



WAUBONSEE
COMMUNITY COLLEGE

STUDENT HANDBOOK

2018/2019





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

Vision and Mission	2
Welcome.....	5
Calendar	7
• Hours of operation: What's open when.....	8
• Important dates for fall, spring and summer semesters.....	12
Academic Planner.....	15
How to Get Involved at Waubonsee	68
• College life is more than academics — find an activity you enjoy. Join a club, play on a team or run for election.	
ABCs of Waubonsee	86
• Look here first — everything from advising to X-number is briefly explained.	
Rules and Regulations.....	134
• Federal and state laws (page 134), Code of Student Conduct (page 139), network user rules (page 175) and traffic regulations (page 180)	
Who's Who on Campus	183
• Listing of administration and faculty	193
• Maps and parking for Sugar Grove, Aurora Downtown, Aurora Fox Valley and Plano Campuses.....	199
Index	205
• The last resort — look here when you're not sure where to turn.	

Sugar Grove

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

Aurora Downtown

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

Aurora Fox Valley

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

Plano

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

Website: www.waubonsee.edu

OUR MISSION

Waubonsee Community College is a public, comprehensive community college that was organized in 1966 as mandated by the Illinois Community College Act to provide education and training services for individuals in portions of Kane, Kendall, DeKalb, LaSalle and Will counties of District 516.

The philosophy of Waubonsee Community College is based on the premise that education is the cornerstone of a literate, democratic society; that learning is a lifelong process; and that the pursuit of knowledge must be supported by institutional policies that demonstrate the values of quality, value, innovation, service and accessibility.



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

- **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 Commitments

- Provide quality educational programs and services that are academically, geographically, financially, technologically and physically accessible to meet the educational and training needs of a diverse, multicultural population and the organizations within our community.
- Maintain institutional policies, programs, practices and efforts that provide an emphasis on a learning-centered college for students and the community.
- Develop the intellectual, physical, social, cultural and career potential of the individual.
- Promote diversity in faculty, staff and student recruitment; staff development; and cultural enrichment activities.
- Contribute to the economic, workforce, social, recreational and cultural quality of life of the community.
- Cooperate with other local, state and national organizations, and provide leadership that will enhance educational services and avoid duplication of services.

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.
- **Career Programs:** Business, health care, technical and professional education consisting of associate degrees, certificates, courses, workshops and seminars designed for career, entry-level employment, transitioning, retraining, and/or upgrading of skills to meet current and emerging employment needs and trends.
- **Developmental Education:** Courses, programs and services designed to assist academically underprepared students to be successful in the next level of education, including integrated reading and writing, mathematics, college success, literacy, high school equivalency exam preparation (HSE), Adult Basic Education (ABE) and English as a Second Language (ESL).
- **Workforce Development:** Courses, programs and services designed to meet the workplace training needs of both individuals and organizations with an emphasis on skill building and improved productivity.

4 Mission

- **Community Education:** Programs designed to help learners of all ages meet their personal and professional goals and make the most out of life. A wide selection of practical courses, seminars, trips, events and experiences ensures that every member of the college community will find something of interest to enrich their life.
- **Student Services:** Services designed to meet the needs of a diverse student population that include counseling, advising, transfer planning, admissions, registration and records, assessment, financial aid, career development, student life programming, intercollegiate athletics, tutoring and assistance for those students with disabilities.

Our Program Support

- **Instructional Support:** Services designed to facilitate and provide support to the instructional process, including alternative delivery systems such as online courses; the use of computer technology; the libraries; the Tutoring Centers; and media and learning laboratories.
- **Administrative Support:** Organizational support that provides services for staff selection and development, financial services, facilities, operational management, technology advancements and training, research, planning, marketing and communications.
- **Community Support:** Service to communities, organizations and businesses may be provided by the college to meet local needs. These combined efforts may include programming in the community, workforce development, and partnership activities that will improve the quality of life.



Christine J. Sobek, Ed.D.

From the President

Bienvenidos. Herzlich Willkommen. Murakaza Neza Kuri. Maligayang Pagdating. Aapka Swagat Karte Hai. Welcome. No matter how you say it, we are glad to welcome you to Waubonsee Community College.

We know that our students' goals are as varied as the languages we speak. At Waubonsee, we want to create lifetime connections that help you to accomplish your goals here at Waubonsee and wherever that dream may take you.

You have made a great decision. Waubonsee alumni are changing the world. Many were the first in their family to graduate from college. Many transferred to four-year institutions to complete bachelor's, master's, and doctoral degrees. Waubonsee alumni have as varied careers as the nearly 45,000 certificates and degrees awarded in our 52-year history. We hope you are proud to be a part of the Waubonsee Community College family.

We also want your college experience to be memorable and fun. I encourage you to carefully review this handbook and our website, www.waubonsee.edu, to learn what you need to know to make your Waubonsee experience great. Make your time here unforgettable and full of people that will be part of your success for years to come. Dedicate yourself now to joining the many Waubonsee alumni who have launched their futures at Waubonsee Community College.

I look forward to meeting you at a college event or activity and wish you all the best for a successful academic year.

Sincerely,

A handwritten signature in cursive script that reads "Christine J. Sobek".

CHRISTINE J. SOBEK, ED.D.
President

 @WCCPresident

LinkedIn

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
2017-2018



THE CALENDAR

SUGAR GROVE

5:30 a.m.-11:00 p.m., M-F
6:30 a.m.-11:00 p.m., Sa
8:00 a.m.-10:00 p.m., Su

AURORA DOWNTOWN

7:30 a.m.-10:00 p.m., M-Th
7:30 a.m.-4:30 p.m., F-Sa

AURORA FOX VALLEY

7:30 a.m.-10:00 p.m., M-Th
7:30 a.m.-4:30 p.m., F-Sa

PLANO

7:30 a.m.-10:00 p.m., M-Th
7:30 a.m.-4:00 p.m., F
7:30 a.m.-4:30 p.m., Sa

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.

Additional information and resources are available on the college website at www.waubonsee.edu, and current students can access personalized information on the college portal at mywcc.waubonsee.edu.

**Hours of Operation
for Student Services**

Note: Extended hours are in effect at the Sugar Grove and Aurora Downtown Campuses the week before classes begin — additional evening hours include 4:30-7 p.m. Thursday and Friday, and additional daytime hours are offered from 9 a.m.-1 p.m. on Saturday.

**TECHNICAL
ASSISTANCE CENTER (TAC)
(630) 466-4357**

7:00 a.m.-9:30 p.m., M-F
8:30 a.m.-4:00 p.m., Sa
12:30 p.m.-4:30 p.m., Su

College Holidays

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

Independence Day:	Wednesday, July 4, 2018
Labor Day:	Monday, September 3, 2018
Thanksgiving Holiday:	Wednesday, November 21 through Sunday, November 25, 2018
Winter Holiday:	4:30 p.m., Friday, December 21, 2018 through Tuesday, January 1, 2019
Easter:	Sunday, April 21, 2019
Memorial Day:	Monday, May 27, 2019
Independence Day:	Thursday, July 4, 2019

SUGAR GROVE

Access Center for Disability Resources

8:00 a.m.-4:30 p.m., M-F
Evenings by appointment.

Admissions

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F

Athletics Office

8:00 a.m.-6:00 p.m., M-F

Bookstore

8:30 a.m.-6:30 p.m., M-Th
8:30 a.m.-4:30 p.m., F
Additional hours prior to and during the first week of classes.

Bursar Office (for payments)

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F

Career Development Center

8:00 a.m.-4:30 p.m., M-F
Evenings by appointment.

College Information Center

8:00 a.m.-7:00 p.m., M-Th
8:00 a.m.-4:30 p.m., F

Counseling, Advising and Transfer Center

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F

Financial Aid

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F

Food Service

Waubonsee Café and Coffee Bar

7:30 a.m.-6:30 p.m., M-W
7:30 a.m.-4:30 p.m., Th
7:30 a.m.-2:00 p.m., F
Summer Semester:
7:30 a.m.-2:00 p.m., M-F

Henning Academic Computing Center

7:00 a.m.-10:00 p.m., M-F
8:00 a.m.-4:30 p.m., Sa
Noon-5:00 p.m., Su

Learning Assessment and Testing Services

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F
8:00 a.m.-Noon, *First Sat. of each month.*

Note: Allow adequate time for testing. You will not be allowed to begin an examination during the last 30 minutes that the testing center is open.

Registration and Records

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F

Registration/Web

24 hours a day/7 days a week

Todd Library

7:30 a.m.-9:30 p.m., M-Th
7:30 a.m.-4:30 p.m., F
8:00 a.m.-4:30 p.m., Sa
- Closed Saturdays during the summer semester.
- Open 8:00 a.m.-4:30 p.m., M-F when classes are not in session and between semesters.

Total Fitness Center

5:30 a.m.-8:00 p.m., M-Th
5:30 a.m.-7:00 p.m., F
6:30 a.m.-1:00 p.m., Sa

Tutoring Center

8:00 a.m.-4:30 p.m., M,Th
8:00 a.m.-7:30 p.m., T,W
9:00 a.m.-1:00 p.m., F
9:00 a.m.-Noon, Sa
1:30 p.m.-4:30 p.m., Su
Summer Semester:
9:00 a.m.-1:00 p.m., M-F
- Open 8:00 a.m.-4:00 p.m., M-F between summer/fall and fall/spring semesters. (Test preparation consultation only.)

AURORA DOWNTOWN

Access Center for Disability Resources

By appointment.
Call (630) 466-2564

Admissions

8:00 a.m.-7:00 p.m., M-T
8:00 a.m.-4:30 p.m., W-F

Bookstore

7:30 a.m.-6:30 p.m., M-Th
7:30 a.m.-4:30 p.m., F
Additional hours prior to and during the first week of classes.

Career Development Center

8:00 a.m.-4:30 p.m., M
and by appointment.
Call (630) 466-2368

College Information Center

8:00 a.m.-7:00 p.m., M-Th
8:00 a.m.-4:30 p.m., F

Computing Lab

8:00 a.m.-9:30 p.m., M-Th
8:00 a.m.-4:30 p.m., F-Sa

Counseling, Advising and Transfer Center

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F

Driver Safety

8:00 a.m.-4:30 p.m., M-F

Financial Aid

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F

Food Service

Waubonsee Café

7:30 a.m.-6:30 p.m., M-Th
7:30 a.m.-2:00 p.m., F
Summer Semester:
7:30 a.m.-2:00 p.m., M-F

Learning Assessment and Testing Services

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F
8:00 a.m.-Noon, *Second Sat. of each month*

Note: Allow adequate time for testing. You will not be allowed to begin an examination during the last 30 minutes that the testing center is open.

Library

7:30 a.m.-9:30 p.m., M-Th
7:30 a.m.-4:30 p.m., F
8:00 a.m.-4:30 p.m., Sa
- *Closed Saturdays during the summer semester.*
- *Open 8:00 a.m.-4:30 p.m., M-F, when classes are not in session and between semesters.*

Registration and Payment

8:00 a.m.-7:00 p.m., M-W
8:00 a.m.-4:30 p.m., Th-F

Registration/Web

24 hours a day/7 days a week

Tutoring Center

9:00 a.m.-2:00 p.m. *and*
5:30 p.m.-7:30 p.m. M,Th
9:00 a.m.-3:00 p.m., T,W
10:00 a.m.-1:00 p.m., F
Summer Semester:
9:00 a.m.-1:00 p.m. M-F
- *Between summer/fall and fall/spring semesters (test preparation consultation only), call Sugar Grove (630) 466-2426 for assistance.*

AURORA FOX VALLEY

Access Center for Disability Resources

By appointment.

Call (630) 466-2564

Admissions, Academic and Transfer Advising

8:00 a.m.-4:30 p.m., T

10:30 a.m.-7:00 p.m., W

Career Development Center

By appointment.

