climate where learning can flourish and all students feel welcome and respected. Toward this aspiration and in accordance with the mission of the College it is an expectation that students, and their guests, will govern themselves in terms of appropriate behavior with an emphasis on self-respect, integrity, and respect for others. Waubonsee Community College prohibits all forms of violence on the campus, including but not limited to, sexual assault, domestic violence, dating violence, stalking, or interpersonal violence (e.g. fights). This Code of Student Conduct outlines the expectations and procedures for redressing conduct of students and student organizations that fail to abide to these standards. It is the practice of Waubonsee to respect the properly exercised rights of its students. The College recognizes a student's rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of an education; and to the reasonable use of services and facilities of the college.

In essence, the Code of Student Conduct serves as a guide to control actions that go beyond the exercise of such rights, to maintain order on campus, and to guarantee the broadest range of freedom for all who learn at Waubonsee. Specifically, the Code describes what constitutes as misconduct, lists the process and procedures that will be used in response to such misconduct, provides the sanctions that may be imposed, and informs students of the appeal process.

Waubonsee Community College encourages the reporting of sexual misconduct and seeks to remove any barriers to an individual/group making a report. Therefore, an individual who reports sexual misconduct will not be subject to disciplinary action for violations of alcohol or drug use at or near the time of the incident, as long as these violations did not put the health or safety of any other person at risk. Amnesty may not be granted for other violations of college policy other than alcohol and drug use and does not preclude or prevent action by police or other legal authorities.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available through the Student Life Office (Student Center, Room 126), from the Dean for Student Engagement (Student Center, Room 103), or from the Counseling, Advising and Transfer Center (Student Center, Room 262). The Code of Student Conduct may be found in the Student Handbook or can be accessed online via [www.waubonsee.edu/student-handbook](http://www.waubonsee.edu/student-handbook).



The college further recognizes each student's and student organization's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the Code of Student Conduct will:

1. Receive written notice of the alleged violation. The notice will include
  - a. the specific code violations; and
  - b. reference to the process and rights of students as indicated in the code.
2. Be provided an opportunity to respond to the charges before the Dean for Student Engagement and/or the Student Conduct Board. A hearing before the Dean for Student Engagement or the Student Conduct Board is not a formal legal proceeding. Guidelines are presented in Section (III)(A)(4).
3. Be provided an opportunity to appeal the decision.

Students wishing to discuss the alleged violation before the hearing occurs should contact the Dean for Student Engagement (Student Center, Room 103; (630) 466-6686); or deanforstudents@waubonsee.edu.

## **I. Proscribed Conduct by Students**

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### **A. Scope of the Code of Student Conduct**

Discipline may be imposed for student conduct and/or student guest(s) conduct which occurs on College premises, off-campus instructional sites, off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College's operational and educational programs or the safety and welfare of the College community. This includes addressing issues of misconduct that occur during breaks within or between semesters of enrollment.

### **B. Conduct – Rules and Regulations**

Students at Waubonsee Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:

1. Acts of dishonesty, including, but not limited to:
  - a. cheating: the intentional use or attempted use of unauthorized materials, information, or aids in any academic exercise, including:
    - (1) copying or using notes, examinations, or other instructional materials during assessments.

- (2) submitting work authored by another individual without appropriate attribution.
- (3) obtaining unauthorized copies of exams or receiving confidential information about assessments.
- (4) allowing another individual to complete any part of a graded assignment.
- (5) intentionally assisting others in committing academic dishonesty, including:
  - a) completing assessments or projects in another person's name.
  - b) permitting others to copy work during assessments.
  - c) collaborating illicitly with others on assignments.
  - d) selling or purchasing exams, papers, or assignments.
- b. plagiarism (see Plagiarism Statement in Appendix A on page 154) which includes, but is not limited to:
  - (1) failing to provide accurate citations for borrowed ideas or phrases.
  - (2) unacknowledged use of materials prepared for by another person or any artificial intelligence-driven programs, such as Generative Artificial Intelligence. This includes direct copying (in whole or in part):
    - a) utilizing AI technologies when not permitted.
    - b) allowing unauthorized individuals to revise or complete student work.
  - (3) use of any agency engaged in the selling of term papers or other academic materials.
  - (4) submitting work that paraphrases another's ideas without proper attribution.
  - (5) rearranging another's words without appropriate citations.
- c. furnishing false information to any college official, faculty member, or law enforcement officer.
- d. forgery, fraudulent alteration or misuse of any college document, record, form, or instrument of identification.
- e. alteration or sabotage of another student's work, such as tampering with laboratory experiments.
- f. tampering with the election of any college-recognized student organization or the student trustee election.
- g. permitting another to use their XCARD, impersonating another, or misrepresenting authorization to act on behalf of another.

2. Disruption or obstruction of any operation of the college, including, but not limited to:
  - a. teaching
  - b. disciplinary proceedings
  - c. college activities
  - d. public service functions on or off campus
  - e. or other authorized non-college activities.
3. Violent or threatening behavior, Violent or threatening behavior, which include but are not limited to:
  - a. fighting
  - b. relationship violence including but not limited to (dating violence, domestic violence, interpersonal violence)
  - c. abuse (physical, verbal or written)
  - d. threats
  - e. intimidation
  - f. harassment including but not limited to:
    - (1) Any verbal or physical behavior, such as a disparaging comment, epithet, slur, insult, or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the behavior is inherently likely to provoke a violent reaction, whether or not it actually does so.
    - (2) Any act, display, or communication that would cause a reasonable person to fear for their personal safety or causes substantial injury and/or distress. This includes, but is not limited to, electronic communication, physical coercion and/or restraint.  
*Refer to Board Policy 3.170.01, Harassment, Discrimination, and Sexual Misconduct, for greater detail.*
  - g. hazing including but not limited to fear or intimidation, embarrassment or ridicule, physical exhaustion, endangerment, harm, mutilation, or alteration of any part(s) of the body, mental fatigue, harassment/duress, and defacement/damage/destruction of property. The intent of the act or the consent/cooperation of the hazing recipient shall not constitute a defense of hazing. The College of the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either on or off campus.

- h. coercion
  - i. other conduct which threatens or endangers the health or safety of any person or destruction of college premises.
- 4. Any sexual assault, dating violence, coercion, stalking, unwelcome sexual advances, requests for sexual favors, any conduct of a sexual nature and/or any other conduct which threatens or endangers the health or safety of any person or destruction of college premises when:
  - a. such conduct has the purpose or effect of interfering with an individual's educational performance or extracurricular activities; or creating an intimidating, hostile or offensive educational environment.
  - b. such conduct has the purpose or effect of interfering with an individual's academic or work performance; or creating an intimidating, hostile or offensive academic or working environment.

*Refer to Board Policy 3.170.01, Harassment, Discrimination, and Sexual Misconduct, for greater detail.*
- 5. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- 6. Failure to comply with directions of college officials, faculty members or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 7. Unauthorized possession, duplication or use of keys to any college premises; or unauthorized entry to, occupancy of, or use of college premises.
- 8. Violation of published college policies, rules, regulations, posted notices, guidelines, or procedures.
- 9. Violation of federal, state, and local law or board policy on college premises or at college-sponsored or supervised activities.
- 10. Gambling, in all forms, in which money is bet on the outcome of a game or contest.
- 11. Use, selling, possession, manufacture, or distribution of any substance prohibited by local, State or federal law. This includes but is not limited to smoking, illegal drugs and controlled substances (including cannabis, narcotics, cocaine, heroin, prescription medications, synthetic cannabinoids or other drugs, and any chemical substantially similar to a controlled substance;

please note that federal laws require Waubonsee to prohibit the use and possession of cannabis on campus, regardless of state law, therefore cannabis remains an illegal drug under this policy). *Refer to Board Policy 3.100.01, Drugs and Alcohol, for greater detail.*

12. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations, as well as public intoxication or driving under the influence while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions. *Refer to Board Policy 3.100.01, Drugs and Alcohol, for greater detail.*
13. Illegal or unauthorized possessions of firearms, fireworks, explosives, knives with a blade in excess of 3 inches, other weapons, or dangerous chemicals on college premises, off-campus instructional sites, or at college-sponsored or supervised functions.
14. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on college premises, or at college-sponsored or supervised functions.
16. Unauthorized use of electronic or other devices to monitor or make an audio or video record of any person while on college premises without their prior knowledge, or without their consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures or video of another person in a gym, locker room, shower, restroom or classroom. Additionally, this includes the use of drones, micro-recording devices, and phone photo/videos.
17. Lewd, indecent, disorderly or alarming conduct. Conduct performed in such unreasonable manner as to disturb or alarm another, including but not limited to, actions that breach the peace, disrupt one's ability to learn and study, and it includes any actions, or series of actions, that puts a person in fear for their safety. Examples, may include, but are not limited to:
  - a. following a person;
  - b. unsolicited phone calling;

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- c. watching a person's work environment;
  - d. unsolicited contacts including texts and emails;
  - e. repeated unwarranted contacts;
  - f. any other manner of behavior or action that may frighten.
18. Improper and unauthorized use or abuse of Waubensee computers, printers, copiers, telephones, facsimile (fax) machines and online access. Specifically, this includes, but is not limited to:
- a. unauthorized entry into a file to use, read or change the contents, or for any other purpose;
  - b. unauthorized transfer of a file;
  - c. unauthorized use of an individual's identification and password;
  - d. use of computing facilities to interfere with the work of a student, faculty member or college official;
  - e. use of computing facilities to interfere with operation of the college and other computing systems;
  - f. unauthorized use or copying of copyrighted software;
  - g. the installation or use of a program whose effect is to damage the media, files or programs that capture information;
  - h. unauthorized use of computer time for personal, business or illegal purposes.
19. Bullying or cyber-bullying.
- a. Defined as aggressive behavior or intentional harm that occurs within an interpersonal relationship characterized by an imbalance of power. This may include, but is not limited, to behavior that is carried out repeatedly and over time.
  - b. Defined as tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting by another person using the internet, social media, texting, or any interactive and digital technologies and/or mobile phones.
20. Abuse of the student conduct review procedure, including, but not limited to:
- a. failure to obey the request to appear before the Student Conduct Board or college official;
  - b. falsification, distortion or misrepresentation of information before a Student Conduct Board;

- c. disruption or interference with the orderly conduct of a proceeding;
  - d. bringing about charges without cause;
  - e. attempting to discourage an individual's proper participation in or use of the procedure;
  - f. attempting to influence the impartiality of a member of the Student Conduct Board prior to and/or during the course of the proceeding;
  - g. harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Board prior to, during and/or after a proceeding;
  - h. filing a charge but not appearing before the Student Conduct Board unless the student provides advance notice to the Student Conduct Board concerning the inability to appear;
  - i. failure to keep Student Conduct Board information confidential;
  - j. failure to comply with the sanction(s) imposed under the Code of Student Conduct;
  - k. influencing or attempting to influence another person to commit an abuse of the process; retaliation against any individual who participates in or makes a report to Student Conduct or other processes.
21. Drones, quadcopters, and other small unmanned airborne devices are not permitted to be used on Waubonsee Community College Campuses without prior authorization.
22. Aiding in or failure to report a violation of the Student Code of Conduct.

### **C. Violation of Federal, State or Local Laws and College Discipline**

1. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this code; that is, if both violations result from the same factual situation without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

2. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Board, however, the college may advise off-campus authorities of the existence of the code and of how such matters are handled within the college community. The college will cooperate fully with law enforcement and other agencies in the investigation of potential criminal activity on campus or involving students, enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students.

## **II. Definitions**

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- A. The term “college” means Waubonsee Community College.
- B. The term “college days” is defined as any workday, Monday through Friday, when the college is open.
- C. The term “college official” includes any person employed by the college performing assigned administrative or professional staff responsibilities.
- D. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
- E. The term “reporting party” means any person who submits a report alleging that a student violated the Code of Student Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he is a victim will have the same rights under this Code of Student Conduct as are provided to the reporting party, even if another member of the college community submitted the report itself.
- F. The term “faculty member” means all full- or part-time teachers, counselors and librarians, excluding interns and student teachers.
- G. The term “hazing” means any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.