Call (630) 466-2368

Computers/Library/Tutoring**

7:30 a.m.-9:30 p.m., M-Th

7:30 a.m.-4:30 p.m., F

8:00 a.m.-4:30 p.m., Sa

Closed Saturdays during the summer semester.

- Open 8:00 a.m.-4:30 p.m., M-F, when classes are not in session and between semesters.

Counseling

By appointment.

Financial Aid

8:00 a.m.-4:30 p.m., T

10:30 a.m.-7:00 p.m., W

Learning Assessment and Testing Services

8:00 a.m.-4:30 p.m., M, T

10:30 a.m.-7:00 p.m., W

Note: Allow adequate time for testing.

You will not be allowed to begin an examination during the last 30 minutes that the testing center is open.

Registration and Payment

8:00 a.m.-4:30 p.m., M, T, Th, F

8:00 a.m.-7:00 p.m., W

Registration/Web

24 hours a day/7 days a week

PLANO

Access Center for Disability Resources

By appointment.

Call (630) 466-2564

Admissions, Academic and Transfer Advising

8:00 a.m.-4:30 p.m., M, W

8:00 a.m.-7:00 p.m., T

Career Development Center

By appointment.

Call (630) 466-2368

Computers/Library/Tutoring**

7:30 a.m.-9:30 p.m., M-Th

7:30 a.m.-4:00 p.m., F

7:30 a.m.-4:30 p.m., Sa

Counseling

By appointment.

Call (630) 466-2361

Financial Aid

8:00 a.m.-4:30 p.m., M, W

10:30 a.m.-7:00 p.m., T

Learning Assessment and Testing Services

8:00 a.m.-4:30 p.m., M

10:30 a.m.-7:00 p.m., T

8:00 a.m.-4:30 p.m., W

Note: Allow adequate time for testing.

You will not be allowed to begin an examination during the last 30 minutes that the testing center is open.

Registration and Payment

8:00 a.m.-4:30 p.m., M, W, Th

8:00 a.m.-7:00 p.m., T

8:00 a.m.-4:00 p.m., F

Registration/Web

24 hours a day/7 days a week

*** For tutoring, see posted schedule at tutoring location site. No tutoring between summer/fall and fall/spring semesters.*

Important Dates – Fall Semester 2018

Registration

First day of fall registration	May 7, 2018
First day of classes (16-week, first 8-week, first 4-week courses).....	Aug. 20
<i>(Last day to enroll in a course is prior to the first class meeting)</i>	
Weekend classes begin (14-week, first 7-week courses) - Saturday.....	Sept. 8
Withdrawal deadline for first 4-week courses	Sept. 10
12-week & second 4-week courses begin.....	Sept. 17
Last day to claim honor student status designation in a 16-week course.....	Sept. 17
Withdrawal deadline for first 8-week courses	Oct. 5
Withdrawal deadline for second 4-week courses	Oct. 8
Midterm – last day to change audit enrollment status*	Oct. 10
Second 8-week & third 4-week courses begin	Oct. 15
Withdrawal deadline for first 7-week weekend courses.....	Oct. 15
Second 7-week weekend courses begin.....	Oct. 27
Spring semester registration begins at 8 a.m.	Nov. 5
Last day to enroll in a fall semester independent study or internship course ..	Nov. 5
Withdrawal deadline for third 4-week courses.....	Nov. 5
Fourth 4-week courses begin	Nov. 12
Withdrawal deadline for 16-week, 14-week weekend, 12-week, second 8-week, second 7-week weekend and fourth 4-week courses	Nov. 26
Semester ends	Dec. 15
Grades available to students – Wednesday**	Dec. 19

Refund Deadlines

First 4-week courses	Aug. 21
First 8-week courses	Aug. 24
16-week courses	Aug. 31
First 7-week weekend courses	Sept. 10
14-week weekend courses	Sept. 17
Second 4-week courses	Sept. 18
12-week courses	Sept. 21
Third 4-week courses	Oct. 16
Second 8-week courses	Oct. 19
Second 7-week courses	Oct. 29
Fourth 4-week courses	Nov. 13

Holidays

Labor Day break – Saturday through Monday	Sept. 1-3
<i>(Classes will not meet)</i>	
Thanksgiving break – Monday through Sunday	Nov. 19-25
<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.*

Important Dates – Spring Semester 2019

Registration

First day of spring registration.....	November 5, 2018
First day of classes (16-week, first 8-week, first 4-week courses).....	Jan. 22
<i>(Last day to enroll in a course is prior to the first class meeting)</i>	
Weekend classes begin (14-week, first 7-week courses) - Saturday.....	Jan. 26
Withdrawal deadline for first 4-week courses.....	Feb. 11
12-week & second 4-week courses begin.....	Feb. 18
Last day to claim honor student status designation in a 16-week course.....	Feb. 18
Summer semester registration begins at 8 a.m.	March 4
Withdrawal deadline for first 8-week courses.....	March 8
Withdrawal deadline for second 4-week courses	March 11
Withdrawal deadline for first 7-week weekend courses.....	March 11
Midterm – last day to change audit enrollment status*	March 13
Second 8-week & third 4-week courses begin	March 25
Second 7-week weekend courses begin.....	March 30
Last day to enroll in a spring semester independent study or internship course	April 8
Withdrawal deadline for third 4-week courses	April 15
Fourth 4-week courses begin.....	April 22
Withdrawal deadline for 16-week, 14-week weekend, 12-week, second 8-week, second 7-week weekend and fourth 4-week courses	April 29
Fall semester registration begins at 8 a.m.....	May 6
Semester ends.....	May 17
Grades available to students – Wednesday**	May 22

Refund Deadlines

First 4-week courses	Jan. 23
First 8-week courses	Jan. 25
First 7-week weekend courses	Jan. 28
16-week courses	Feb. 1
14-week weekend courses	Feb. 4
Second 4-week courses	Feb. 19
12-week courses	Feb. 22
Third 4-week courses	March 26
Second 8-week courses	March 29
Second 7-week courses	April 1
Fourth 4-week courses	April 23

Holidays

Spring break – Monday through Sunday	March 18-24
<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.*

Important Dates – Summer Semester 2019

Registration

First day of summer registration	March 4, 2019
First day of classes (11-week and 3-week courses)	May 20
<i>(Last day to enroll in a course is prior to the first class meeting)</i>	
Weekend classes begin (9-week courses) - Saturday	June 1
Withdrawal deadline for 3-week courses	June 3
8-week & first 4-week courses begin.....	June 10
Withdrawal deadline for first 4-week courses	July 1
Last day to enroll in a summer semester independent study or internship course	July 8
Second 4-week courses begin	July 8
Withdrawal deadline for 11-week, 9-week weekend, 8-week, and second 4-week courses	July 22
Semester ends	Aug. 2
Grades available to students – Wednesday**	Aug. 7

Refund Deadlines

3-week courses.....	May 21
11-week courses	May 24
9-week weekend courses	June 3
First 4-week courses	June 11
8-week courses.....	June 14
Second 4-week courses	July 9

Holidays

Memorial Day break – Saturday through Monday.....	May 25-27
<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.*

For more information on special events and sports schedules, visit the college calendar on mywcc.



BENEFITS OF INVOLVEMENT

Take advantage of all that Waubonsee has to offer by becoming involved. The Student Life Office offers leadership opportunities, service events, 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 is listed on your co-curricular transcript as well. Check out the “Student Senate” and “Student Organization” sections that follow, and contact Student Life for other opportunities.

Finding Out About Activities

Most events are posted on the college-wide calendar accessible online at calendar.waubonsee.edu. Also, watch campus bulletin boards, Student Life easels or the campus plasma screens for information. Call the advisor of student organizations that may interest you, or attend the Involvement Fair, held at the beginning of each semester. Visit the Student Life Office in STC 126 for more information or see the calendar of Student Life events on the college calendar.

How to Charter Student Organizations

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. Travel groups, sport and athletic groups might not be permitted due to liability issues. To start a new student organization, contact the Student Life Office, Student Center, Room 126, ext. 2369.

STUDENT SENATE

Student Senate provides one channel of communication through which the administration of the college and students may discuss academic topics. Members sit on many college committees where they provide student perspective and student feedback to the administration. Student Senate is governed by a constitution approved by vote of the student body. The senate is comprised of 12 students. The senate president and eleven senators are elected in the spring. 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

The student member of the Waubonsee Community College Board of Trustees is elected during the spring student government election and serves for one year. 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

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: Ne'Keisha Stepney, AKL 227, ext. 2966
 Patricia Saccone, DWNTN 367, ext. 4194
 Dr. David Beer, AKL 228, ext. 2264

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: Dr. Michelle Evans, FOXVLY 111, ext. 3903
Laurel Krueger, FOXVLY 118, ext. 3907
Marjie Schoolfield, FOXVLY 119, ext. 3908

Alpha Sigma Lambda Honor Society/A.B.L.E.

These two organizations have merged activities in order to provide 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 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

Advisor: Aaron Lawler, VON 227, ext. 2861

Art Club

Art Club provides students with opportunities to creatively express themselves and to take part in artistic cultural experiences.

- Campus activities
- Field trips for members

Advisor: Heather Weber, BDE 130, ext. 2873

Automotive Club

The Automotive Club's purpose is to bring awareness to the many areas of the automotive industry. It will also supplement information in areas of the automotive industry that our curriculum does not cover. In the club, we hope to bring experience and knowledge to students interested in the automotive field by being an active part of the local automotive community, taking tours of automotive related businesses and facilities, attending automotive events, hosting training opportunities, and build relationships within the automotive industry. The club will meet once a month and have two meeting times so full- and part-time students have the ability to be involved.

Advisors: Jim Armitage, AKL 100, ext. 2308
Guy Tiberio, AKL 100, ext. 2731

Black Student Alliance (BSA)

BSA is dedicated to increasing the awareness of African American culture, supporting the success of African American students, and cultivating unity among all students at Waubonsee Community College.

- Field trips
- Hosts African American heritage events

Advisors: Robert Cook, STC 210C, ext. 6800
Dr. Chassie Sherretz, STC 210C, (630) 299-8155

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.

Direct Email: businessclubwcc@gmail.com

Facebook: www.facebook.com/waubbusinessclub

Advisors: Kelly Robar, APC, ext. 3113
Sean Warren-Crouch, APC 274, ext. 5757

72 Get Involved

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 SOFA and museums



Advisor: Doug Jeppesen, CER 104, ext. 2505

Creative Writing Club

Waubonsee's Creative Writing Club meets once a week (Wednesdays from 12:30 p.m. - 1:30 p.m. in the Student Life office) to share and participate in workshop writing, organize literary field trips and other events, and publish

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. Members are committed to improving each other's writing and increasing the presence of the written word on campus. Any student who wishes to participate in the publication of *Horizons* should consider joining this club.



Advisor: Daniel Portincaso, BDE 119, ext. 6695

Delta Sigma Omicron

Membership is open to all students with an interest in advocating on behalf of, or working with, individuals with disabilities.

Advisor: Lisa Egner, STC 201, ext. 2482

Gamers Club

The Gamers Club offers a venue for game enthusiasts to gather and discuss gaming and related issues. They host regular game nights throughout the year.

Advisor: TBA

Waubonsee Health Information Technology Student Association

The club broadens students' awareness and knowledge of the Health Information field as well as bringing together students with common goals. Club activities include field trips, community service and guest speakers. Membership is open to all students.

Advisors: Patricia Saccone, DWNTN 367, ext. 4194
Andrea Siekierski, DWNTN 361, ext. 4242

Hip-Hop Club

Sharing their energy for dance and passion for hip-hop music, this club learns and practices the expressive and diverse styles of Hip-Hop and street dancing.

Advisor: Krista Jocke, COL, ext. 3118

History Club

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

Advisors: Dr. Timothy Draper, APC 271, ext. 2556
Dr. Amy Powers, APC 262, ext. 2271

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.

Advisors: John Bitterman, BDE 201, ext. 2269
Dan Larsen, OPS 124, ext. 2916

Kinesiology and Wellness Club

The purpose of this 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

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: latinosunidoswcc@gmail.com

Advisors: Dr. Lulu Blacksmith, DKN 228, ext. 5748
Ulysses Diaz, DWNTN 123, ext. 4692

Waubonsee Community College Lions Club

This club is open to all Waubonsee students, employees and community members. The Waubonsee Community College Lions Club is part of Lions Club International. The mission of the Lions Club is to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding. Our motto is *"where there's a need, there's a Lion."*

Advisor: Emily Hinton, STC 201F, ext. 5702

Mathematical-Engineering Club (MEC)

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

Advisors: Mark Crawford, BDE 231, ext. 2895
Christopher Cunningham, BDE 233, ext. 6818

Movie Makers Inc.

This film production club is for students who are interested in all aspects of film creation, regardless of their major.

Advisor: John Bitterman, BDE 201, ext. 2269

Mu Alpha Theta

The purpose of this organization is to promote scholarship in, and enjoyment and understanding of, mathematics among two-year college students.

Advisor: Mark Crawford, BDE 231, ext. 2895

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 for 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 Youth Services programs. Membership is by faculty nomination. One-time fee required.

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

Advisor: Marques Clark, DWNTN 462, ext. 4176

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: Dr. Scott Peska, STC 103, ext. 2349

Dr. Mary Tosch, STC 124, ext. 2369

Student Life Graduate Assistant, STC 117, ext. 5763

National Technical Honor Society (NTHS)

The nationally recognized group's mission is, to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS members, in applied science majors or certificate students, by giving back to our community. Chapters exist in both the high school and college levels. Minimum GPA requirement and a one-time membership fee required. Students with high school membership may apply immediately for Chapter membership at a reduced fee. Striving to "make integral learning your steps into leading others valiantly, exemplifying your optimism unencumbered." Therefore, our NTHS motto is, "Success favors the prepared mind."



- Formal induction ceremony for members
- Community service
- Opportunities for leadership and leadership development
- Access to Letters of Recommendation for scholarships, colleges and employers.
- Access to NTHS Scholarship(s)

Advisor: Pamela Augustine, FOXVLY 128, ext. 3914

People for Peace

The organization is dedicated to working for peace and social justice within the college community and within the broader world by spreading awareness about peaceful alternatives to violence, by celebrating international peace days, and by providing speakers, promoting events and hosting activities that foster a culture of peaceful coexistence.

Advisor: TBA

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 233, 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: Aaron Lawler, VON 227, ext. 2861
Karl Schulze, SCI 228, ext. 2562

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
Scott Hollenback, APC 265, ext. 2273
Dr. Heather LaCost, APC 267, ext. 2465

Segue – Operation Snowball

The Segue program of Operation Snowball provides experiences in a healthy, fun and supportive environment that explores alcohol, tobacco and drug issues, knowledge, pressures and expectations (and other unhealthy behaviors) unique to college students in order to enhance student success.

Facebook: www.facebook.com/WaubenseeSegue

Advisor: Michael Moran, APC 276, ext. 2461

Sigma Chi Eta Honor Society/ Communications Club

The communications honor society for two-year colleges recognizes, fosters and rewards outstanding scholastic achievement among majors in communications and related fields. Invitations are issued to all eligible students. The Communications Club affiliated with our Sigma Chi Eta Chapter has no GPA requirement and is open to all Waubonsee students interested in the communications field.



Advisors: Allison Beltramini, BDE 202, ext. 2276
John Bitterman, BDE 201, ext. 2269

Waubonsee Software and Technology Club

The goal of the club is to gather like-minded individuals at Waubonsee to discuss technology topics and work with software and technology, aid students in graduating from Waubonsee or transferring to other schools in CIS disciplines, and to help members increase their skill sets for the marketplace or for personal satisfaction. Membership is open to all enrolled Waubonsee students. There is a one-time membership fee.

Advisor: TBA

Spectrum

The goals of Spectrum are to encourage acceptance of the diverse populations of our school; create a safe environment for all students; and dismantle stereotypes about lesbian, gay, bisexual, transgender, queer, and students who may be questioning identities.

- Sponsors events marking World AIDS Day, National Coming Out Day, and The Day of Silence
- Fundraising for compatible community organizations
- Field and conference trips

Advisors: Jill Pierson, STC 249E, ext. 2962
Sean Warren-Crouch, APC 274, ext. 5757

STEM Club

To provide leadership training and learning opportunities through hands-on activities for Waubonsee students involved in the Science, Technology, Engineering, and Mathematics fields, as well as to bring students together with peers who share common interests and a drive to succeed in their academic careers, helping them develop lasting connections that will benefit members as they crossover into their professional careers.

Club Email: wccstemclub@gmail.com

Facebook: www.facebook.com/groups/WaubonseeStemClub/

Advisors: Dr. Pratima Jindal, WGL 204, ext. 2457

Alfred Weiss, SCI 232, ext. 2720

Waubonsee Student Education

Association (Associated with NEA & IEA)

The WSEA facilitates pre-professional training and provides members with opportunities for developing personal growth and professional competence.

Advisors: Maribeth Brown, BDE 122, ext. 5741

Amy Frankel, BDE 229, ext. 2554

Kathleen Randall, BDE 247, ext. 2794

Waubonsee Student

Nurses Association (Associated with NSNA)

This organization provides a professional outlet for students currently in the nursing program as well as students who anticipate entering Waubonsee's Nursing program in the following semester. 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. Dues are a one-time fee of \$10 and paid members are able to run for a seat on the board of directors once they are enrolled in NUR 150. Opportunities for volunteering, fundraising, as well as attendance at state and national conventions are part of being a WSNA member.

Advisors: Sharon Erickson, FOXVLY 123, ext. 3912

Tracy Limbrunner, FOXVLY 119, ext. 3905

Students for a Diverse Society (SDS)

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

Advisors: Vaseliki (Vicky) Archos, BDE 111, ext. 6696

Aaron Lawler, VON 227, ext. 2861

Students Organizing Sustainability (S.O.S.)

S.O.S promotes sustainability issues to Waubonsee students, faculty, staff and the community through a variety of campus activities. The group sponsors various “green” events on campus, including an Earth Day event.

Advisors: Danielle Fischer, SCI 116, ext. 2345

David Voorhees, SCI 230, ext. 2783

Swing Dance Club

The Swing Dance Club is a forum to learn, practice and enjoy swing dance and its related dance styles: East Coast Swing, West Coast Swing, Lindy Hop, Charleston and Hustle. These styles are taught at a socially acceptable level for any social dance scenario. Rehearsals are fun, friendly, energetic and supportive!

Advisors: Dr. Nancy Christensen, SCI 224, ext. 2472

Alfred Weiss, SCI 232, ext. 2720

TRIO-Together Reaching Infinite Opportunities

It shall be the purpose of TRIO to help students adjust to new college life and to prepare them for career or transfer.

Advisor: Abigail Holder, STC 285, ext. 5716

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

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

Advisors: Steven Miller, DKN 249, ext. 6632

Heather Watson, STC 278, ext. 2091

World Language Club

The purpose of this club is to promote an environment to learn World Languages, that is suitable for all kinds of members. It shall be the goal of this club to create members who are comfortable speaking other languages in the workplace, and in their normal lives.

Advisor: Lilia Mendoza, VON 118, ext. 6630

STUDENT LEADER OPPORTUNITIES

Alternate Spring Break (ASB)

If you enjoy serving others and giving back to the community, consider joining Waubonsee's ASB team. ASB informational sessions will be held throughout the fall semester and applications can be obtained in the Student Life Office. Consider spending your spring break helping others.

For more information contact Meg Junk, Student Life Specialist at mjunk@waubonsee.edu or (630) 466-6608.

Days of Service

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

If you want to learn more about how you can partake in these type of events, contact the Student Life Office at studentlife@waubonsee.edu or (630) 466-2369.

Engaging Leaders: A Student Leadership Program

The Engaging Leaders Program helps students develop and strengthen their leadership skills. Whether you have past leadership experience or are looking for new opportunities, the Engaging Leaders Program will meet your individual needs. You'll participate in dynamic activities designed to help you form your own personal Leadership Philosophy, which is a great tool to help guide your decisions

For more information contact the Student Life Office at studentlife@waubonsee.edu or (630) 466-2369.

Student organizations that have been active in the past semester and are looking for student leaders are:

American Sign Language

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.

- Sponsors "Silent" events and workshops for members

Advisors: Cassie Coburn, DWNTN 364, ext. 4114
Katie Thomas, DWNTN 366, (630) 405-6109

Waubonsee Christian Athletes Club

The purpose of the club is to have a venue for non-denominational Christian athletes to unite and share their faith as it relates to life and sports.

Advisor: Brad Schlemmer, FLD 174, ext. 2524

The Deaf Club

The purpose of The Deaf Club is to encourage Deaf leadership, promote Deaf cultural awareness, and provide peer support for all members of the Deaf community.

Advisor: Katie Thomas, DWNTN 366, (630) 405-6109

Waubonsee Early Childhood Education Club

This group gives Early Childhood majors the opportunity to extend their classroom knowledge in their field of study.

Advisors: Linda O'Connell-Knuth, APC 278, ext. 6698
Carla Diez, BDE 252, ext. 2311

Future Healthcare Providers Club

The club's goal is to promote the field of medicine, encourage community service, provide resources and enhance career opportunities within the healthcare field. All interested students are welcome.

Advisors: Dr. Nancy Christensen, SCI 224, ext. 2472
Jennifer Showalter, SCI 126, ext. 5717

Off the Hook

The purpose of Off the Hook is to take our crochet and knitting hobbies and use them to improve the community.

Advisor: Linda Frieders, STC 249G, ext. 2920

Womyn For Womyn Alliance

Womyn For Womyn Alliance stands for exploring social issues, creating connections, and promoting the understanding of women's issues along with gender issues. We seek to bring programs and events related to the role of gender into the lives of students, as well as promoting well-being and relationships among the student body.

Advisor: Kathy Westman, APC 285, ext. 2557

Please contact Student Life, ext. 2369 or the advisor listed for more information.

ACADEMIC TEAMS

Model Illinois Government (MIG)

Each spring the Waubonsee delegation trains for the annual statewide simulation of the Illinois General Assembly, learning about the legislative process, lobbying tactics and parliamentary procedure. Yearly fee required to participate.



Advisor: Richard Kiefer, APC 273, ext. 2329

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 fee required. Competitions require student financial contribution. Areas of competition change yearly; contact instructor for information about competitions in your degree/certificate area.



Contact: Business and Career Technologies Division,
AKL 230, ext. 2263

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.