- H. The term “law enforcement officer” includes any federal, state or local sworn police officer acting in their official capacity.
- I. The term “may” is used in the permissive sense.
- J. The term “member of the college community” includes any person who is a student, faculty member, college official, or any other person employed by the college. A person’s status in a particular situation will be determined by the Dean for Student Engagement.
- K. The term “organization” means any number of persons who have complied with the formal requirements for college recognition.
- L. The term “preponderance of the evidence” refers to the standard of proof the Dean for Student Engagement and the Student Conduct Board use to make the determination if an action or behavior of a student violated the code. The standard is met if the evidence suggests that it is more likely to be true (greater than 50%) than not true that an accused student violated the Code of Conduct.
- M. The term “student,” for the purposes of this code, includes all persons applying for admission or taking credit or non-credit courses provided by the college both full-time and part-time. This also includes Lifelong Learning Institute participants and all individuals taking Waubonsee Community College courses online.
- N. The term “responding party” refers to a student who is identified in a report as allegedly violating the Code of Student Conduct.
- O. The term “Student Conduct Board” means any person or persons authorized by the Dean for Student Engagement to determine whether a student has violated the Code of Student Conduct and to impose appropriate sanctions.
- P. The term “separation” which applies to College Suspension and College Expulsion means that student is denied access to the campus (including classes), to off-campus instructional sites, and/or to all other college activities or privileges for which the student might otherwise be eligible.
- Q. The term “threat” means any expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic.
- R. The term “will” is used in the imperative sense.
- S. The term “Artificial Intelligence” (AI) or “Generative Artificial Intelligence” (Gen-AI) refers to any software or technology capable of performing tasks that typically require human intelligence, including but not limited to learning, decision-making, problem-solving, and composition.

### **III. Dean for Student Engagement's Authority**

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- A. The Dean for Student Engagement has the authority to hear adjudicate cases, impose sanctions, and determine if the Student Conduct Board should be convened.
- B. The Dean for Student Engagement will determine the composition of the Student Conduct Board. This will include faculty and student representative(s). The chair will be a faculty member appointed by the Dean for Student Engagement.
- C. The Dean for Student Engagement will develop procedures for the administration of the Code of Student Conduct.
- D. In certain circumstances, the Dean for Student Engagement may impose an interim suspension prior to a hearing before the Student Conduct Board. Circumstances could include but are not limited to theft or other abuse of College property, or students posing a danger to themselves or others.
- E. Decisions made by the Student Conduct Board will be final, pending the appeal process.
- F. All references to the Dean for Student Engagement will also include the Dean for Student Engagement authorized designee.

### **IV. Procedures**

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- A. Charges
  - 1. Any member of the college community may file a report against any student for misconduct. Reports will be prepared in writing and directed to the Dean for Student Engagement, who is responsible for the administration of the student conduct process. Any report should be submitted as soon as possible after the event takes place. Faculty and Staff are encouraged to submit information through the Waubensee Intervention Forms (WIFs) located at [www.waubensee.edu/report](http://www.waubensee.edu/report).
  - 2. The Dean for Student Engagement may collect additional information to assess its validity and whether the responding party should face charges. If the Dean determines that the case can be resolved administratively through mutual consent of the involved parties, this resolution will be final, and no further proceedings will take place. If mutual consent cannot be reached, the case will be presented to the Student Conduct Board for a hearing.

- a. The Student Conduct Process is as follows for the following reports that have merit and can lead to possible violations.
  - (1.) First offense letter is emailed to the student (Academic Misconduct).
  - (2.) Meeting/phone call is scheduled with the student and/or the student is referred to counseling.
  - (3.) Administrative Hearing (Meeting) with the Dean for Student Engagement and/or the Student Conduct and Education Coordinator.
    - (i.) These are primarily for second-time offenses of plagiarism or cheating.
    - (ii.) Clear evidence of responsibility.
  - (4.) Student Conduct Board Hearing
    - (i.) Cases that are a third or more offense.
    - (ii.) Case cannot be disposed of by mutual consent.
3. All specific charges will be presented to the responding party in written form by the Dean for Student Engagement.
4. Proceedings will be conducted by a Student Conduct Board according to the following guidelines:
  - a. proceedings will be conducted in private unless otherwise mutually agreed to by the responding party and the chairperson of the Student Conduct Board;
  - b. admission of any person to the proceeding will be at the discretion of the Student Conduct Board;
  - c. in proceedings involving more than one responding party, the chairperson of the Student Conduct Board, at their discretion, may permit the proceedings concerning each responding party to be conducted separately;
  - d. the reporting party and the responding party have the right to be assisted by one advisor they choose, at their own expense. The advisor may be anyone, such as parent, friend, faculty, or attorney. The student is responsible for presenting their own case and, therefore, while an advisor may be present, they are not permitted to speak or to participate directly in any proceeding before a Student Conduct Board, nor will they be permitted to cross examine witnesses;
  - e. the reporting party, the responding party and the Dean for Student Engagement will have the privilege of presenting witnesses;

- f. pertinent records, exhibits and written statements may be accepted and/or requested by the Student Conduct Board at the discretion of the chairperson;
- g. all questions are to be directed to and disseminated by the person designated as chair of the Student Conduct Board in their sole discretion;
- h. after the proceedings, the Student Conduct Board will collectively determine, using a standard of preponderance of the evidence, whether or not the responding party is found responsible for violating the Code of Student Conduct.
  - (1) If the Student Conduct Board determines that a responding party has violated the Code of Student Conduct, the Student Conduct Board will collectively determine the sanction(s) to be imposed. Following the proceedings, the chair of the Student Conduct Board will forward its written decision to the Dean for Student Engagement.
  - (2) The Dean for Student Engagement shall render the written decision within ten (10) college days of the proceedings. A decision will be made of any code violation whether the responding party is present or not at the proceedings. The Board, at its sole discretion, may grant a continuance of the proceedings when specifically requested by the responding party.
    - (i.) Once the Student Conduct Hearing process regarding academic misconduct is finished, the faculty member who submitted the case will be informed that the process has been completed.
- 5. No responding party may be found to have violated the Code of Student Conduct solely because the responding party failed to cooperate in the investigation or failed to appear before the Student Conduct Board. However, evidence of the accused student's failure to cooperate in the investigation or failure to appear before the Student Conduct Board may be taken into consideration by the Student Conduct Board, along with other evidence, in reaching a decision concerning the charges. In all cases, the facts in support of the charges will be presented and considered whether or not the accused student is in attendance.
- 6. A responding party against whom disciplinary charges are pending will not be permitted to withdraw from the college with a clear record until such charges have been resolved.

7. When a responding party is found not responsible for violating the Code of Student Conduct, a written statement to the responding party will be issued that no violation of a college regulation has been determined.
8. All Student Conduct Board decisions are effective upon notification to the student by certified mail, email or hand delivery.

B. Sanctions

1. The following sanctions may be imposed upon any student found responsible for violating the Code of Student Conduct. All sanctions will be issued in writing.
  - a. **Warning** – a notice in writing to the student that the student is violating or has violated institutional rules, policies and/or regulations.
  - b. **Probation** – a reprimand for violation of specified rules, policies and/or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional rules, policies and/or regulations during the probationary period.
  - c. **Loss of Privileges** – denial of specified privileges for a designated period of time.
  - d. **Restitution** – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. **Discretionary Sanctions** – work assignments, service to the college or neighboring communities, or other related discretionary assignments.
  - f. **Limited Access** – administrative restriction to selected parts/ locations of campus sites.
  - g. **Withdrawal from Class** – administrative withdrawal with consequent loss of tuition and fees from a class or classes.
  - h. **Withdrawal from Program** – administrative withdrawal with consequent loss of tuition and fees from a program or programs.
  - i. **College Suspension** – separation for a specific period of time, with consequent loss of tuition and fees, of the student from the college after which the student may be eligible to return. While separated the student is not allowed to attend classes, be on college premises including off-campus instructional sites, and is not allowed to participate in college

activities or other privileges for which the student might otherwise be eligible. Conditions for re-admission may be specified.

- j. **College Expulsion** – indeterminate separation, with consequent loss of tuition and fees, of the student from the college. The student is not allowed to attend classes, be on college premises including off-campus instructional sites, and is not allowed to participate in college activities or other privileges for which the student might otherwise be eligible.
  - (1) Reconsideration of expulsion – after an expulsion has become final, the former student may submit a written petition to the Dean for Student Engagement requesting reinstatement. A petition to be reinstated will not be considered prior to the expiration of three (3) years after the effective date of the expulsion. Repeat petitions will not be considered until at least one (1) year has passed since the previous filing for reinstatement.
  - (2) The petition for reinstatement should list reasons why a former student deserves to be readmitted. These reasons must extend beyond the arguments that the decision of expulsion was inappropriate, unless new information becomes available that exonerates the individual. Reasons for restatement should focus on actions and behaviors of the former student after the expulsion. These reasons should be why the student believes they should be given the opportunity to further pursue their education at Waubensee.
  - (3) Once a petition is received the Dean for Student Engagement will form a hearing committee comprised of faculty and staff to review the petition. The Dean for Student Engagement will chair hearing committee. The committee may interview the former student and ask for additional information in the evaluation of the petition.
  - (4) The committee will make a recommendation regarding the petition to the Assistant Provost of Student Services, who will render the final decision and notify the petitioner. If denied the former student may re-petition once one (1) year has passed. There is no appeal process to this decision.
- k. **Revocation of Admission or Degree** – admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.

- I. **Withholding Degree** – the College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Waubonsee Community College Code of Student Conduct, including the completion of all sanctions imposed, if any.
2. Students may be directed to participate in counseling or educational seminars in lieu of, or in addition to, the imposition of sanctions.
3. More than one of the sanctions listed above may be imposed for any single violation.
4. Disciplinary sanctions other than academic sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Dean for Student Engagement. Academic sanctions include Withdrawal from Class, Withdrawal from Program, and College Expulsion.
5. The following sanctions may be imposed upon clubs, groups, or organizations:
  - a. those sanctions listed in Section B.1., a through f.
  - b. Deactivation - loss of all privileges, including college recognition, for a specified period of time.
- C. Interim Suspension

In certain circumstances, the Dean for Student Engagement, or designee, may impose an interim suspension prior to an administrative hearing or a Student Conduct Board hearing. Circumstances could include, but are not limited to, theft or other abuse of College property.

1. Interim Suspension may also be imposed, but not limited to the following:
  - a. safety and well-being of members of the college community or preservation of college property; or
  - b. ensuring the student's own physical or emotional safety and well-being; or
  - c. avoiding a threat of disruption of or interference with the normal operations of the college.
2. During the interim suspension, students will be denied access to the campus (including classes), to off-campus instructional sites, and/or to all other college activities or privileges for which the student might otherwise be eligible, as the Dean for Student Engagement determines appropriate.

**D. Appeals**

A decision reached or a sanction imposed by the Student Conduct Board may be appealed in writing. Letter must be postmarked within ten (10) college days of the receipt of the letter to the Assistant Provost of Student Services of the College. Grounds for appeals should rely upon new evidence, previously unavailable evidence or how the proceeding and/or decision was unjustified. The Assistant Provost of Student Services shall make a determination based upon the report from the Student Conduct Board and Dean for Student Engagement, as well as any written documentation submitted by the student. The Assistant Provost of Student Services shall render a decision within ten (10) college days after receipt of the appeal.

1. An appeal will be limited to a procedural review except when substantive evidence is presented or when the decision involves suspension or expulsion.
2. The Dean for Student Engagement will perform a content review of all decisions involving suspension and expulsion and furnish recommendations as warranted to Assistant Provost of Student Services.
3. Review of the case by the Assistant Provost of Student Services may not result in more severe sanctions for the accused students.
4. The decision of the Assistant Provost of Student Services shall be final.