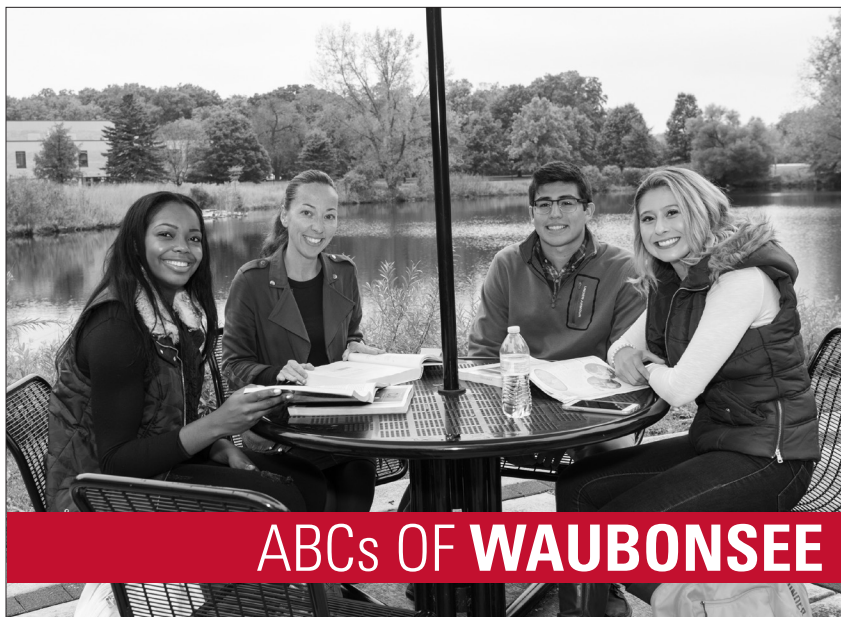
Contact: Division of
Communications,
Humanities and Fine Arts,
BDE 136, ext. 2921





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. 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

ABE (Adult Basic Education)

This program gives adults who did not graduate from high school an opportunity to enhance basic skills in vocabulary, reading, writing and mathematics.

Contact: *Adult Education, Aurora Downtown, Room 480, ext. 4600*

Academic Advising

Waubonsee's academic advising program provides opportunities for students, instructors and counselors to review academic progress. Electronic Registration and Planning (E-RAP), and a variety of academic support services are available. See also "Counseling, Advising and Transfer Center," page 100.

New students who have never attended Waubonsee or other college/universities before should start with Admissions. Admissions helps students through the getting started process, including completion of the New Student Information Form, Course Placement, E-RAP and first semester advising and registration. The Counseling, Advising and Transfer Center can also assist new students.

Specific phases of the academic advising process include the following:

1. **Course Placement:** Full-time students can obtain proper course placement in English and math based on their ACT, SAT and PARCC scores; placement testing results or previous coursework. (Note: Students may also be placed into Waubonsee courses based on their placement testing done at another college or university, or prior college coursework. Visit www.waubonsee.edu/placement for specific details.) There is no fee 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,” page 113.
2. **Electronic Registration and Planning (E-RAP):** New first-time, full-time students are required and new part-time students are strongly encouraged to complete an Electronic Registration and Planning (E-RAP) 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 E-RAP through the mywcc portal at mywcc.waubonsee.edu. An X-number is needed to log in.

3. **Continued Counseling:** All currently enrolled students are encouraged to meet regularly with a counselor to discuss career plans and academic goals. Students changing a schedule, withdrawing from or adding a class, changing student status, or experiencing academic difficulties are especially encouraged to check with a counselor.

Whether students are following a carefully prescribed curriculum toward a certificate or Associate in Applied Science degree, or are intending to transfer to a four-year institution, they should see a counselor before registering for classes each semester. Counselors can be especially helpful in ensuring that courses taken at Waubonsee will transfer into the desired program at the four-year institution.

Academic Alert System

1. **Early Alert:** Waubonsee’s Early Alert has been developed with the goal of increasing student success. Under this program, instructors are asked to identify students who exhibit academic difficulties that may prevent them from completing a course successfully. Areas of difficulty can include attendance, English proficiency, academic preparation/prerequisites, class participation, test/quiz scores, completion of class assignments, clinical/lab assignments and appropriate classroom behavior.

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

2. **Academic Probation:** All students who earn a cumulative grade point average below 2.0 are automatically placed on academic probation. See "Probation, Academic," page 117.
3. **Program Review:** Upon cumulative enrollment in 24-38 semester hours, students receive a letter of notification and are required to review their progress with a counselor. The program review helps students remain focused on their chosen academic goals, whether they be career transfer focused. Program reviews are mandatory and required before students are permitted to register for the next semester.

Academic Computing



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 students can access the open lab. Community residents may use the lab at Henning and at Aurora Downtown Campus by

registering for a monthly user fee. Instructional computer labs are also available at the Aurora Downtown Campus. At the Aurora Fox Valley and Plano Campuses, students may use the computers in the library and instructional computers when classes are not in session. See also "Email," page 102; "Logins," page 114, "mywcc," page 115 and "Network User Rules," page 175.

Contact: *Computer lab supervisor, Henning Academic Computing Center, ext. 5723 or Technical Assistance Center ext. 4357*

Aurora Downtown, see the main office, ext. 4357

Aurora Fox Valley, see the main office

Plano, see the main office, ext. 2623

Access Center for Disability Resources

The Access Center makes educational opportunities more accessible by academic accommodations and other services for students with disabilities. Students must self-declare their disability with the Access Center to be eligible for accommodations. Supporting documentation may be requested. Accommodations may be requested at any point during the educational experience.

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

Add/Drop Classes

Once students have completed the initial registration process, they can withdraw from or add classes to change their schedules. Check the deadline dates in the calendar and work with a counselor to become familiar with all the consequences of changing a schedule. Schedule changes may impact financial aid eligibility. See "Withdrawals and Financial Aid" on page 130.

Admissions

The Admissions Department assists prospective and current students. Admissions Advisors provide information on the getting started process, available academic programs and services, and facilitate the New Student Orientation program. 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 on-boarding 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
Plano Campus, First Floor
Aurora Fox Valley Campus, Second Floor*

Adult Education

Adult Education includes such areas as Adult Basic Education, High School Equivalency (HSE) preparation, English as a Second Language and literacy programs. For a directory listing, see “Who’s Who on Campus,” page 183.

Advancement Office

The Waubonsee Community College Advancement Office is a not-for-profit organization that raises funds for scholarships, special educational and technical programs and services, unrestricted funds, and endowments. Its primary goal is to provide as much support and access to education for district citizens as possible.

Contact: *Dickson Center, Room 225, ext. 2316*

Americans with Disabilities Act (ADA)

Waubonsee allows the provisions of the Americans with Disabilities Act and offers all students the opportunity to fully participate. See “Federal and State Laws,” page 134.

Articulated Credit

See “VALEES,” page 129.

Assemblies

Student assemblies are governed by procedures described in “Rules and Regulations,” page 134.

Attendance

Class attendance has a direct effect on successful course completion. If students do not attend at least one class meeting during the 100 percent refund period (as indicated on the Important Dates chart), 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 “Administrative Withdrawal” on page 130 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 "Administrative Withdrawal" on page 130 and 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. 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 withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit 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 re-admitted in the next class or classes in their program after giving notice to re-enroll.

Auditing

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 127, (630) 552-7900, ext. 2370*

Aurora Downtown Campus

Waubonsee Community College has a campus in downtown Aurora to provide classroom instruction and expanded student services. The Aurora Downtown Campus is also headquarters for the Driver Safety Program, Adult Education programs and the Adult Literacy Volunteer Project. See “Aurora Downtown Campus Map,” page 201. Students can earn a degree or certificate entirely in downtown Aurora.

**Contact: Aurora Downtown,
18 S. River Street
Aurora, IL 60506-4134 • (630) 801-7900
(From a Sugar Grove Campus phone, you may
dial Aurora Downtown Campus extensions directly.)**

Aurora Fox Valley Campus

Located on the Rush-Copley Medical Center campus on Route 34 in far east Aurora (see map on page 202), the Aurora Fox Valley Campus houses classrooms and facilities for registration, counseling and access to library resources.

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

Board of Trustees

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 at 5:30 p.m.). See “Who’s Who on Campus,” page 183, for a list of current members.

Bookstore

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, gift items, and imprinted sportswear and glassware. Students now 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 online at www.waubonsee.edu/bookstore.



Contact: *Dickson Center, First Floor, ext. 2908 or
Aurora Downtown Campus, First Floor, ext. 4174*

Bulletin Boards

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.

Contact: *Marketing and Communications,
Dickson Center, Room 250, ext. 2411
Student Life,
Student Center, Room 126, ext. 2369*

Bursar Office

The Bursar Office is where students pay their fees or arrange for the installment payments option. Students can pay tuition and fees in person at any of our four campuses, by mail, fax or online. Payment can be made by cash, electronic check or credit card (VISA, MasterCard, Discover).

Contact: *Student Center, Second Floor, ext. 5705
Aurora Downtown, Room 112, (630) 801-7900, ext. 2370
Aurora Fox Valley, Room 231, (630) 585-7900, ext. 2370
Plano Campus, Room 127, (630) 552-7900, ext. 2370*

Bus Transportation

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 Career Technologies

One of six instructional divisions at Waubonsee, the Business and Career Technologies division includes such disciplines as automotive technology, construction management, graphic design and marketing. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 183.



Calendars

In addition to the calendar (published in this handbook, the college catalog and schedules), students can keep track of campus life on the Student Calendar in mywcc. Student Life also publishes a calendar of special events, and sports schedules are available.

Campus Police

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.

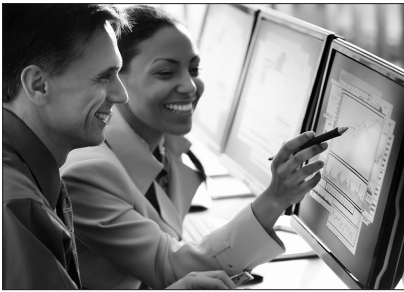
Regardless of the campus location, call 9-1-1 in an emergency.

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 car (Sugar Grove Campus), reporting sexual assaults involving students and staff, and sex offender registration. See related pages, such as “Emergencies,” page 102 and “Traffic Regulations,” page 180.

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

Career Development Center



The Career Development Center offers career-readiness support and employment information to students and college district residents seeking employment and/or internship opportunities. Services include access to www.collegecentral.com, an online job board system, and several other resources on www.waubonsee.edu/careerdevelopment. Internships

and study abroad programs offer students the opportunity to earn college credit while gaining valuable experience.

Contact: *Student Center, Room 209, ext. 2368*

Career Education

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. For complete information about the career education program, refer to a current college catalog, or visit Waubonsee’s website.

Career Exploration

Both currently enrolled students and members of the community are welcome to use the resources of the Counseling, Advising, and Transfer Center for career exploration. Interest inventories can measure the strength of a person's interest in a variety of occupational fields.

Counselors can help students access computer career information systems and explain career literature. College success topics credit courses are offered each semester; check a current course schedule. Waubonsee also hosts several events highlighting careers. See also "Career Development Center."

Contact: *Counseling, Advising, and Transfer Center,
Student Center, Room 262, ext. 2361*

Certificates

Waubonsee offers more than 100 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 if attending full-time. Specific requirements for each certificate are detailed in the college catalog and on Waubonsee's website.

Children's Program

See "Community Education Programs for Youth" page 98.

Children on Campus

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, on any of our campus locations.

CLEP

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. To ask about acceptance of credit, contact Registration and Records.

Closings

Should the college close due to weather or emergency, it will be communicated through the following methods:

- the college's website at www.waubonsee.edu
- mywcc (view Announcements)
- the Emergency Closing Center website at www.emergencyclosings.com
- local TV and radio stations
- Waubonsee Alert System text, email and voice messages

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

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 the mywcc portal. Co-curricular transcripts are updated each semester. Contact the Student Life Office for more information at ext. 2369 or email studentlife@waubonsee.edu.

Commencement

Students should know and observe the requirements of the certificate or degree they are seeking and the rules that govern academic work.

Counselors 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 forms should be submitted early in the semester **before** you expect to complete your degree. Intent to Graduate forms can be found in mywcc, in the Student Success box, click Graduation Information link.

Final deadline for accepting Intent to Graduate Forms is the last day of the semester.

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

Communicable Diseases

Waubonsee's policies regarding students with chronic communicable diseases are explained in "Rules and Regulations," page 134.

Communications, Humanities and Fine Arts

One of six instructional divisions at Waubonsee, the Communications, Humanities and Fine Arts division includes such disciplines as art, English, humanities, communications and music. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 183.

Community Education

The Community Education program offers noncredit activities that respond to community needs and provide for individual development. Services include classes, workshops and seminars; an events series; fitness center; trips and tours; and youth programs. A schedule of events and classes is published in advance of each semester and is also available online at www.waubonsee.edu/schedules.

Contact: *Auditorium, Room 108, ext. 2360*

Community Education Events

This series features major events on campus sponsored by Community Education, Student Life or other groups. These events, which may include speakers, theater productions, concerts or seminars, are open to the community and are often free for students and staff.

Contact: *Community Education, ext. 2360 or
Student Life, Student Center, Room 126, ext. 2317*

Community Education Programs for Youth

Community Education Programs for Youth include a variety of offerings for children from preschool to high school. Xcelerate is a special summer program of themed enrichment camps for children ages 4-14. A schedule is published each semester and is also available online at www.waubonsee.edu/schedules.

Contact: *Community Education, Auditorium, Room 108, ext. 2360*

Computers

See “Academic Computing,” page 88.

Conduct

The Code of Student Conduct is described in detail in its own section under “Rules and Regulations” page 134. Students should be familiar with their rights and responsibilities.

Contact: *Assistant Vice President of Student Services,
Student Center,
Room 103A, ext. 2349 or 2363*

Connect4Success (C4S)

Students participating in the Connect4Success (C4S) program receive personalized coaching, advocacy, and timely outreach reminders from start to finish. C4S is a federally-funded Title V grant program supporting students who are low income or educationally at-risk as defined by the grant.

Contact: *Student Success Manager, DWNTN 113B, ext. 4610*

Cooperative Agreements

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 Vice President of Student Development (see directory). 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 initial application.

Contact: *Student Development, Student Center, Room 134, ext. 2941*

Counseling, Advising and Transfer Center

The Counseling, Advising and Transfer Center provides a wide range of academic, career and personal counseling. 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 with crisis counseling and community referrals for issues such as domestic and sexual violence, addiction, depression, and other personal issues. See also “Waubonsee Talk Line” page 130.

Specific policies are in place to assist students toward completion of their academic goals; see “Academic Advising,” page 86.

Contact: *Student Center, Room 262
Aurora Downtown Campus, First Floor
Plano Campus, First Floor
Aurora Fox Valley Campus, Second Floor*

*Visit www.waubonsee.edu/counseling for service hours
at all four campus or call ext. 2361 for more information.*

Course Fees

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, towel services, etc. These fees are subject to change based upon the cost of supplies as determined by the board of trustees.



Credit for Prior Learning

Students enrolled at Waubonsee may be awarded credit based on prior experience in the following areas: college credits earned at other institutions, armed service experience, CLEP (College Level Examination Program), AP (Advanced Placement), credits by proficiency examination and credits by evaluation.

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

Crime Awareness and Campus Security

A federal law requires colleges to publish crime and security statistics. See page 135 for further information.

Dean's List

Students who achieve a 3.50 to 3.99 semester grade point average while enrolled in six or more regular semester credit hours are honored by placement on the Dean's List (fall, spring and summer semesters). See also "Grades," page 106.

Degree Audit

Students can track their progress toward a certificate or degree by using the "Degree Audit" tool in mywcc. In the Student Success box, click the My Degree Audit link.

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

Degrees

A degree is a title awarded to a student signifying completion of a program of study consisting of at least 60 semester hours 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. 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 "Commencement," page 97.



Disability Resources

See "Access Center for Disability Resources," page 89. See also "Americans with Disabilities Act" in "Rules and Regulations," page 134.

Driver Safety

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. 4161*



Email

All registered Waubonsee students are given email accounts, called mymail, which are accessible through the mywcc portal at 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. See "Logins," page 114, "mywcc," page 115 and "X-number," page 133 for more information.

Contact: *Help Desk, Sugar Grove, ext. 4357 (HELP)*

Educational Records

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," page 134.

Emergencies

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 and the blue light emergency call boxes in the parking lots. See also "Safety," page 119.

Emergency number on any campus: 911

**Non-emergency contacts: 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

The Waubonsee Community College Foundation established an Emergency Needs Scholarship designed to assist students who experience an emergency or unexpected hardship that may prevent them from being able to continue their education at Waubonsee. Examples might include, but are not limited to, injury, a death in family, catastrophe, inability to buy food or cover housing costs, unexpected job loss, etc. Amounts are limited and subject to the availability of funds. The application for this Emergency Needs Scholarship is located in mywcc or by contacting the Advancement Office at (630) 466-7900, ext. 2316.

Employment Opportunities

The Career Development Center offers employment information to students and college district residents seeking full- or part-time employment. See "Career Development Center," page 95. For information about Federal Work Study jobs on campus, contact the Financial Aid Office (see page 104).

E-RAP (Electronic Registration and Planning)

This online tutorial, mandated for all new full-time students and highly recommended for new part-time and/or degree seeking students, helps with the process of choosing and registering for classes. See "Academic Advising," page 86.

ESL (English as a Second Language)

English as a Second Language offers adults who did not graduate from high school in the United States an opportunity to learn the English language. Speaking, listening, grammar, vocabulary, reading and writing skills are taught with an emphasis on the competencies needed to function in the U.S. and the workplace. There is no charge for this program. Citizenship classes are available throughout the year.

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

Events

Watch for announcements of events on campus 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. Student Life publishes special



events calendars and has a Facebook page to help you plan. The mywcc portal also 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,” page 134, regarding assemblies and student conduct.

Extension Locations

In addition to its four main facilities (Sugar Grove Campus, Aurora Downtown Campus, Aurora Fox Valley Campus and Plano Campus), Waubonsee offers classes at more than 40 different locations across the college district. At these diverse 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.

Financial Aid

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. 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⁺ 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. The Financial Aid Office will calculate the federal financial aid earned using the percentage of the term attended.

Information on Withdrawals and Financial Aid is located on page 131 of this handbook.

** Federal financial aid includes the Federal Pell Grant, SEOG Grant Federal Work-Study and the Direct Loan Program.*

*** Last date of attendance is defined as the last recorded date of attendance.*

For more information, get a copy of the college's current Financial Aid Handbook.

Contact: Student Center, Room 234, ext. 5774

Fines

Information on campus citations and fines can be found in the "Traffic Regulations" section, page 180.

Fishing

Fishing is not allowed at any of our campuses.

Fitness Center

The Total Fitness Center is open to students and community members wanting to meet individual fitness goals. College degreed staff provide exercise program advisement, support and encouragement. Students may work out on the latest strength-training and cardiovascular equipment while being entertained by their choice of TV programs or favorite music selection.

Contact: Erickson Hall, First Floor, ext. 2530

Food Service

Sugar Grove and Aurora Downtown Campuses house a Café and Coffee Bar, which proudly serves Starbucks; see pages 9 and 10 for hours. Please note that eating and drinking are not permitted in any classroom or library. Vending machines are available in various locations at all campuses.

Students can load money onto their XCARDS for use at campus cafés and vending machines. See page 133.

For students experiencing food insecurity, many offices on campus have FREE lunch sacks that contain information about food banks located throughout the College's district. Stop by the Office of the Assistant Vice President of Student Services; Financial Aid; Counseling, Advising and Transfer Center; or a College Information Center staff member to obtain a FREE lunch sack.

Grades

Students receive grades for every credit course they enroll in at Waubonsee. Grades can be accessed through the mywcc Web portal at mywcc.waubonsee.edu. Waubonsee has policies regarding academic probation, grade changes, grade appeal and grade forgiveness. Students with high ability can 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 when assigned at the discretion of the instructor if illness or other unusual circumstances prevent a student from completing course requirements by the end of the term. Students have through the last day of following semester (not including Summer) to complete the course, unless the instructor notes an earlier completion date. This definition does not allow for regular letter grades (A, B, C, D or F) to be changed to an I or a W grade after final grades are assigned. Special exceptions may be presented to the Vice President of Educational Affairs for consideration.

Grades in Repeated Courses: If a regular semester 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. All grades in these repeatable courses are used to calculate the GPA unless a student fills out a "Repeatable Course Grade Change Request Form." Filling out the form ensures that only the higher grade(s) will be calculated in the GPA.

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 grades. Special exceptions may be presented to the Vice President of Educational Affairs for consideration.

Grade Appeal Procedures: Students must discuss their final grade concerns with their course instructor prior to initiating the formal appeal process described here.

Step 1: If, after discussion with the course instructor, a student is not satisfied with the results of his/her final grade concerns, the student should then send a written appeal of his/her grade to the Dean who oversees that area within one calendar year (from date grades were officially due to the Registrar). The Dean investigates the student's

concerns and attempts to facilitate a resolution. Within 30 college days (Monday to Friday by 4:30 or close of business day), the Dean prepares a written determination addressing the student's concerns and sends it by certified mail to the student and the appropriate instructor.

Step 2: Upon receipt of the determination from the Dean described in Step 1, the student has the right to present a written appeal of such determination, postmarked within 10 college days (Monday to Friday by 4:30 or close of business day), to the appropriate instructional Assistant Vice President. Grade Appeals that are denied because they fall outside of the postmark will not be considered for the next step of the Grade Appeal Procedure.

The Assistant Vice President investigates the student's grade concerns and attempts to facilitate a resolution. Within 30 college days (Monday to Friday by 4:30 or close of business day) of the receipt of the appeal, the Assistant Vice President sends a written determination to the student and the appropriate instructor.

Step 3: Upon receipt of the determination, the student may file a written appeal, postmarked within 10 college days (Monday to Friday by 4:30 or close of business day), to the Vice President of Student Development, requesting that the matter be considered by the Academic Review Board. Grade Appeals that are denied because they fall outside of the postmark will not be considered for the next step of the Grade Appeal Procedure. Within 45 college days (Monday to Friday by 4:30 or close of business day) after receipt of the appeal, the Academic Review Board convenes to consider the matter. At that time, the student, Assistant Vice President and administrators have the opportunity to present oral and/or written statements in support of their position.

Step 4: Within 30 college days (Monday to Friday by 4:30 or close of business day) after the conclusion of the Academic Review Board's consideration, the board makes a final determination based on the facts and the evidence of the case. The Vice President of Student Development transmits the decision to the student and the instructor.

Step 5: Upon receipt of the Academic Review Board's determination, the student may, if postmarked within 10 college days (Monday to Friday by 4:30 or close of business day), submit a written appeal to the Vice President of Educational Affairs for procedural review to ensure that the grade appeal process was conducted in accordance with established procedures.

Step 6: Within 30 college days (Monday to Friday by 4:30 or close of business day), the Vice President shall complete his/her procedural review and send a final written report to the student and instructor indicating the final disposition of the matter.

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 Vice President of Student Development.

Grade Point Average

Semester grade reports, as well as the transcript, 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:

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 total semester hours.
4. Add the column of grade points to get total grade points.
5. Divide total grade points by 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/Commencement Ceremony

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 walk, however, preference for the ceremony will be given to those who have applied by the deadline.

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

Health Professions and Public Service

One of six instructional divisions at Waubonsee, the Health Professions and Public Service division includes such disciplines as criminal justice, medical assistant, sign language and therapeutic massage. For a listing of all the disciplines and the faculty within the division, see “Who’s Who on Campus,” page 183.

Henning Academic Computing Center

See “Academic Computing,” page 88.

High School Equivalency (HSE)

The High School Equivalency (HSE) courses, offered in both English and Spanish, prepare adults who do not have a high school diploma for the HSE exams in the areas of writing skills, social studies, science, reading, mathematics, and the U.S. and state constitutions. An assessment determining appropriate content areas of study precedes class placement. Morning and evening classes are offered at the Aurora Downtown Campus and other locations throughout the district.