**V. Interpretation and Revision**

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- A. Any question of interpretation regarding the Code of Student Conduct will be referred to the Dean for Student Engagement for final determination.
- B. The code will be reviewed periodically and amended as necessary under the direction of the Dean for Student Engagement. This Code of Student Conduct was last reviewed 06/03/20.

If you need a disability-related accommodation through any part of this process, please contact a Title IX Coordinator:

Jami Hinshaw

[jhinshaw@waubonsee.edu](mailto:jhinshaw@waubonsee.edu), (630) 466-5748



## STUDENT COMPLAINTS

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Waubonsee Community College values student feedback and aims to amicably resolve student issues and concerns. First, and when appropriate, attempts should be made to resolve the issue informally with the faculty or staff member directly. If they cannot be resolved with that individual then students should go to the supervisor/manager or the appropriate instructional assistant dean or dean. If matters still cannot be resolved informally they should be elevated and reported through the formal complaint process described below.

### Filing a Report

Students wishing to submit a formal complaint about a college policy, practice, or personnel issue should use the following report form found at [www.waubonsee.edu/report](http://www.waubonsee.edu/report). If the complaint is specific to Title IX (sexual misconduct), Discrimination or Harassment, or a complaint regarding a 504 grievance (disability accommodation) please use the form listed on that same page.

### Report Intake

The Assistant Provost of Student Services will register all formal complaints, assess the complaint and identify the appropriate person(s) to assist in resolving the complaint. To file a complaint verbally you can schedule a meeting or phone call with the Assistant Provost of Student Services by calling (630) 466-2349.

Only complaints submitted through this process will be registered as formal complaints. All formal complaints will be responded to within 10 college business days. The AP of Student Services will attempt to resolve the complaint within 30 business days, although some complaints may require more time. The AP of Student Services will respond in writing (via student email) the decision to resolve the complaint.

### Resolution

Some formal complaints may not be resolved to the satisfaction of the student. If a student does not believe the complaint resolution was appropriate or there was an issue of bias in the process, they can contact the Provost to review the handling of the complaint. The Provost will review all materials and may request additional information from the student before making a final decision. Should the Provost not grant the appeal, students can move their formal complaint to the Illinois Community College Board (ICCB), which an accessible link is on Waubonsee's reporting information page [www.waubonsee.edu/report](http://www.waubonsee.edu/report).

For questions regarding this student complaint process, please contact the Assistant Provost of Student Services at (630) 466-2349.

## WAUBONSEE COMMUNITY COLLEGE PLAGIARISM STATEMENT

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Plagiarism, using your own or another person's published or unpublished work by paraphrase or direct quotation without full and clear acknowledgment, is a serious breach of academic integrity, and is considered a breach of the Code of Student Conduct. The college expects that students will submit their original work, in their own words, representing their own ideas and judgments. Students will appropriately cite and document ideas, words and works used. Penalties for plagiarism will be determined by the instructor, the Dean for Student Engagement and/or the Student Conduct Board as the situation warrants.

### ***What is plagiarism?***

Plagiarism is more than the theft of mere words: plagiarism involves ideas, theories, insights, work products, projects and images—all collectively termed intellectual property. Authors, scientists, and artists own their intellectual property, so any use of this property without credit is the equivalent of theft. [Refer to Section (I)(B)(1)(b) in Code of Student Conduct.]

### ***Examples of plagiarism include:***

- Handing in a paper or assignment (in part or in whole) written by someone else
- Incorporating information from a book or article without documenting the source
- Incorporating information from an electronic source (website, listserv, etc.) without documenting the source
- Submitting a paper, assignment, or project that was purchased and representing it as your own work
- Inaccurate or incomplete documentation of the source of any information
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***What is not plagiarism?***

The learning process often calls upon students to work collaboratively or seek outside assistance—such work does not fall within the bounds of plagiarism.

Examples of work that is **not** plagiarism include:

- Working on a group project
- Seeking assistance from the Writing Assistance Center
- Asking another student to read over your work and offer their opinion
- Consulting with an instructor on a paper or assignment

***Why is plagiarism such a concern?***

Plagiarism runs counter to the entire learning process. When a student takes a shortcut to completing an assignment or hands in someone else's work, they have missed the opportunity to learn. This is a rather disingenuous approach to education as well as a breach of academic integrity. Furthermore, students who cheat may find that they have really cheated their own futures, as they may later be called upon to use the very skills and abilities the assignment was designed for them to learn.

Plagiarism is about ownership. Scholars, artists, writers, computer programmers and other professionals make their livings through the articulation of ideas. Through publication they have allowed others access to these ideas but they still own them. Plagiarism robs these individuals not just of their intellectual property but also of their livelihood.

Plagiarism is a form of dishonesty. Students who plagiarize hurt not only themselves but also other students who have done the work honestly. Avoiding the sometimes laborious work of scholarship is not only dishonest, it is also unfair to those who were willing to put in the time and effort necessary.

### ***How can students avoid academic misconduct?***

There are several ways students can avoid plagiarism.

#### ***As you prepare a paper or assignment:***

1. Keep careful records of the sources you consult. If you record this information as you work, you will avoid needless searching later on.
2. Familiarize yourself with the instructor's preferred citation and documentation style (MLA, APA, CMS, etc.). If you need additional assistance, Waubonsee offers workshops on research writing and the services of professional tutors in the Tutoring Centers.
3. Learn what falls within the limits of common knowledge. What is considered common knowledge may differ by discipline, but it generally consists of facts and information that are readily available to the public through a variety of sources.
4. When in doubt, cite it! If you are not sure whether or not the information would be considered public knowledge either ask your instructor or cite it to be on the safe side.
5. Place quotes around words that are not your own. Even if you've documented the source at the end of the paper or assignment, you are not done yet. Quotation marks indicate that you are using someone else's language.
6. Be careful when you paraphrase information. Paraphrasing refers to including someone else's information in your own words. Learn what makes for an appropriate paraphrase and remember to cite—even though you may have changed the language, the author still owns the ideas behind the language.

***Before you hand in a paper or assignment:***

1. Keep copies of drafts, outlines, and any other planning documents you used in preparing course assignments. If any questions arise, you will then have evidence you've done your own work.
2. Double-check your documentation and citation format for accuracy. Read through the paper or assignment asking yourself: Did I know this before I began my research? Would I have expressed this the same way had I not been exposed to the same sources? Is every quote followed by the source? Are paraphrases accurate? Are paraphrases representative of my own language use?

***After you hand in a paper or assignment:***

1. Keep a dated copy for yourself. In case questions arise, you will have a record of the completed version.
2. Do not allow others to hand in your work as their own. Allowing others to misrepresent your work is also plagiarism and truly undermines the hard work you have put into the learning process.
3. Do not submit the same assignment for another class or recycle the research without first consulting with the instructor.

***What are the consequences for plagiarizing?***

If a faculty finds that you have cheated or plagiarized, faculty may give a zero grade for the assignment, fail you from the course, and report the Academic Misconduct to the Dean for Student Engagement for further disciplinary action.

**Integrity Statement for Waubonsee Community College**

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Waubonsee Community College believes that all members of the community (students, faculty, staff, and administrators) have a responsibility to participate in learning with honesty, respect, and integrity. We must commit to engage in learning both in and out of the classroom, value each member in our learning community, demonstrate original thought, and help foster ethical, open, safe learning environments for all.

## HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT POLICY

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For the most current information, visit [www.waubonsee.edu/titleix](http://www.waubonsee.edu/titleix).

To file a claim of harassment, sexual harassment, discrimination, or sexual misconduct, please visit: [www.waubonsee.edu/WIF](http://www.waubonsee.edu/WIF) or contact one of the Title IX Coordinators listed below.

***Title IX Coordinator:***

***Jami Hinshaw, Dean for Student Engagement,  
(630) 466-5748 or [jhinshaw@waubonsee.edu](mailto:jhinshaw@waubonsee.edu)***

***Title IX Deputy Coordinators:***

***Dr. Scott Peska, Assistant Provost of Student Services,  
(630) 466-2362 or [speska@waubonsee.edu](mailto:speska@waubonsee.edu)***

***Julie Olczyk, Employee Relations Manager,  
(630) 466-2771 or [jolczyk@waubonsee.edu](mailto:jolczyk@waubonsee.edu)***

## PREGNANCY AND RELATED CONDITIONS PROCEDURE

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### Non-Discrimination Statement

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Waubonsee Community College does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). The College prohibits members of the College community from adopting or implementing any policy, practice, or procedure which treats an applicant for admission, student, applicant for employment, or employee differently on the basis of current, potential, or past parental, family, or marital status. This procedure and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

### Definitions

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- **Familial Status:** The configuration of one's family or one's role in a family.
- **Marital Status:** The state of being married or unmarried.
- **Parental Status:** The status of a person who, with respect to another person who is under the age of 18, is a biological, adoptive, foster, or stepparent; a legal custodian or guardian; in loco parentis with respect to such a person; or actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- **Pregnancy and Related Conditions:** The full spectrum of processes and events connected with pregnancy, including pregnancy, childbirth, termination of pregnancy, or lactation; related medical conditions; and recovery therefrom.
- **Reasonable Modifications:** Individualized modifications to the College's policies, practices, or procedures that do not fundamentally alter the College's education program or activity.

## **Information Sharing Requirements**

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Any College employee who becomes aware of a student's pregnancy or related condition is required to provide the student with the Title IX Coordinator's contact information and communicate that the Coordinator can help take specific actions to prevent discrimination and ensure equal access to the College's education program and activity. If the employee has a reasonable belief that the Title IX Coordinator is already aware of the pregnancy or related condition, the employee is not required to provide the student with the Title IX Coordinator's contact information.

Upon notification of a student's pregnancy or related condition, the Title IX Coordinator will contact the student and inform the student of the College's obligations to:

- Prohibit sex discrimination.
- Provide reasonable modifications.
- Allow access, on a voluntary basis, to any separate and comparable portion of the institution's education program or activity.
- Allow a voluntary leave of absence.
- Ensure lactation space availability.
- Maintain a Resolution Process for alleged discrimination.
- Treat pregnancy as comparable to other temporary medical conditions for medical benefit, service, plan, or procedure purposes.

The Title IX Coordinator will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation, as applicable.

## **Reasonable Modifications for Students**

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Students who are pregnant or are experiencing related conditions are entitled to Reasonable Modifications to prevent sex discrimination and ensure equal access to the College's education program and activity. Any student seeking Reasonable Modifications must contact the Title IX Coordinator to discuss appropriate and available Reasonable Modifications based on their individual needs. Students are encouraged to request Reasonable Modifications as promptly as possible, although retroactive modifications may be available in some circumstances. Reasonable Modifications are voluntary, and a student can accept or decline the offered Reasonable Modifications. Not all Reasonable Modifications are appropriate for all contexts.



**Reasonable Modifications may include:**

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Access to online or homebound education
- Changes in schedule or course sequence
- Time extensions for coursework and rescheduling of tests and examinations
- Allowing a student to sit or stand, or carry or keep water nearby
- Counseling
- Changes in physical space or supplies (for example, access to a larger desk or a footrest)
- Elevator access
- A larger uniform or other required clothing or equipment
- Other changes to policies, practices, or procedures determined by the Title IX Coordinator

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members and the College's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

Supporting documentation for Reasonable Modifications will only be required when it is necessary and reasonable under the circumstances to determine which Reasonable Modifications to offer to determine other specific actions to take to ensure equal access.

Information about pregnant students' requests for modifications will be shared with faculty and staff only to the extent necessary to provide the Reasonable Modification.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like any other student with a temporary disability. The Title IX Coordinator will consult with disability support staff to ensure the student receives reasonable accommodations for their disability as required by law.