The High School Equivalency (HSE) Testing program at Waubonsee allows individuals to obtain their HSE certificate by completing their final certification exams through approved HSE testing vendors. HSE final exams are offered through both GED® Testing Service and TASC (Test Assessing Secondary Completion). Exams are offered in both English and Spanish and require an appointment. Registrations and testing appointments for GED® Testing Service are made through Pearson-VUE

at www.GED.com or you may contact Pearson-VUE directly at (877) 392-6433. Registrations and testing appointments for TASC are made at <https://illinois.tasctest.com> or you may contact TASC directly at (888) 282-0589. Payment for the exams are made directly through GED® and TASC. For more information, please visit www.GED.com or www.tasctest.com. All exams are administered through Waubonsee's Learning Assessment and Testing Services (see directory) who also administers the constitution test, one of the required parts of the HSE final certification process.

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

Honors Program

This program is offered for students of high ability who enjoy intellectual challenge. Waubonsee offers several incentives to encourage qualified students to enter the program, including the opportunity to work closely with members of the college's honors faculty and a competitive advantage in college admissions and scholarship applications. Students must apply for the honors program. See the college catalog for more information.

Contact: *Honors Program,
Dickson Center, Room 227, ext. 2723*

Applications are available on mywcc under the Student Forms section.

Illinois Skyway Collegiate Conference

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 competition in jazz, STEM, writing and arts.

Contact: *Assistant Vice President
of Student Services,
Student Center, Room
103B, ext. 2363 or 2349*

Website: www.skywayconference.com



Illinois Virtual Campus

Waubonsee is a founding member of the Illinois Virtual Campus. The Illinois Virtual Campus was founded in 1998 to provide Illinois citizens access to diverse higher education resources for baccalaureate programs, graduate study and professional development. The IVC is a clearinghouse of distance education courses offered by 46 colleges and universities in Illinois. Students taking courses listed with the Illinois Virtual Campus can receive transfer assistance from Waubonsee's Counseling, Advising, and Transfer Center.

Contact: *Website: www.ivc.illinois.edu*

International Students

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. 2497
Email: internationalstudents@waubonsee.edu*

International Studies

See "Study Abroad," page 122.

Internship Program

Internships enable students to acquire professional work experience, establish references and begin a career. Students with a faculty advisor's consent can also earn college credit toward their degree. Although students are encouraged to research internship opportunities on their own, the Career Development Center is available to assist. Please contact the Career Development Center or the Dean for appropriate instructional division for more information (see "Who's Who on Campus," page 183).

Contact: *Career Development Center,
Student Center, Room 209, ext. 2368
Email: careerservices@waubonsee.edu*

Late Enrollment

The last day to enroll in a course is prior to the first class meeting. Late enrollments may be approved during the first week of 8, 12 and 16 week courses by the instructor. Students should contact the instructor, as early as possible, within the first week to request permission to enroll in the course.

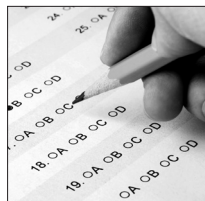
Contact: *Registration and Records,
Student Center, Room 249, ext. 2370*

Learning Assessment and Testing Services

The Learning Assessment and Testing Services provides a wide range of testing services to students, members of the community and area businesses. Services include placement testing, proficiency testing, certification testing, program testing, online learning testing, and customized testing. See also "Academic Advising," page 86.

Contact: *Student Center, Room 230, ext. 5700
Aurora Downtown, Room 275, ext. 5700
Aurora Fox Valley, Room 229, ext. 5700
Plano, Room 129, ext. 5700*

Note that a picture ID is required for testing.



Library

The Waubonsee Community College libraries provide virtual services, electronic collections and databases through the Library website. The physical libraries at the Aurora Downtown Campus Library, Aurora Fox Valley Campus and the Sugar Grove Campus Todd Library house comprehensive print collections providing curricular support for students and serving the residents of the Waubonsee Community College district. The Plano Campus offers a library/computer lab space to access the library website and its virtual services or to contact a librarian directly through the dedicated reference kiosk. Students on any campus have access to materials located at other campuses through intercampus services. Additional resources available at the Aurora Downtown Campus Library, the Aurora Fox Valley Campus Library and the Sugar Grove Campus Todd Library include study rooms, copying/scanning/printing services, resource sharing services, Wi-Fi accessibility, research assistance and faculty reserve materials.

Contact: *Collins Hall, Second Floor, ext. 2400
Aurora Downtown, First Floor, ext. 4625
Aurora Fox Valley, (630) 585-7900
Plano, (630) 552-7900*

Literacy

The Adult Literacy Volunteer Project at Waubonsee trains local volunteers to teach reading and English skills to adult students from more than 20 different countries. Tutors teach on an individual basis or act as aides in classroom situations. Tutor training sessions are scheduled throughout the year.

Contact: *Adult Literacy, Aurora Downtown, ext. 4106*

Logins

To gain access to Waubonsee's computer network and workstations, registered students must use special login procedures. A student's login is his/her X-number (see page 133). 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," page 102 and "mywcc," page 115.

Contact: *Help Desk, Sugar Grove, ext. 4357 (HELP)*
www.waubonsee.edu/login

Lost and Found

All unclaimed articles left anywhere on campus should be sent to the lost and found department at the Campus Police Department at Sugar Grove, and at the information desks at Aurora Downtown, Aurora Fox Valley and Plano. Owners may claim their property after proper identification.

Contact: *Campus Police, Sugar Grove,
Dickson Center, First Floor, ext. 2552*
Athletics Office, Field House, Room 170, ext. 2524
*Campus Police, Aurora Downtown Campus,
First Floor, ext. 4142*
*Administrative Office, Aurora Fox Valley Campus,
(630) 585-7900*
*Administrative Office, Plano Campus,
(630) 552-7900*

Maps

See the last few pages of this handbook for maps of the district, the Sugar Grove Campus, the Aurora Downtown Campus, the Aurora Fox Valley Campus and the Plano Campus.

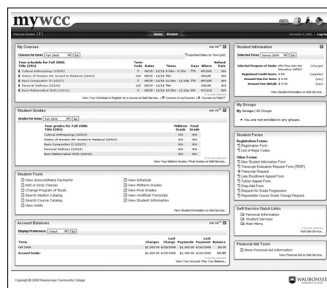
Mathematics and Sciences

One of six instructional divisions at Waubonsee, the Mathematics and Sciences division includes such disciplines as biology, earth science, mathematics and physics. For a listing of all the disciplines and the faculty within the division, see “Who’s Who on Campus,” page 183.

mywcc

Students can access their important Waubonsee information online — on mywcc. Once signed in, students are able to access email, registration tools, Blackboard and more.

For help with technical issues, please call (630) 466-7900, ext. 4357



Online Courses

Online courses allow students to take classes anywhere, anytime. Students need a computer with a connection to the Internet. Most courses are offered fully online using browser-based Blackboard conferencing software. A few online courses may require coming to an assessment center at Waubonsee or a nearby community college. For a complete list of online classes, see the current semester schedule or visit Waubonsee’s website.

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

Parking

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 beginning on page 200 for information about other campuses.

Student parking is available in Lot W, north of the Aurora Downtown Campus.

Placement Testing

All full-time students can obtain proper course placement in English and math based on their ACT, SAT and PARCC scores, placement testing results or previous coursework. Note: Students may also be placed into Waubonsee courses based on their placement testing done at another college or university, or prior college coursework. All new full-time students are required to fulfill placement in English, Reading and Math. Visit 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

The 33,000 square foot facility is located on Waubonsee Drive, off of Route 34, west of Eldamain Road in Plano. The Plano Campus houses classrooms; computer and science labs; and access to facilities for registration, counseling, assessment and library services. Students can earn select career degrees and certificates or take classes in the following areas: transfer education, workforce education and training or developmental education.

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

Pregnant and Parenting Students, Services for

Pregnant and parenting students in need of support or assistance should contact their instructors or the Dean for Student Success and Retention. More information can be found at www.waubonsee.edu/experience/health.

President's List

Students who achieve a 4.0 semester grade point average while enrolled in six or more regular semester credit hours are honored by placement on the President's List (fall, spring and summer semesters). See also "Grades," page 106.

Probation, Academic

All students who earn a cumulative 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. See the Student Success portlet in mywcc for details.

Contact: *Academic Intervention Advisor,
Student Center, Room 280, ext. 6669*

Probation, Financial Aid

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, he/she will be placed on probation.

Publications

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. Students should have a current catalog to reference at all times and the schedule of classes for the current and upcoming semesters. Also consult Waubonsee's website (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

Tuition refunds for courses are issued to eligible students based upon the official notice of withdrawal being received by Registration and Records. Full refund of tuition and fees is granted if the college cancels a course. Refer to the schedule for details about applicable refund dates. An appeal process is available for extenuating medical circumstances. The college reserves the right to make the final decision on all refunds. See also “Bursar,” “Tuition and Fees,” and “Financial Aid.”

Students can have refunds directly deposited into a checking or savings account by signing up for eRefunds. Access the Student Account Suite through mywcc to register.

Registration and Records

This office handles course registration, transcripts and other official student records. The process of registering for classes is described in detail in the published schedules and online. See the schedules for each semester’s specific registration dates and times and locations. The calendar in this handbook also lists the dates on which registration begins each semester.

Contact: *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 127, (630) 552-7900, ext. 2370

Reserve Officers’ Training Corps (ROTC)

Students who intend to transfer to a four-year school offering a Reserve Officers’ Training Corps (ROTC) may accomplish the basic coursework in their first two years at Waubonsee. See the catalog for more details about the ROTC transfer option.

Contact: *Dean for Social Sciences,
 Education and World Languages
 Academic and Professional Center, Room 244, ext. 5771*

Residency

For the purpose of determining fees and tuition, students enrolling in Waubonsee are classified as district students, out-of-district students or out-of-state students. To qualify as a district resident, students must reside within the district for at least 30 days immediately prior to the beginning of the semester. All questions of residency and pertinent fees should be directed to Registration and Records.

Safety

Waubonsee Community College is committed to providing a safe and secure campus environment for all students, faculty, staff and community members. *Emergency Management 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. This guide is available for download at Waubonsee's website.

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 Campus.

To report a person of concern, students, faculty and staff can access the Waubonsee Intervention Form under the Quick Links section of the mywcc home tab.

Schedules

Schedules of all credit and noncredit courses, classes, and events are published in advance of each semester. Refer to those publications for more information on scheduled classes, the registration process and semester calendars. Online schedules of classes, searchable by subject or keyword, are available at www.waubonsee.edu/schedules.

Scholarships

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 for the following academic year. Applications available fall 2018 and due in February 2019 will be for scholarships awarded for the 2019-2020 academic year. Information about scholarship opportunities can be obtained online at www.waubonsee.edu/foundation or by contacting the Advancement Office at (630) 466-2316 or foundation@waubonsee.edu.

Security

See "Emergencies," page 102 and "Safety," page 119.

Senior Citizen Tuition

Residents of the district who are 65 years of age or older may be eligible for a tuition refund for applicable credit courses at Waubonsee. Refer to a current schedule of classes for details on this tuition policy.

Smoking

With the adoption of the Smoke Free Illinois Act, Waubonsee's Sugar Grove, Aurora Downtown and Plano Campuses are now smoke-free. Smoking is prohibited in all of the college's buildings, on college grounds and in college vehicles. Smoking is only allowed in personal vehicles. Electronic cigarettes are not permitted and considered smoking. A fine of \$50 may be issued for smoking violations. The Aurora Fox Valley Campus will continue to honor Rush-Copley Medical Center's campus-wide smoke-free policy.

Social Sciences, Education and World Languages

One of six instructional divisions at Waubonsee, the Social Sciences, Education and World Languages division includes such disciplines as anthropology, early childhood education, history and political science. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 183.

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

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

Contact: *S.T.A.R. Counselors, Field House, Room 170, ext. 2525*

Student Ambassadors

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

See "Procedures for Student Assemblies," page 174 in the "Student Conduct" section.

Student Fee

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 Government

A 12-member senate elected in spring and fall elections governs the Waubonsee student body. See "Get Involved," page 68, for more details on student government.

Student Life

This office provides numerous services to student organizations, leadership experiences, civic engagement opportunities, and the curricular transcript. The student government and organization mailboxes are in the Student Life Office. See the section in this handbook, "Get Involved," page 68.

Student Support Services (TRIO)

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

See "Student Senate," page 69.

Study Abroad

Waubonsee is a member of the Illinois Consortium for International Studies and Programs (ICISP). Study abroad programs take Waubonsee students to England, Austria, Spain, Costa Rica, 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: *Career Development Center
Student Center, Room 209, ext. 2368*

Traffic Regulations

For traffic regulations that apply to vehicles or other mobility devices on campus, see “Rules and Regulations” on page 134. For parking rules at each campus, see the respective maps beginning on page 199.

Transcripts

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, or can be requested online via mywcc or at www.getmytranscript.com.

Transferring Credit from Waubonsee (Transfer Advising and Planning)

To make the most of your time at Waubonsee, meet with a counselor or advisor 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 for more information, including:

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

Contact: *Counseling, Advising, and Transfer Center,
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."

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 waubonsee.edu/transferring for more information.

Transfer Degree Guidelines

The transfer degree guidelines listed in the next section of this catalog illustrate courses a student might take if interested in a particular area of study. The guidelines are based on the format used to show degree requirements, and they assist the student in completing the general education requirements of a four-year degree, as well as taking introductory courses in a major field of study. While the guidelines are helpful, students should work with a counselor to develop individual plans.

Articulation Compact

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 Compact 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.

Transfer Guarantee

The Transfer Guarantee formally assures students that certain courses transfer to in-state colleges and universities. The college backs up the guarantee with a tuition refund if the course does not transfer. Students should be aware that because baccalaureate degree completion

requirements change over time, transfer agreements may expire and/or students may be expected to complete additional coursework by the transfer institution. Students should contact an advisor/counselor for determining the transferability of courses to their chosen four-year institution.

To make a claim, students must notify Waubonsee's Vice President of Educational Affairs, in writing, within 60 days of learning that course credit has been declined or refused by the receiving university. The letter should state the reasons, if any, given for the action and the name, position, address and telephone number of the person who processed the application for credit transfer or acceptance. Copies of any correspondence, transfer evaluation or other documentation provided to or received from the transfer institution regarding the student's transfer application must accompany the notice.

Waubonsee Community College agrees to reimburse students the tuition for any course listed on the application if the receiving public Illinois university declines to transfer or accept the course credit for some purpose under these terms:

1. Students take and successfully complete the course(s) during the term stated;
2. Students earn at least a grade of C for the course(s);
3. Students are accepted by and actually transfer to the receiving university within three years from the date this guarantee is issued;
4. Students promptly apply to have the course credit transferred to and accepted by the receiving university upon transfer;
5. Students make a claim under this guarantee as provided above within four years from the date this guarantee is issued;
6. Students cooperate fully with Waubonsee Community College in its efforts to have the credit transferred or accepted by the receiving university, including giving any necessary consents or releases regarding student records; and,
7. After the claim is received, Waubonsee Community College has 120 days to attempt to have the receiving university reverse its earlier decision to deny course credit.

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 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 the Counseling, Advising and Transfer Center at Waubonsee to discuss their particular circumstances (see directory).

Waubonsee does not guarantee that the letter grade earned in the WCC 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 Vice President of Educational Affairs (see directory).

Transferring Credit to Waubonsee

Students looking to transfer in previous college credit follow the same enrollment process, but with a few additional steps:

Submit Official Transcripts

Waubonsee will need official transcripts from all of your previous college(s) and universities. Have them sent to:

Registration and Records

Waubonsee Community College

Route 47 at Waubonsee Drive

Sugar Grove, IL

Submit Transcript Evaluation Request Form (TERF)

Once you have an X-number and can log in to mywcc, you should complete and submit the online Transcript Evaluation Request Form (TERF). Once this form has been submitted and your official transcripts received, Registration & Records will begin evaluating your prior coursework and credits. You will receive an email when the evaluation is complete, which can take up to four weeks.

While you wait for your results, you are free to complete any remaining steps to enrollment, including meeting with a counselor or advisor (to get an unofficial transcript evaluation) and registering for courses.

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. Credits to be considered for ENG 101 or ENG 102 must have an earned grade of "C" or better if pursuing a transfer degree.

A maximum of 45 semester hours of transfer credit can be applied to a degree. Transfer credit does not apply to the College's academic 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. No recording fee applies.

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

Tuition and Fees

Estimated tuition and fees noted in the catalog and the schedules are subject to change. Check with Registration and Records or the Bursar for the current tuition and fees. Students expecting to receive financial aid should contact the Financial Aid Office.

Paying for Classes

- Full or partial payment is due at the time of registration.
- More payment options — the sooner you register, the smaller your payments!

What Are My Payment Options?

- **FULL PAYMENT:** Tuition and fees totaling less than \$200 require full payment.
- **PARTIAL PAYMENT:** Pay the required first installment and the remaining balance in monthly payments. (A \$25 nonrefundable set-up fee is charged for selecting this option — it's automatic when students make the first payment.) The sooner you register, the more time to pay!
- **EMPLOYER PAYMENTS:** If your employer is paying your tuition and fees, and should be billed directly, a letter from your company, including the contact name and company address (on company letterhead), is required at the time of registration.

How to Pay

Pay by cash, electronic check* or credit card (VISA, MasterCard, Discover, American Express). Full or partial payments can be made:

- Through the online registration system at www.waubonsee.edu or at mywcc.waubonsee.edu (credit card or electronic check)
- In person at the Sugar Grove, Aurora Downtown, Aurora Fox Valley or Plano Campuses
- By faxing payment information to (630) 466-6637
- By mailing payment to:

**Bursar Office
Waubonsee Community College
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454**

**Waubonsee is now processing checks electronically. When you provide a check as payment, you authorize the college to use information from your check to make a one-time electronic fund transfer from your account. Be aware there will be a \$25 fee for any insufficient funds/declined checks. If you have a question, please call (630) 466-5705.*

Financial Aid Recipients

Students should apply for financial aid at least three months prior to registration. Coordinate with the Financial Aid Office before you register to ensure that scholarships or grants are applied at the time of registration. Students who have not have been awarded and accepted their financial aid awards online through the mywcc portal must make a payment in order to hold their classes.

What If I Don't Pay?

Waubonsee cancels registration if students do not select a payment option at the time of registration. Please note that payment is even required during college holidays and breaks.

Students withdrawn for non-payment after the first day of class must appeal to re-enroll in that course. A \$50 re-enrollment fee plus a minimum of one-half of the tuition is due when re-registering. Submit a completed enrollment appeal form (available online) to Registration and Records in person or by fax at (630) 466-4964.

Students must officially withdraw from each course they do not plan to attend. Enrollment will not be cancelled if any payment has been received for the semester.

Unpaid fees will prevent registration for additional courses or receipt of grades, and are subject to the collection procedures of the college and a \$25 delinquent fee.

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

Tutoring Centers

There are four main services offered at the Tutoring Centers:

- **In-Person Tutoring** – Free, walk-in tutoring is available for a myriad of courses, including mathematics, biology, chemistry and writing. You must be a registered Waubonsee student to take advantage of free tutoring. Please see our tutoring schedules for locations, days and times.
- **Academic Coaching** – Learn to study better, not harder! Academic Coaches can help you read your textbook, study for your tests and prepare for class more effectively. Academic Coaches can also help you in developing a Study and Learning Plan at any point during the semester. See our tutoring schedules for coaching availability.
- **Online Tutoring** – Free, online tutoring is available 24/7 to any Waubonsee student through mywcc. There is live, on-demand tutoring, an online writing lab, a place to ask questions, and the opportunity to make an appointment with a tutor.



Contact: *Collins Hall, Room 144, ext. 5706
Aurora Downtown, Room 215, ext. 4227
Plano Campus inside the library, ext. 2426
Aurora Fox Valley, Room 225, ext. 4227*

VALEES

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 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 for a listing of approved high schools.

Contact: *VALEES Office, Building A, Room 116, ext. 5736*

Veterans' Services

Waubonsee is proud to serve students who have served their country. Please refer to the Waubonsee veterans website for some basic information about funding education, registering for classes and receiving benefits.

Contact: *www.waubonsee.edu/veterans*

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

Transfer/Veterans Advisor
Student Center, Room 278, ext. 2091

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

Financial Aid Advisor
Student Center, Room 246, ext. 2797

Waubonsee Talk Line

When Waubonsee's Counseling, Advising and Transfer Center 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, Advising and Transfer Center," page 100.

Contact: (630) 264-0394

Website

Waubonsee's website is a great source of information about the college. Everyone can find what they're looking for, whether it be a class to take, campus maps, degree information, registration procedures or the latest Waubonsee news.

Contact: www.waubonsee.edu

Withdrawals

Administrative Withdrawal

Waubonsee Community College reserves the right to administratively 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 Assistant Vice President of Student Services for more information (see directory).

See also "Code of Student Conduct," page 139.

Student-Initiated Withdrawal

Students are responsible for officially withdrawing from each course(s) they are no longer attending. A student who withdraws from a credit course after the end of the refund period will receive a withdrawal grade (not used in calculating GPA). Students who fail to properly withdraw from a course may receive a failing grade of F for that course.

The last day to withdraw from a course depends on the course length. See "Important Dates," listed in each semester schedule or online at www.waubonsee.edu.

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and financial aid eligibility. Consult with a counselor prior to withdrawing from a class to determine the best course of action for your individual situation.

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 a counselor 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.***

This results in a reduction to federal aid eligibility including grants and loans. Federal regulations require that students "earn" their financial aid by attending or participating in class. Waubonsee records attendance at the end of the 100 percent refund period and at mid-term. These attendance records determine the amount of financial aid that has been earned by a student who withdraws from all courses. For example, withdrawing from all courses after mid-term would result the reduction of a \$1,000 Pell Grant or Direct Loan to approximately \$500 (50 percent) because mid-term would have been the last recorded date of attendance. 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. If the latest date that the student attended is not after the 60 percent point of the term, financial aid will be reduced to equal the percentage earned. For example, if the latest date of attendance reported by an instructor is mid-term, a \$1,000 Pell Grant or Direct Loan would be reduced to approximately \$500 (50 percent) 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 Tuition Appeal Form printable from their mywcc portal 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. Questions should be directed to the Veterans Services staff.

Workforce Development

Waubonsee provides continuing education and professional development for area businesses, organizations and individuals. There is a regular schedule of professional development courses, seminars and workshops, along with business solutions and training.

**Contact: *Workforce Education and Training,
Building A, Room 102
(630) 466-2356***

XCARD

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 his/her 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.



The XCARD is not a bank debit/credit card and is not associated with a bank account. However, students are able to load XCASH onto their XCARDS, which can be used at the dining cafés on campus or in some vending machines. To load XCASH onto your card, visit the XCARD website at www.waubonsee.edu/xcard or use the XCARD kiosk located near the dining cafés.

Contact: www.waubonsee.edu/xcard

X-number

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 Information Form.

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



RULES AND REGULATIONS

FEDERAL AND STATE LAWS

Waubonsee Community College does not discriminate in employment or educational opportunities, including career and technical educational opportunities, on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. The college will take steps to assure that the lack of English-language proficiency will not be a barrier to admission and participation in workforce education and training programs. These courses/program offerings and admission criteria are on the college's website at www.waubonsee.edu.

For more information on the college's nondiscrimination policies, contact Michele Needham, Executive Director of Human Resources and Affirmative Action Officer, Title IX Coordinator and Section 504/ADA Coordinator, at (630) 466-7900, ext. 2367 or mneedham@waubonsee.edu; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.