### **Certification to Participate**

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All students should be informed of health and safety risks related to participation in academic and co-curricular activities, regardless of pregnancy status. A student may not be required to provide health care provider or other certification that the student is physically able to participate in the program or activity, unless:

- The certified level of physical ability or health is necessary for participation;
- The institution requires such certification of all students participating; and
- The information obtained is not used as a basis for pregnancy-related discrimination.

### **Lactation Space Access**

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The College provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of others.

#### **Aurora Downtown Campus**

- Offices designated as needed

#### **Aurora Fox Valley Campus**

- FOX 205

#### **Sugar Grove Campus**

- VON 111

#### **Plano Campus**

- PC 218

## Leaves of Absence

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### Students

Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.

To the extent possible, the College will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same or an equivalent course catalog that was in place when the leave began.

Continuation of students' scholarships, fellowships, or similar College-sponsored funding during the leave term will depend on student registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar College-supported funding by exercising their rights under this procedure.

The Title IX Coordinator can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

In order to initiate a leave of absence, the student must contact the Title IX Coordinator at least 30 calendar days prior to the initiation of leave, or as soon as practicable. The Coordinator will assist the student in completing any necessary paperwork.

### Employees

If an employee, including a student-employee, is not eligible for leave under the aforementioned leave procedure because they either (1) do not have enough leave time available, or (2) have not been employed long enough to qualify for leave, they are eligible to qualify for pregnancy or related condition leave under Title IX. Pregnancy and related conditions will be regarded as a justification for a leave of absence without pay for a reasonable period of time.

Employees who take leave under Title IX must be reinstated to the status held when leave began or a comparable position without a negative effect on any employment privilege or right.

### **Dissemination and Training**

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A copy of this procedure will be made available to faculty and employees in annually required training and posted on the College website. The College will alert all new students about this procedure. The Title IX Coordinator will make educational materials available to all members of the College community to promote compliance with this Procedure and familiarity with its procedures.

## COMMUNICABLE DISEASES POLICY

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It is the policy of Waubonsee Community College to not discriminate, in enrollment or employment, against any individual infected with a communicable disease. The Illinois Department of Public Health and the National Centers for Disease Control and Prevention have specified diseases that are contagious, infectious, communicable and dangerous to the public health. Instances of communicable diseases will be reviewed on a case-by-case basis and reasonable accommodations will be made in compliance with applicable state and federal laws, regulations and rules. The college is committed to protecting the health and general welfare of the students, faculty and staff.

Waubonsee Community College will report to the community on those communicable disease/conditions listed on the nationally notifiable communicable diseases or conditions web page at [www.cdc.gov/nndss](http://www.cdc.gov/nndss) that is published annually by the Centers for Disease Control and Prevention (CDC).

Employees and students who are infected with a notifiable communicable disease are to report such information to the appropriate designated college official listed below, so the College may respond promptly and appropriately. Failure by employees or students infected with a notifiable communicable disease to report may result in disciplinary action up to and including dismissal.

Any employee, faculty member, or student who becomes aware of someone (e.g. employee, student) who is infected with a notifiable communicable disease are to immediately inform one of the following designated individuals:

### **Students:**

Jami Hinshaw, Dean for Student Engagement,  
(630) 466-5748 or [jhinshaw@waubonsee.edu](mailto:jhinshaw@waubonsee.edu)

### **Employees:**

Katie Kripp, Director of Human Resources  
(630) 466-5727 or [kkripp@waubonsee.edu](mailto:kkripp@waubonsee.edu)

### **Procedures**

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1. The college will not disclose the identity of any employee or student who has a communicable disease, except as authorized by law or where that individual provides written consent.
2. All confidential medical information about an individual will be handled in compliance with legal requirements and professional ethical standards.
3. The college shall identify sources of competent and confidential testing for communicable diseases as well as counseling services upon request.
4. This policy is subject to applicable college personnel policies and program requirements.

## PROCEDURES FOR STUDENT ASSEMBLIES

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Student assemblies are an important part of the college experience and can provide an opportunity for students to present issues in a manner appropriate to the traditions of the academic community. To protect the rights and privileges of all students so they may benefit from the educational opportunities offered by the college, the rules and regulations regarding student assemblies are as follow:

1. Student assemblies, rallies or demonstrations to be conducted on the Waubensee campus require an Event Request Form.
2. Submit the Event Request Form to the Student Life Office at least three weeks prior to the date of the requested assembly so college resources can be coordinated.
3. Follow the stated rules that apply to all scheduled use of the college's facilities by recognized organizations and that have been approved by the board of trustees.
  - a. There may be a charge for non-common space usage, set-up and security.
  - b. Must be conducted in an orderly manner.
  - c. There may be no interference with vehicular or pedestrian traffic on any part of the campus.
  - d. There may be no interference with classes, use of educational or recreational facilities or other functions of the college.
  - e. Demonstrations or conduct of groups and individuals that are beyond the traditional conduct commonly expected in the academic community may not be conducted in the college's buildings.
  - f. Any word, spoken or written, must not be of an obscene or vulgar nature.
  - g. Students not responding to officials of the college in the performance of their office are subjected to sanctions pursuant to the Code of Student Conduct.
4. A copy of this procedure is made available to any student requesting assembly privileges.

## NETWORK USER RULES

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The following Information Technology Acceptable Usage Agreement relates to the utilization of all forms of technology to further the mission of the College: to provide a quality, accessible, educational experience for a broad array of students and community members.

Information Technology is considered an institutional resource. As such, efficient and effective utilization of various forms of technology taking into account the institution's needs balanced with the interests of individual students and community members, faculty and staff is an institutional priority.

### Acceptable Usage Agreement

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As part of its educational mission, Waubonsee Community College (College or Waubonsee) acquires, develops, and maintains computers, computer systems and networks. These computing resources are intended for college-related purposes, including direct and indirect support of the College's instruction, research and service missions; college administrative functions; student and campus life activities; and the free exchange of ideas within the college community and among the College community and the wider local, national and world communities.

This Agreement applies to all users of College computing resources, whether affiliated with the college or not, and to all uses of those resources, whether on campus or from remote locations. Additional procedures may govern specific computers, computer systems or networks provided or operated by specific departments of the college. Consult the managers of the specific computer, computer system, or network that you are interested in for further information. This Agreement may be modified as deemed appropriate by the College. Users are encouraged to periodically review the agreement as posted on the College's website home page.

### Rights and Responsibilities

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The rights of academic freedom and freedom of expression apply to the use of college computing resources. So too, however, do the responsibilities and limitations associated with those rights. The College supports a campus and computing environment open to the free expression of ideas, including unpopular points of view. However, the use of college computing resources, like the use of other College-provided resources and activities, is subject to the requirements of legal and ethical behavior. Thus, legitimate use of a computer, computer system or network does not extend to whatever is technically possible.

## General Rules

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Users of College computing resources must comply with federal and state laws, college rules and policies, and the terms of applicable contracts including software licenses while using college computing resources. Examples of applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Illinois Computer Crime Prevention Law, the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking" and similar activities; the college's Student Code of Conduct; the College's Discrimination and Harassment Policy.

Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks. Users with questions as to how the various laws, rules and resolutions may apply to a particular use of College computing resources should contact the Office of the Chief Information Officer for more information.

Users are responsible for ascertaining what authorizations are necessary and for obtaining them before using college computing resources. Users are responsible for any activity originating from their accounts which they can reasonably be expected to control. Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been assigned by the account administrator. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident to the Technical Assistance Center (TAC) at [tac@waubonsee.edu](mailto:tac@waubonsee.edu) or (630) 466-4357.

User may not copy, store, or transmit unencrypted confidential and sensitive data on smart phones, floppy disks, CD/DVDs, PDAs, USB flash drives, non-College-owned/-leased computing devices, or other portable storage or computing devices.

Although there is no set bandwidth, disk space, CPU time or other limit applicable to all uses of College computing resources, the College may require users of those resources to limit or refrain from specific uses if, in the opinion of the system administrator, such use interferes with the efficient operations of the system.

Users may not state or imply that they speak on behalf of the College or use College trademarks and logos without authorization to do so. Authorization to use College trademarks and logos on College computing resources may be granted only by the Office of the Executive Director of Marketing and Communications. The use of appropriate disclaimers is encouraged.



## Enforcement

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Users who violate this Agreement may be denied access to College computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the College disciplinary procedures applicable to the user. The College may suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

## Security and Privacy

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The College employs various measures to protect the security of its computing resources and its user's accounts. Users should be aware, however, that the College cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly.

Users should also be aware that their uses of College computing resources are not completely private. While the college does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. The College may also specifically monitor the activity and accounts of individual users of College computing resources, including individual login sessions and the content of individual communications, without notice, when:

- The user has voluntarily made them accessible to the public, as by posting to Usenet or a Web page;
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of college or other computing resources or to protect the College from liability;
- There is reasonable cause to believe that the user has violated or is violating this policy;

An account appears to be engaged in unusual or unusually excessive activity; or it is otherwise required or permitted by law.

Any such monitoring of communications, other than what is made accessible by the user, required by law, or necessary to respond to

perceived emergency situations, must be authorized in advance by the Executive Director of Human Resources, or Chief Information Officer consultation with the College General Counsel. The college, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings and/ or criminal charges. Communications made by means of college computing resources are also generally subject to the Illinois Freedom of Information Act to the same extent as they would be if made on paper.

Visitors to Waubonsee websites who are not currently Waubonsee students, faculty or staff should refer to the college's Internet Privacy Policy for privacy information.

## Email

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For purposes of this document, email includes point-to-point messages, postings to newsgroups and listservs and any electronic messaging involving computers and computer networks. Organizational email accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the Waubonsee community. Email is also generally subject to the Illinois Freedom of Information Act to the same extent as it would be on paper.

mymail, powered by Google, is the official email account for students.

**Examples of Inappropriate Uses of Email:** While not an exhaustive list, the following uses of email by individuals or departments are considered inappropriate and unacceptable at the Waubonsee Community College. In general, email shall not be used for the initiation or re-transmission of:

- Chain mail that misuses or disrupts resources — Email sent repeatedly from user to user, with requests to send to others;
- Harassing or hate-mail — Any threatening or abusive email sent to individuals or organizations that violates college rules and regulations or the Code of Student Conduct;
- Virus hoaxes;
- Spamming or email bombing attacks — Intentional email transmissions that disrupt normal email service;
- Junk mail — Unsolicited email that is not related to college business and is sent without a reasonable expectation that the recipient would welcome receiving it; and
- False identification — Any actions that defraud another or misrepresent or fail to accurately identify the sender.

## Web Pages

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Official College pages represent the College and are intended for the official business functions of the College. Each official page, including faculty Web pages, must be built using the College's content management system and registered with the College's Marketing and Communications Department.

Personal Web space for employee pages represents the individual in their primary role as a Waubonsee employee. Incidental personal information on employee pages is deemed acceptable so long as it does not interfere with the function or desired presentation of the department, cause disruption of normal service, incur significant cost to the college or result in excessive use of resources. Faculty and staff who wish to publish substantial personal information not related to their College functions should use an Internet service provider rather than using college Web resources.

### Commercial Pages

Using Waubonsee Web pages for personal gain is forbidden. Any private commercial use of Waubonsee Web pages must be pre-approved pursuant to existing College policies and procedures regarding outside employment activities. All Waubonsee departments that accept payments electronically via the Internet are required to process all sales transactions through the Finance Office approved Web payment gateway.

Waubonsee accepts no responsibility for the content of pages or graphics that are linked from Waubonsee pages. However, Web page authors should consider that such links, even when clearly labeled, can be misinterpreted as being associated with the College. Links to pages where you have a personal monetary interest are likely to violate policies regarding advertising and commercial use and must be avoided.

### Excessive or Disruptive Use

Excessive or disruptive use of College resources in the viewing or publishing of Web pages is not permitted. Departments owning or administering the resources involved will determine whether specific usage is considered normal, excessive or disruptive.

### Retention Periods

Retention periods must be followed for all official College Web pages as required by the Illinois State Records act. Official college Web pages are treated like email and subject to the same guidelines set forth in the Waubonsee email as Public Records Procedure.

## **Network Infrastructure/Routing**

Users must not attempt to implement their own network infrastructure. This includes, but is not limited to basic network devices such as hubs, switches, routers, network firewalls, and wireless access points. Users must not offer alternate methods of access to Waubonsee IT resources such as modems and virtual private networks (VPNs). Users must not offer network infrastructure services such as DHCP and DNS. Exceptions to this requirement must be coordinated with Office of the Chief Information Officer.

## **Wireless**

For the purposes of this document, we refer only to wireless transmission using radio frequency (RF). Wireless is shared media and easily intercepted by a third party. Wireless users are encouraged to use some type of encryption such as WPA2, EAP-TLS, etc.

Improperly configured wireless access points (WAPs) might cause denial of service to legitimate wireless users. WAPs can also be used to subvert security. Wireless access points must be authorized by Office of the Chief Information Officer.

## **Virtual Private Network (VPN)**

A VPN provides secure encrypted access between a client and the VPN server. They are most commonly used for secure access to a trusted network from remote, untrusted networks.

VPN servers must be authorized by Office of the Chief Information Officer.

## TRAFFIC REGULATIONS

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The Illinois Vehicle Code is available for inspection at Campus Police. All “Rules of the Road” are adhered to on campus and apply to all persons operating a motor vehicle or riding a bicycle.

The following are samples of the offenses reported and prosecuted under the Illinois Vehicle Code.

- Driving while under the influence of intoxicating liquor or drugs.
- Transportation of alcoholic beverages. (Note that college regulations also forbid liquor on campus.)
- Reckless driving.
- Drag racing.

The following actions are prohibited. Violators are issued a citation for either a Parking or Moving violation and ordered to pay the corresponding fine.

- Speeding
  - in excess of 25 miles per hour on access roads
  - in excess of 15 miles per hour in parking areas
  - in excess of safe speed for weather/road conditions
- Passing
- Disobeying a stop sign
- Failing to yield right-of-way to emergency vehicles
- Driving upon sidewalk, grass or cross country path without authorization
- Operating any off-road vehicle on campus (for example, snowmobile, dirt bike)
- Failing to yield right-of-way
- Failing to obey directives of a campus police officer, police cadet, or campus safety officer
- The use of bicycles, skateboards, scooters, roller blades/skates, and hoverboards on sidewalks and within all buildings on campus, unless approved in advance as part of a scheduled program, demonstration, or special event.

**Campus Citations and Fines**

Campus Police issue citations for violations of the college traffic regulations listed in the previous section and for certain other college regulations. Campus Police officers may also issue state traffic citations for serious violations of the Illinois Vehicle Code and make arrests for criminal offenses.

Students receiving a campus citation may submit a written appeal within 14 days of issuance date. Appeal forms are available at the Campus Police Office in Dickson Center, Room 165. If the violator does not appeal the citation within this time frame the right to appeal the citation is waived. State citations are handled in the appropriate traffic court and are not subject to appeal through the College. Students may submit a written appeal to contest a college citation to the Assistant Provost of Student Services in the Student Center, Room 239.

If a college citation is not paid within 28 days from the date of the citation a late fee will be assessed as indicated below.

**Parking Citations:**

Handicapped Parking Violation	\$250	(Late fee \$10)
Fire lane Violation	\$50	(Late fee \$10)
Other Parking Violation	\$20	(Late fee \$10)
Traffic Violation	\$50	(Late fee \$25)
Smoking Violation	\$50	(Late fee \$25)

For payment options, see page 123.



## WHO'S WHO ON CAMPUS

### BOARD OF TRUSTEES

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Chair	Rebecca D. Oliver, Sugar Grove
Vice Chair	Patrick Kelsey, Montgomery
Secretary	Greg Thomas, Aurora
	Rick Guzman, Aurora
	Daniel Jaquez, CISA, CDPSE, CRISC, Yorkville
	Stacey Ries, Oswego
	Tina Willson, Montgomery
Student Trustee	Maria Santillan, Aurora (2025-2026)

### HOWTO GET INTOUCH

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#### Office Hours

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See “Hours of Operation” in the front of this handbook for specific departmental hours. During the first week of classes, faculty members provide students with their office hours or other ways to contact them during non-classroom hours. Students may also call the office of the instructor’s Dean.

## **Voice Mail**

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Students can reach full-time faculty members from any touch-tone phone by dialing the main campus number, (630) 466-7900, followed by the office extension of the faculty member. If the phone is not answered, a message can be left. Voice mail is available 24 hours a day, seven days a week.

Adjunct faculty have voice mail only. To leave them a message from a campus phone, dial 2601 to access the voice mail system. When you hear the auto-attendant answer, dial the four-digit extension you are trying to reach. If, after dialing 2601, you are asked for your security code, press \*, wait for the auto-attendant to answer, and then dial the four-digit extension. From off-campus, dial the main switchboard number, (630) 466-7900. When the auto-attendant answers, enter the four-digit mailbox number of the faculty member you are trying to reach. If you do not know the four-digit number, dial 0 for the college information center to connect you or follow the prompts.

## **Email**

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All Waubonsee students are assigned an individual student "waubonsee.edu" email account. Student can access their email through the mywcc portal (see "ABCs of Waubonsee" section for more information).

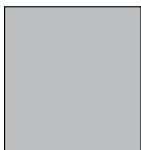
Students should email faculty, staff and departments using their waubonsee email. For a directory of email addresses, visit [www.waubonsee.edu/directory](http://www.waubonsee.edu/directory). You can look up an instructor or staff member and instantly connect with them via email, or simply find their campus address and phone number for future reference.

All students also have access to canvas course messaging. Faculty primarily correspond through Canvas for online courses, so students should check both their email and Canvas messages.



## PROVOST

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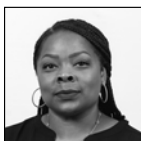
**Vacant,  
Provost**  
Collins Hall,  
Room 132, ext. 2353

## Teaching and Learning



**Sharon Garcia,  
Assistant Provost of Teaching and Learning**  
Collins Hall,  
Room 133, ext. 2985

## Workforce Education



**Ne'Keisha Stepney,  
Assistant Provost of Workforce Development**  
Technical Education Center,  
ext. 2966

Teaching and Learning

Arts and Humanities



**Dr. Danielle Hardesty,**  
**Dean**  
Bodie Hall,  
Room 134, ext. 2881



**John Metych,**  
**Assistant Dean**  
Bodie Hall,  
Room 135, ext. 6622

Disciplines:

Art	Philosophy
Communications	Religious Studies
English	Sign Language
Film Studies	Theater
History	World Languages
Humanities	- French
Mass Communication	- Japanese
Music	- Spanish
Peace Studies	

Faculty:

Archos, Vicky	Lathan, Dr. Mark	Portincaso, Daniel
Bickley, Keith	Laufenberg, Todd	Powers, Dr. Amy
Bitterman, John	Lawler, Dr. Aaron	Quirk, Sarah
Clark, Gary	Livingston, Kim	Sen, Dr. Reshmi
Clem, Dr. Billy	McGuire, Jennifer	Thomas, Katherine
Draper, Dr. Timothy	Mendoza, Lilia	Weber, Heather
Jeppesen, Doug	Nichols, Jon	Zusman, Steven
Kayes Halpern, Debra	Popowitch, Mark	

## Business and Social Science



**Dr. Tamekia Smith,**  
**Dean**  
Academic and  
Professional Center,  
Room 244, ext. 2358



**Dr. Jeanine McMillen,**  
**Assistant Dean**  
Akerlow Hall,  
Room 228, ext. 2264

### Disciplines:

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Accounting	Information Systems
Anthropology	- Computer Information Systems
Business	- Cybersecurity
- Business Administration	- Website Development
- Finance & Banking	Kinesiology/Physical
- Management	Education
- Marketing	Political Science
Early Childhood Education	Psychology
Economics	Social
Education	Science
	Sociology

### Faculty:

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Al Naber, Dr. Nour	Heller, Dr. Emily	Newman, Eamon
Chaaban, Amy	Iseli, Elinor	O'Connell-Knuth, Linda
Chatman, Jason	Kiefer, Richard	Randall, Kathleen
Clements, Andy	LaCost, Dr. Heather	Rochon, Jason
Collins, Catherine	Meredith, Laura	Skaggs, Steven
Fozio-Thielk, Dr. Lisa	Miller, Jessie	
Gibbons, Daniel	Moriarty, Timothy	

Health Professions and Public Service



**Robert Cofield,**  
**Dean**  
Aurora Fox Valley,  
Room 110, ext. 3904



**Dr. Mary Beth**  
**Hutches,**  
**Director of Nursing**  
Aurora Fox Valley,  
Room 111, ext. 3903

Disciplines:

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Criminal Justice	Medical Assistant
Emergency Medical Technician	Nurse Assistant
Fire Science	Nursing
Health Information Technology	Paralegal
Human Services	Phlebotomy

Other Areas:

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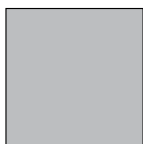
American Heart Association Training Center	Driver Safety Program
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Faculty:

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Brown, Joshua	Krueger, Laurel	Saccone, Patricia
Erickson, Sharon	Limbrunner, Tracy	Smogur, Monica
Giese, Lisa	Montgomery, Andrea	
Hodur, Katherine	Paton, Mary	

## Industry and Technology



**Vacant,  
Dean**  
Science Building,  
Room 218, ext. 2854



**Dr. Jeanine McMillen,  
Assistant Dean**  
Akerlow Hall,  
Room 228, ext. 2264

### Disciplines:

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Automotive Collision and Refinishing Technology	Engineering
Automation Technology	Heating, Ventilation and Air Conditioning
Automotive Technology	Machine Tool Technology
Computer Aided Design and Drafting	Welding Technology
Construction Management	

### Faculty:

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Cervantes, Ramiro	Gloudeman, Mark	Mikrut, Donna
Friedland, Tyler	Hines, Randall	Tiberio, Guy
Fuechsl, Cayla	Kloke, Joseph	

Mathematics and Sciences



**Dr. Eric Aurand,**  
**Dean**  
Science Building,  
Room 218, ext. 2854



**John Metych,**  
**Assistant Dean**  
Bodie Hall,  
Room 135, ext. 6622

Disciplines:

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Astronomy	Geography
Biology	Geology
Chemistry	Mathematics
Earth Science	Physics

Faculty:

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Ajinh, Divya	Gore, Barbara	Showalter, Jennifer
Christensen, Dr. Nancy	Hoshaw, Justin	Thomas, Dr. Evan
Crawford, Mark	Jindal, Dr. Pratima	Vemu, Dr. Sheela
Dosch, Tracey	Kifowit, Dr. Steven	Voorhees, Dave
Fischer, Dani	Schulze, Karl	Weiss, Alfred

## Academic Support



**Jessica Moreno,**  
**Dean**  
Collins Hall,  
Room 161, ext. 2409

### Disciplines:

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Developmental English	College Success Topics
Developmental Mathematics	

### Other Areas:

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Academic Success Initiatives	Testing Services
College Readiness	Tutoring Centers
Library	

### Faculty:

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Brown, Maribeth	Lindquist, Michelle	Theobald, Jo Lynn
Field, Ellen	Mattern, Joshua	
Fuller, Teri	Morgan, Melissa	

## Admissions



**Faith LaShure, Dean**  
Student Center,  
Room 252, ext. 5730

## Adult Education



**Adam Schauer, Dean**  
Aurora Downtown Campus,  
Room 460, ext. 4110

## Community Engagement



**Dr. Melinda Tejada,**  
**Vice President of Community Engagement and**  
**Executive Director of the Foundation**  
Dickson Center,  
Room 201, ext. 2590

## Library Services



**Spencer Brayton, Director**  
Collins Hall,  
Room 222, ext. 2405

## Faculty:

Alvarado, Annette

Burke, Adam

Wagner, Nate

## Registration and Records/Registrar



**Marc Dale, Jr., Director**  
Student Center,  
Room 245, ext. 2373

## Student Engagement



**Jami Hinshaw, Dean**  
Student Center,  
Room 103, ext. 5748



## Student Financial Services



**Mary Greenwood, Director**

Student Center,  
Room 242, ext. 2359

## Student Services



**Dr. Scott Peska,  
Assistant Provost of Student Services**

Student Center,  
Room 241, ext. 2363

## Student Success and Retention



**Dr. Lisa Richardson, Executive Dean**

Student Center,  
Room 274, ext. 2389

## Faculty:

Avilés-Davis, Evelyn  
Barreto, Dr. David

Levi, Sara  
Locke, Christian

Popik, John  
Rios, Gabriela

## Directory of Full-Time Faculty and Administrators

If you are looking for a department, try the “Quick Directory” on the inside back cover. You can look up faculty and staff members on Waubonsee’s website ([www.waubonsee.edu](http://www.waubonsee.edu)) to get their phone number or contact them by email. See the maps in this handbook for building locations — DWNTN is Aurora Downtown Campus, FOXVLY is Aurora Fox Valley Campus and PLANO is Plano Campus.

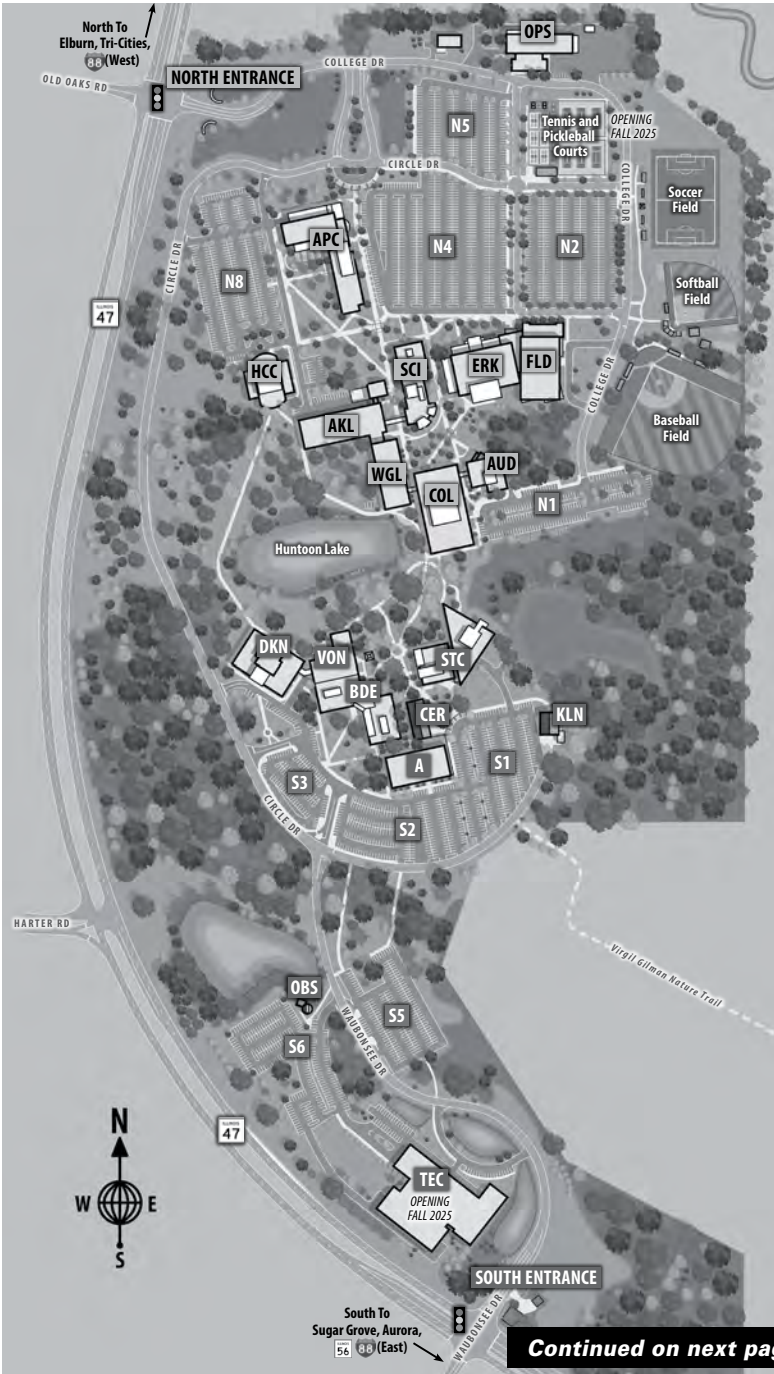
NAME	AREA	LOCATION	EXT.
Ajinth, Divya	Mathematics	BDE 229	2459
Al Naber, Nour	Business	APC 284	2325
Alvarado, Annette	Librarian	DWNTN 189	4626
Archos, Vicky	Communications	BDE 204B	6696
Aurand, Eric	Mathematics and Sciences	SCI 218	2854
Avilés-Davis, Evelyn	Bilingual Counselor	DWNTN 119	4183
Barreto, David	Counselor	DWNTN 121	4606
Bickley, Keith	Philosophy	VON 239	2946
Bitterman, John	Communications	BDE 201	2269
Bizoukas, Tim	Employee Development	A 102	2404
Brayton, Spencer	Library Services	COL 124	2405
Brown, Joshua	Nursing	FOXVLY 127	3913
Brown, Maribeth	Mathematics	BDE 122	5741
Bryant, John	Financial Services	DKN 263	2475
Burke, Adam	Librarian	COL 221	2421
Cervantes, Ramiro	Auto Collision and Refinishing Technology	TEC	2550
Chaaban, Amy	Information Systems	AKL 216	2735
Chatman, Jason	Sociology	APC 283	2442
Christensen, Nancy	Chemistry	SCI 224	2472
Clark, Gary	English	BDE 223	2391
Clem, Billy	English	WGL 220	2388
Clements, Andy	Business	APC 271	2315
Cofield, Bob	Health Professions and Public Service	FOXVLY 110	3904
Collins, Catherine	Accounting	APC 275	2328
Crawford, Mark	Mathematics	BDE 231	2895
Dale Jr., Marc	Registration and Records/Registrar	STC 245	2373

NAME	AREA	LOCATION	EXT.
Donatille, Emma	Development and Alumni Relations	AKL 232	2277
Dosch, Tracey	Biology	SCI 118	2948
Draper, Timothy	History	APC 271	2556
Erickson, Sharon	Nursing	FOXVLY 123	3912
Evans, Marleigha	Diversity, Equity, and Inclusion	COL 158	6671
Felton, Terence	Chief Information Officer	DKN 101	2572
Field, Ellen	Mathematics	AKL 217	2851
Fier, Michael	Technology Services	COL 110	2986
Fischer, Danielle	Biology	SCI 116	2345
Flavin Cox, Shannon	Grants Compliance	A 166	6803
Fozio-Thielk, Lisa	Psychology	APC 266	2559
Friedland, Tyler	Automotive Technology	TEC	2308
Fuechsl, Cayla	Automotive Technology	TEC	2940
Fuller, Teri	English	BDE 225	2732
Garcia, Sharon	Teaching and Learning	COL 133	2985
Gibbons, Daniel	Accounting	APC 268	2326
Giese, Lisa	Medical Assistant and Phlebotomy	FOXVLY 121	3114
Gloudeman, Mark	Welding	TEC	6063
Gore, Barbara	Chemistry	SCI 222	2454
Greenwood, Mary	Financial Aid	STC 242	2359
Hardesty, Danielle	Arts and Humanities	BDE 134	2881
Heller, Emily	Kinesiology/ Health Education	ERK 204	2545
Hildebrand, Marjorie	Enterprise Systems	WGL 234	2570
Hines, Randall	CADD	AKL 251	2930
Hinshaw, Jami	Student Engagement	STC 103	5748
Hodur, Katherine	Nursing	FOXVLY 129	3915
Hoshaw, Justin	Biology	SCI 120	5739
Hutches, Mary Beth	Health Professions and Public Service	FOXVLY 111	3903
Iseli, Elior	Economics	APC 281	2747

NAME	AREA	LOCATION	EXT.
Jeppesen, Doug	Art/Ceramics	CER 104	2505
Jindal, Pratima	Physics	WGL 204	2457
Kayes Halpern, Debra	Art	VON 241	7900
Kiefer, Richard	Political Science/History	APC 273	2329
Kifowit, Steven	Mathematics	BDE 249	6698
Kloke, Joseph	Heating, Ventilation and Air Conditioning	AKL 238	5762
Knetl, Brian	President	DKN	2300
Kripp, Katie	Human Resources	A 116	5727
Krueger, Laurel	Nursing	FOXVLY 118	3907
LaCost, Heather	Psychology	APC 267	2465
Larsen, Daniel	Campus Safety and Operations	OPS	2916
LaShure, Faith	Admissions	STC 252	5730
Lathan, Mark	Music	VON 136	2501
Laufenberg, Todd	English	BDE 129	2748
Lawler, Aaron	Humanities	BDE 221	2861
Levi, Sara	Counselor	STC 264	2354
Limbrunner, Tracy	Nursing	FOXVLY 116	3905
Lindquist, Michelle	English	BDE 131	2849
Livingston, Kimberly	English	BDE 204A	2431
Locke, Christian	Counselor	STC 265	6872
Mattern, Joshua	English	BDE 118	2318
McGuire, Jennifer	Communications	BDE 131	2327
McMillen, Jeanine	Industry and Technology and Business and Social Science	AKL 228	2264
Mendoza, Lilia	Foreign Language	BDE 248	2382
Meredith, Laura	Psychology	APC 282	2273
Metych, John	Arts and Humanities and Mathematics and Science	BDE 135	6622
Mikrut, Donna	Manufacturing Technology	AKL 237	2437
Miller, Jessie	Sociology	APC 285	2557

NAME	AREA	LOCATION	EXT.
Montgomery, Andrea	Fire Science Technology/ Emergency Medical Technician	FOXVLY 122	3910
Moreno, Jessica	Academic Support and Developmental Education	COL 161	2409
Morgan, Melissa	Mathematics	BDE 114	5718
Moriarty, Timothy	Information Systems	AKL 223	2565
Newman, Eamon	Information Systems	AKL 214	2934
Nichols, Jon	English	BDE 120	2874
O'Connell-Knuth, Linda	Early Childhood Education	DWNTN 368	6698
Paez, JC	Campus Police Chief	DKN 169	2931
Paton, Mary	Nursing	FOXVLY 128	3914
Peska, Scott	Student Services	STC 241	2363
Pike, Jim	Technology Infrastructure	COL 111	2536
Popik, John	Counselor	STC 266	2274
Popowitch, Mark	Music	VON 132	6634
Portincaso, Daniel	English	BDE 119	6695
Powers, Amy	History	APC 262	2271
Price, Jess	Associate Chief of Staff	DKN 203	5703
Quirk, Sarah	English	BDE 224	2392
Ramos, Anthony	Talent and Culture and Chief Diversity Officer	STC 137	6805
Randall, Kathleen	Education	BDE 247	2794
Randall, Stacey	Institutional Effectiveness	A 146	2897
Richardson, Lisa	Student Success and Retention	STC 274	2389
Rios, Gabriela	Bilingual Counselor	STC 264	6668
Rochon, Jason	Computer Information Systems and Cybersecurity	PLANO 214	6064
Saccone, Patricia	Health Information Technology	DWNTN 367	4194
Schauer, Adam	Adult Education	DWNTN 462	4110
Schulze, Karl	Earth Science	SCI 228	2562
Sen, Reshmi	Communications	BDE 203	2390
Showalter, Jennifer	Biology	SCI 126	5717

NAME	AREA	LOCATION	EXT.
Skaggs, Steven	Business/ Information Systems	APC 277	2780
Smith, Tamekia	Business and Social Science	APC 242	2358
Smogur, Monica	Nursing	FOXVLY 117	3906
Stepney, Ne'Keisha	Workforce Development	TEC	2966
Tejada, Melinda	Community Engagement and Foundation	DKN 201	2590
Theobald, Jo Lynn	Mathematics	DWNTN 365	4666
Thomas, Evan	Biology	SCI 122	2945
Thomas, Katherine	Interpreter Training/ Sign Language	DWNTN 366	3900
Tiberio, Guy	Automotive Technology	TEC	2731
Vemu, Sheela	Biology	SCI 226	2581
Voorhees, David	Earth Science/Geology	SCI 230	2783
Wagner, Nate	Librarian	COL 221	5710
Webb, Toya	Chief of Staff and Strategy	DKN 203	6830
Weber, Heather	Art	BDE 130	2873
Weiss, Alfred	Earth Science/Geography	SCI 232	2720
Wennmacher, Stephanie	Marketing and Communications	DKN 251	2487
Xie, Lei	Accounting/Business Services	DKN 262	2913
Zusman, Steven	Philosophy	BDE 222	6802



**NORTH SIDE BUILDINGS**

**AKL** Akerlow Hall

**APC** Academic and Professional Center

- Event Room

**AUD** Auditorium

- VALEES

**COL** Collins Hall

- Library
- Tutoring Center

**ERK** Erickson Hall

- Fitness Center
- Gym

**FLD** Field House

**HCC** Henning Academic Computing Center

**OPS** Campus Operations

**SCI** Science Building

**WGL** Weigel Hall

**SOUTH SIDE BUILDINGS**

**A** Building A

- Human Resources

**BDE** Bodie Hall

**CER** Ceramics

**DKN** Dickson Center

- Administration
- Arrowhead Room
- Board Room
- Bookstore
- Business Office
- Campus Police

**KLN** Kiln Shelter

**OBS** Observatory

**STC** Student Center

- Academic and Career Advising
- Access Center for Disability Resources
- Admissions
- Assessment
- Café & Coffee Bar
- Financial Aid
- Information Center
- Registration and Records
- Student Accounts and Cashier
- Student Life

**TEC** Technical Education Center

**VON** Von Ohlen Hall

**N1** North and South Parking Lots

Automatic External Defibrillator (AED)

Produced by Michael Karpavage of mapinformation.com, May, 2023

**Sugar Grove Campus Abbreviations:**

The abbreviations shown on the map are used in schedules, directories and registration materials.

**Where Student Services Are Located:**

**Building A** — Human Resources

**Bodie Hall** — Two-story atrium with student lounge areas

**Collins Hall** —Todd Library, Tutoring Center

**Dickson Center** — Bookstore, Campus Police

**Erickson Hall** — Athletics Department, Fitness Center, Gymnasium

**Henning Academic Computing Center** — Open computer lab

**Student Center** — Admissions, Café & Coffee Bar, Student Life, Academic and Career Advising, Financial Aid, Registration and Records, Student Accounts and Cashier, Learning Assessment and Testing Services, College Information Center, Access Center for Disability Resources

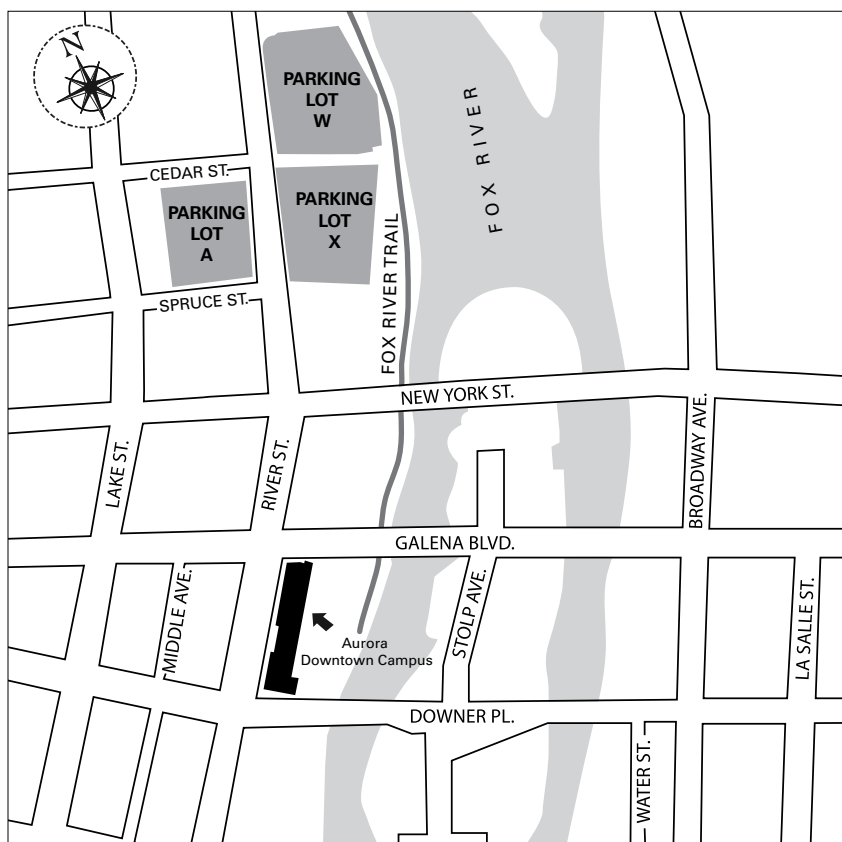
**Parking at Sugar Grove Campus:**

1. Registration of student cars is not necessary. Use only designated parallel-line parking spaces.
2. Parking is prohibited in unmarked areas or in designated non-parking areas; vehicles parked in unauthorized spaces will be ticketed and could be towed. Use overflow lots or park as directed by cadets.
3. Adhere to all “Rules of the Road” on campus. Drive and park according to posted signs.
4. You may not park vehicles on campus for more than 24 hours without authorization; violations are subject to the fine schedule. Notify Campus Police if vehicle is to be left on campus overnight, contact Campus Police at (630) 466-2552.
5. Temporary handicapped hang tags for parking in reserved spots are available with a doctor’s note. They can be obtained at the Campus Police Department, Dickson Center, first floor.
6. See page 173 for further information about traffic regulations or citations.

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## AURORA DOWNTOWN CAMPUS MAP



The campus, located at 18 S. River Street, has on-site, short-term parking, limited to 15 minutes, which is strictly enforced. Visit [www.waubonsee.edu/maps](http://www.waubonsee.edu/maps) for more parking information. Free student parking is available:

Lot W - located north of the campus on the east side of River Street

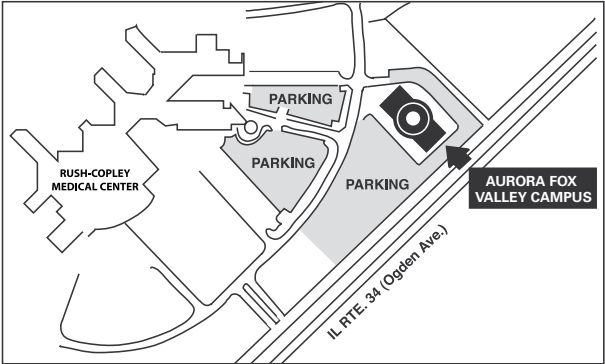
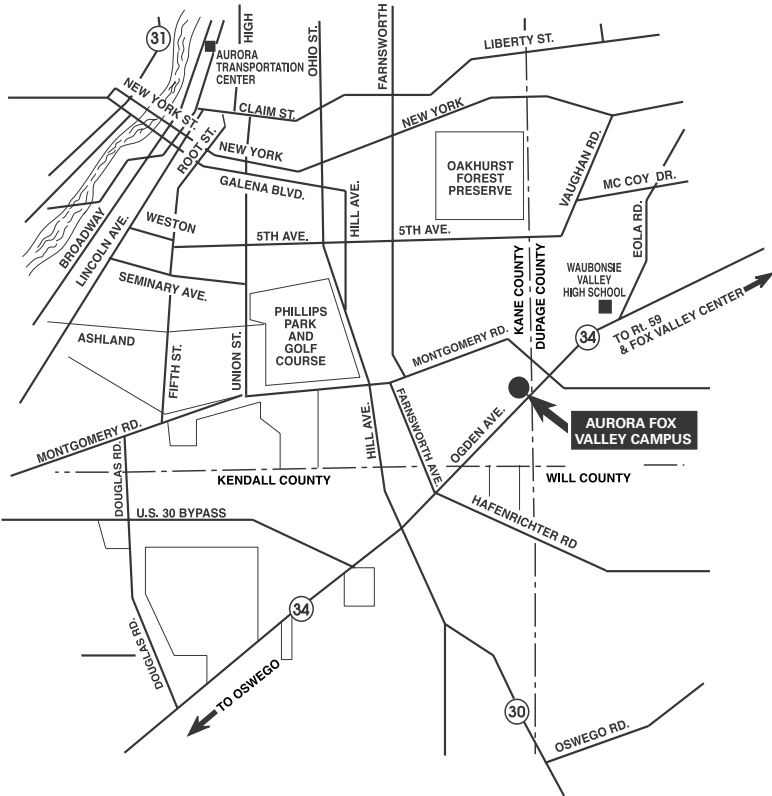
Lot X - located just south of Lot W on the east side of River Street

Lot A - across from Lot X on the west side of River St. between Spruce and Cedar Streets

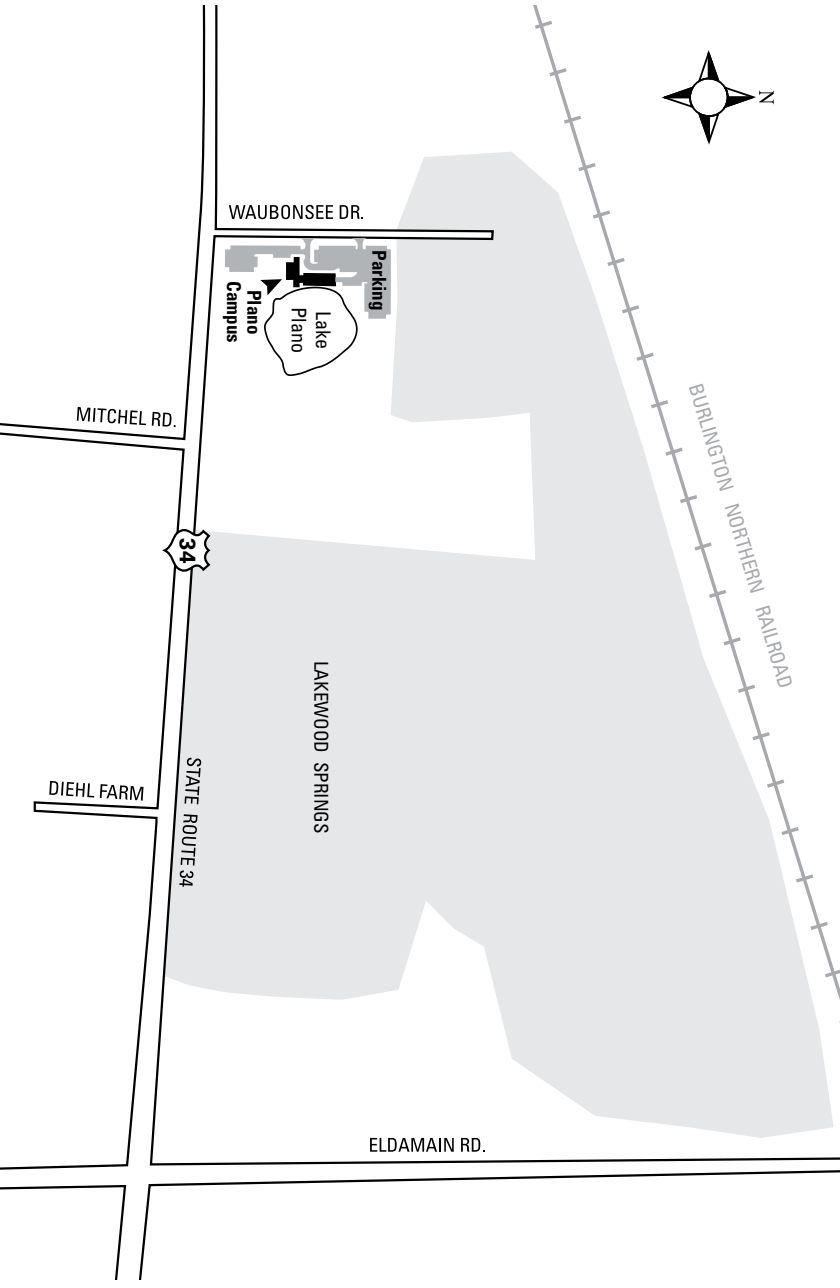
*Note: There is a \$15 charge to park in the Hollywood Casino parking garage.*

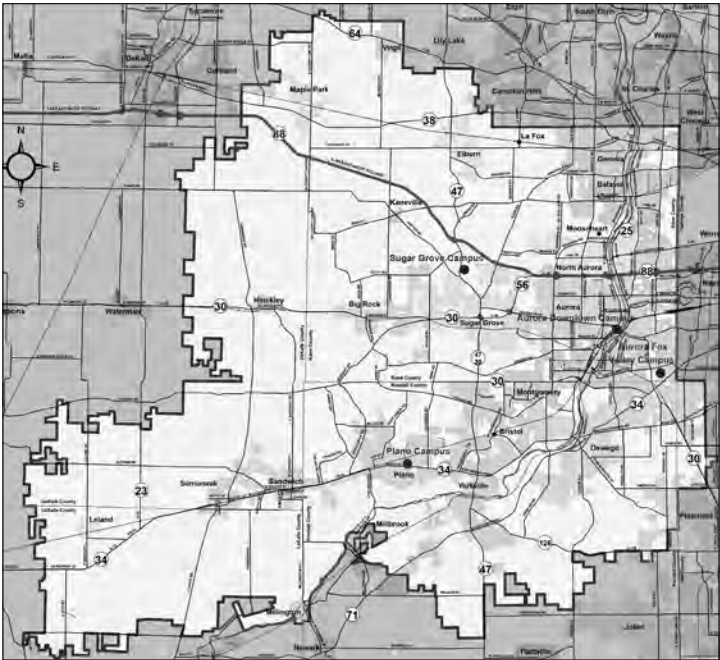
Drop-offs are easily made on the Fox River side of the Aurora Downtown Campus by using the Waubonsee driveway. A Pace Bus Stop is available on Galena Blvd.

AURORA FOX VALLEY CAMPUS MAP



PLANO CAMPUS MAP





**Illinois Community  
College District #516**

2025 District  
population estimate\* ..... 431,940

Projected population  
for the year 2030\* ..... 441,530

Illinois Community College District  
516 encompasses almost 624  
square miles and includes southern  
Kane County and portions of  
Kendall, DeKalb, LaSalle and Will  
counties.

District 516 serves

- 12 public high school districts
- 8 private high schools
- 22 municipalities

\*Data Sources: Nielsen Claritas data purchase,  
Aug. 2024, file PFPILZ09, field L, field name  
POP\_C and Nielsen Claritas data purchase, Aug.  
2024, file PFPILZ17, field L, field name POP\_F

<b>Town Name</b>	<b>ZIP Codes</b> <i>Within/Partially within district</i>
----------------------	---

Aurora	60502, 60503, 60504, 60505, 60506
Batavia	60510
Big Rock	60511
Bristol	60512
Elburn	60119
Geneva	60134
Hinckley	60520
Kaneville	60144
La Fox	60147
Leland	60531
Maple Park	60151
Millbrook	60536
Millington	60537
Montgomery	60538
Mooseheart	60539
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Sugar Grove	60554
Yorkville	60560

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*The Student Handbook is published annually by the Marketing and Communications Department, and we welcome your comments. For copies of other college publications, call us at (630) 466-2411.*



# QUICK DIRECTORY

Department	Building	Email	Ext.
Academic and Career Advising	STC 262 DWNTN 110 FOXVLY 231 PLANO 127	<a href="mailto:advising@waubonsee.edu">advising@waubonsee.edu</a>	2361
Academic Support Division	COL 162	<a href="mailto:academicsupport@waubonsee.edu">academicsupport@waubonsee.edu</a>	2503
Access Center for Disability Resources	STC 201	<a href="mailto:accesscenter@waubonsee.edu">accesscenter@waubonsee.edu</a> ASL Video Phone: (630) 405-6110	2564
Admissions	STC 260 DWNTN 110	<a href="mailto:admissions@waubonsee.edu">admissions@waubonsee.edu</a>	5756
Adult Education Division	DWNTN 460	<a href="mailto:adulted@waubonsee.edu">adulted@waubonsee.edu</a>	4119
Arts and Humanities Division	BDE 136	<a href="mailto:ArtsAndHumanities@waubonsee.edu">ArtsAndHumanities@waubonsee.edu</a>	2921
Athletics	FLD 170	<a href="mailto:athletics@waubonsee.edu">athletics@waubonsee.edu</a>	2524
Bookstore	DKN 1st floor DWNTN 1st floor	<a href="mailto:bookstore@waubonsee.edu">bookstore@waubonsee.edu</a>	2908
Business and Social Science Division	APC 244	<a href="mailto:BusinessAndSocialScience@waubonsee.edu">BusinessAndSocialScience@waubonsee.edu</a>	5734
Campus Police	DKN 1st floor DWNTN 1st floor FOXVLY 1st floor PLANO 1st floor	<a href="mailto:campuspolice@waubonsee.edu">campuspolice@waubonsee.edu</a>	2552 4142
Career Development	STC 262	<a href="mailto:careerdevelopment@waubonsee.edu">careerdevelopment@waubonsee.edu</a>	2368
Computing Center	HCC DWNTN 218	<a href="mailto:TAC@waubonsee.edu">TAC@waubonsee.edu</a>	5723 4124
Counseling	STC 262 DWNTN 110	<a href="mailto:counselingsupport@waubonsee.edu">counselingsupport@waubonsee.edu</a>	2361
Development and Alumni Relations Office	AKL	<a href="mailto:foundation@waubonsee.edu">foundation@waubonsee.edu</a>	2316
Driver Safety	DWNTN 266	<a href="mailto:DSP@waubonsee.edu">DSP@waubonsee.edu</a>	3675
Financial Aid	STC 234 DWNTN 241 FOXVLY 234 PLANO 130	<a href="mailto:financialaid@waubonsee.edu">financialaid@waubonsee.edu</a>	5774
Graduation	STC 276	<a href="mailto:graduation@waubonsee.edu">graduation@waubonsee.edu</a>	2933
Health Professions and Public Service Division	FOXVLY 107	<a href="mailto:HPPS@waubonsee.edu">HPPS@waubonsee.edu</a>	3900
High School Equivalency Preparation Classes	DWNTN 457	<a href="mailto:adulted@waubonsee.edu">adulted@waubonsee.edu</a>	4600
Honors Program	APC 241	<a href="mailto:honors@waubonsee.edu">honors@waubonsee.edu</a>	2568
Human Resources	A 110	<a href="mailto:hr@waubonsee.edu">hr@waubonsee.edu</a>	2718

*Continued on next page*

## 202 Quick Directory

Department	Building	Email	Ext.
Industry and Technology Division	TEC	<a href="mailto:IndustryAndTechnology@waubonsee.edu">IndustryAndTechnology@waubonsee.edu</a>	2263
Latinx Resource Center	DWNTN 250	<a href="mailto:LRC@waubonsee.edu">LRC@waubonsee.edu</a>	4180
Learning Assessment and Testing Services	STC 230 DWNTN 275 FOXVLY 229 PLANO 129	<a href="mailto:assessment@waubonsee.edu">assessment@waubonsee.edu</a>	5700
Library	COL 2nd floor DWNTN 1st floor FOXVLY	<a href="mailto:library@waubonsee.edu">library@waubonsee.edu</a>	2400
Lifelong Learning Institute	COL 174	<a href="mailto:LLI@waubonsee.edu">LLI@waubonsee.edu</a>	2593
Marketing and Communications	DKN 250	<a href="mailto:marketingandcommunications@waubonsee.edu">marketingandcommunications@waubonsee.edu</a>	2411
Mathematics and Science Division	SCI 218	<a href="mailto:MathematicsAndScience@waubonsee.edu">MathematicsAndScience@waubonsee.edu</a>	2854
Money Matters	STC 238 BDE 225	<a href="mailto:moneymatters@waubonsee.edu">moneymatters@waubonsee.edu</a>	2493
President's Office	DKN 2nd floor		2903
Provost's Office	COL 132		2352
Registration and Records	STC 249 DWNTN 112 FOXVLY 231 PLANO 127	<a href="mailto:registration@waubonsee.edu">registration@waubonsee.edu</a>	2370
Student Accounts and Cashier	STC 2nd floor	<a href="mailto:studentaccounts@waubonsee.edu">studentaccounts@waubonsee.edu</a>	5705
Student Life	STC 126	<a href="mailto:studentlife@waubonsee.edu">studentlife@waubonsee.edu</a>	2369
Student Services	STC 234		2349
Student Engagement	STC 103	<a href="mailto:deanforstudents@waubonsee.edu">deanforstudents@waubonsee.edu</a>	6686
Teaching and Learning	COL 132		2356
TRIO/Student Support Services	STC 262	<a href="mailto:SSS@waubonsee.edu">SSS@waubonsee.edu</a>	5767
Tutoring Centers	COL 144 DWNTN 215	<a href="mailto:tutoring@waubonsee.edu">tutoring@waubonsee.edu</a> (PLANO & FOX by appt)	2408
Waubonsee Works/Adult Education Youth Services	DWNTN 460	<a href="mailto:adulted@waubonsee.edu">adulted@waubonsee.edu</a>	4176
Workforce Education and Training	DWNTN 465	<a href="mailto:CTE@waubonsee.edu">CTE@waubonsee.edu</a>	4673



# AFFORDABLE



# FLEXIBLE

# HIGH QUALITY



# SUPPORTIVE



**Sugar Grove Campus • Route 47 at Waubensee Dr. • Sugar Grove, IL 60554 • (630) 466-7900**

**Aurora Downtown Campus • 18 S. River St. • Aurora, IL 60506 • (630) 801-7900**

**Aurora Fox Valley Campus • 2060 Ogden Ave. • Aurora, IL 60504 • (630) 585-7900**

**Plano Campus • 100 Waubensee Dr. • Plano, IL 60545 • (630) 552-7900**

***Need a quick reference? Call the College Information Center: (630) 466-7900***

**[www.waubensee.edu](http://www.waubensee.edu)**



# Get Social with Waubonsee!

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waubonseesnaps

Waubonsee  
Community College



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**WAUBONSEE**  
COMMUNITY COLLEGE

## **Sugar Grove**

Route 47 at Waubonsee Dr.  
Sugar Grove, IL 60554  
(630) 466-7900

## **Aurora Downtown**

18 S. River St.  
Aurora, IL 60506  
(630) 801-7900

## **Aurora Fox Valley**

2060 Ogden Ave.  
Aurora, IL 60504  
(630) 585-7900

## **Plano**

100 Waubonsee Dr.  
Plano, IL 60545  
(630) 552-7900