Accommodation of Religious Observances/Practices

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

The ADA 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 ADA 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: Michele Needham, Executive Director of Human Resources, ext. 2367

Access Center for Disability Resources:

ext. 2564 www.waubonsee.edu/access
(630) 405-6110 Video Phone accesscenter@waubonsee.edu

Federal Resources:

Americans with Disabilities Act: www.ADA.gov

Office of Civil Rights:

www2.ed.gov/ocr

Concealed Carry

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

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.

136 Rules and Regulations

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

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 the Counseling, Advising, and Transfer Center.

Family Educational Rights and Privacy Act

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;
- Request confidentiality, and;
- 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)

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 himself or herself 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 or contact the Dean for Student Success and Retention.

Medical Marijuana Statement

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

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 Dean of Student Success and Retention, Assistant Vice President of Student Services, or the Vice President of Student Development. Educational sessions regarding safety, bystander education, and sexual misconduct prevention are regularly offered. See www.waubonsee.edu/titleix for victim support resources at the college and in the community.

Student Right to Know Act

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

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, contact the college Title IX coordinators:

Contact:

Title IX Coordinator: Michele Needham,
Executive Director of Human Resources, (630) 466-2367

Title IX Deputy Coordinator: Dr. Melinda Tejada,
Vice President for Student Development, (630) 466-2590

CODE OF STUDENT CONDUCT

Introduction

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 Office of the Dean for Student Success and Retention (Student Center, Room 103A), the Student Life Office (Student Center, Room 126), from the Dean for Student Success and Retention (Student Center, Room 274), or from the Counseling and Student Support Center (Student Center, Room 262). The Code of Student Conduct is also found in the Student Handbook, which can be accessed online via www.waubonsee.edu/experience/handbook/index.php

140 Rules and Regulations

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 Success and Retention and/or the Student Conduct Board. A hearing before the Dean for Student Success and Retention 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 Success and Retention (Student Center, Room 103A; (630) 466-2349).

I. Proscribed Conduct by Students

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 Waubensee 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 which includes, but is not limited to
 - (1) use of or providing any unauthorized assistance, resources or materials in taking quizzes, tests or examinations; or

- (2) dependence upon or providing the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - (3) providing or acquiring, without permission, a test or other academic material that may belong to a text publisher including online resources to textbooks, to Waubonsee Community College, to any department or to any staff.
 - b. plagiarism (see Plagiarism Statement in Appendix A on page 154) which includes, but is not limited to:
 - (1) use, by paraphrase or direct quotation, of the published or unpublished work (including your own) of another person without full and clear acknowledgement; or
 - (2) unacknowledged use of materials prepared by another person, to include direct copying in whole or in part; or
 - (3) use of any agency engaged in the selling of term papers or other academic materials.
 - c. furnishing false information to any college official, faculty member, or law enforcement officer.
 - d. forgery, 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 his/her 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, teaching, disciplinary proceedings, college activities, public service functions on or off campus, 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 his/her personal safety or causes substantial injury and/or distress. This includes, but is not limited to, 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, possession, or distribution of any narcotic, mood altering drug, or drug paraphernalia except if used or possessed consistent with a valid physician's prescription for the student. 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 of at least 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 his/her prior knowledge, or without his/her 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;
 - 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 a complainant for submitting a charge to the Student Conduct Board.
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 his or her 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

- 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 his or her 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 Success and Retention.
- 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 Success and Retention 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 Success and Retention 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.

III. Dean for Student Success and Retention Authority

- A. Dean for Student Success and Retention has the authority to hear adjudicate cases, impose sanctions, and determine if the Student Conduct Board should be convened.
- B. The Dean for Student Success and Retention 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 Success and Retention.
- C. The Dean for Student Success and Retention will develop procedures for the administration of the Code of Student Conduct.
- D. In certain circumstances, the Dean for Student Success and Retention 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 Success and Retention will also include the Dean for Student Success and Retention authorized designee.

IV. Procedures

- 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 Success and Retention, 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 on the mywcc portal webpage.
 - 2. The Dean for Student Success and Retention may conduct an investigation to determine if the report has merit and the responding party should be charged with a violation. The Dean for Student Success and Retention will then determine if the case can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to parties involved. Such disposition will be final and there will be no subsequent proceedings. If it is determined that the case cannot be disposed of by mutual consent, the case will be heard by the Student Conduct Board.
 - 3. All specific charges will be presented to the responding party in written form by the Dean for Student Success and Retention.
 - 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 his or her 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 his or her own case and, therefore, while an advisor may be present, he/she is not permitted to speak or to participate directly in any proceeding before a Student Conduct Board, nor will he/she be permitted to cross examine witnesses;
 - e. the reporting party, the responding party and the Dean for Student Success and Retention 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 his/her 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 an 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 Success and Retention.
 - (2) The Dean for Student Success and Retention shall render the written decision by certified mail 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.
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. An 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 Success and Retention 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 he/she should be given the opportunity to further pursue their education at Waubonsee.
 - (3) Once a petition is received the Dean for Student Success and Retention will form a hearing committee comprised of faculty and staff to review the petition. The Dean for Student Success and Retention 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 Vice President of Student Development, 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.
 - l. **Withholding Degree** – the College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Waubensee 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 Success and Retention. 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 Success and Retention, 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 Success and Retention 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 Vice President of Student Development of the College. Grounds for appeals should rely upon new evidence, previously unavailable evidence or how the proceeding and/or decision was unjustified. The Vice President shall make a determination based upon the report from the Student Conduct Board and Dean for Student Success and Retention, as well as any written documentation submitted by the student. The Vice President of Student Development shall render his/her 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 Success and Retention will perform a content review of all decisions involving suspension and expulsion and furnish recommendations as warranted to Vice President of Student Development.
3. Review of the case by the Vice President of Student Development may not result in more severe sanctions for the accused students.
4. The decision of the Vice President of Student Development shall be final.

V. Interpretation and Revision

- A. Any question of interpretation regarding the Code of Student Conduct will be referred to the Dean for Student Success and Retention for final determination.
- B. The code will be reviewed periodically and amended as necessary under the direction of the Dean for Student Success and Retention. This Code of Student Conduct was last reviewed 02/06/14.

WAUBONSEE COMMUNITY COLLEGE PLAGIARISM STATEMENT

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 Success and Retention 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

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 his or her 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, he or she has 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 plagiarism?

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 Success and Retention for further disciplinary action.

Integrity Statement for Waubonsee Community College

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

Complaint Procedures

General Objective

All college employees and board members are responsible to address and report any knowledge of harassment, discrimination or sexual misconduct. Employees and board members who have been put on notice of potential harassment, discrimination or sexual misconduct should report such conduct to the Title IX Coordinator, Michele Needham (Building A Room 115, 630-466-2367, mneedham@waubonsee.edu) or the Title IX Deputy Coordinator, Dr. Melinda Tejada (Student Center Room 137, 630-466-2590, mtejada@waubonsee.edu).

A. Reports of sexual misconduct may also be reported to the Campus Police Department (Dickson Center Room 165, 630-466-2552). Reports of sexual misconduct may be reported to confidential advisors at Mutual Ground of Aurora, Emergency Response Coordinator, Jennaleigh Turner (418 Oak Avenue, Aurora, Illinois 60506; 630-897-0084, extension 162). Emergency and ongoing support for survivors of sexual violence is available through Mutual Ground of Aurora's Sexual Assault Hotline (630-897-8383) and/or Domestic Violence Hotline (630-897-0080).

Additional avenues of reporting are identified in Section V.D. of these Complaint Procedures.

B. Any supervisor, manager or administrator who becomes aware of potential violations of Board Policy 3.170.01, Harassment, Discrimination and Sexual Misconduct, in the context of his/her role, is required to immediately contact the Title IX Coordinator. These provisions apply whether the harassment, discrimination or sexual misconduct has taken place in another department or by an individual who is not a college student or employee.

Process for Addressing Complaints of Harassment, Discrimination, Sexual Misconduct

A. Waubonsee Community College has adopted the following definition as a guide to consent:

Consent is defined as a freely given agreement to sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission resulting from the use of force or threat of force shall not constitute consent. Consent to past sexual activity does not constitute consent to future sexual activity and consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity

with another person. A person's manner of dress does not constitute consent. Consent can be revoked or withdrawn at any time. Consent to sexual activity cannot be made or assumed if the person is unable to understand the nature of the activity or give knowing consent due to circumstances including, but not limited to, the following:

- The person is incapacitated due to the use or influence of alcohol or drugs;
- The person is asleep or unconscious;
- The person is under age; or
- The person is incapacitated due to a mental disability.

B. Waubensee Community College will act on any formal or informal complaint or notice of violation of the policy on harassment, discrimination or sexual misconduct that is received by the Title IX Coordinator, Michele Needham, the Title IX Deputy Coordinator, Dr. Melinda Tejada, a member of the Hearing Committee or a member of the administration.

The procedures described below will apply to all reports involving board members, employees and students. Redress and requests for corrective actions for reports brought against non-members of the campus community are also covered by these procedures.

Hearing Committee Process for Resolving Complaints of Harassment, Discrimination, Sexual Misconduct

1. HEARING COMMITTEE

The President, in consultation with the Title IX Coordinator, appoints the Hearing Committee, which reports to the Title IX Coordinator. Members of the Hearing Committee are announced in an annual notification of this Policy and procedures to the campus community. Members of the Hearing Committee are trained in all aspects of the complaint procedures and can serve in any of the following roles at the direction of the Title IX Coordinator:

- To provide sensitive intake and process guidance of complaints.
- To serve in a mediation role in conflict resolution.
- To investigate complaints.
- To act as advisors to those involved in complaints.
- To serve on hearing panels for complaints.
- To serve on appeal panels for complaints.

Hearing Committee members also recommend proactive policies and serve in an educational role for the campus community. Hearing Committee members receive annual training organized by the Title IX

Coordinator and/or Deputy Coordinator, including a review of Waubonsee Community College policies and procedures, so that they are able to provide accurate information to members of the campus community. All Hearing Committee members are required to attend this annual training.

The Hearing Committee includes:

- Two Co-chairs: one representative from HR and one from Student Development
- One Administrative Hearing Officer who is an ex officio member and serves as Chair of the Hearing Panel for student parties
- At least three members of the faculty
- At least three members of the administration
- At least three members of the staff
- At least one representative from Emergency Management and Safety

In the event of a conflict or vacancy on the Hearing Committee, the President, in consultation with the Title IX Coordinator, will appoint an alternate designee.

2. FILING A REPORT

Any board member, employee, student, guest or visitor who believes that the Policy has been violated should contact the Title IX Coordinator, Deputy Coordinator or a member of the Hearing Committee. It is also possible for employees to notify a supervisor, or for students to notify an administrator or faculty member, or any member of the campus community to contact Campus Police. These individuals will in turn notify the Title IX Coordinator. The College website also includes a reporting form at www.waubonsee.edu/ReportingForm, which may serve to initiate a report.

All employees receiving reports of a potential violation of the Policy are expected to promptly contact the Title IX Coordinator within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy: specific information on any complaints received by any party will be reported to the Title IX Coordinator, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, Waubonsee Community College will give consideration to the reporting party with respect to how the report is pursued, but reserves the right when necessary to protect the campus community and to investigate and pursue a resolution when a reporting party chooses not to initiate or participate in a formal investigation.

3. REPORT INTAKE

Following receipt of notice or a report, the Title IX Coordinator or designee will inform the reporting party of his/her right to an advisor of his/her choice, who may be present at all meetings.

The Title IX Coordinator or designee will make an initial determination whether a policy violation may have occurred and/or whether conflict resolution may be appropriate. The report does not proceed to investigation if the reported incident does not appear to violate the policy or if conflict resolution is desired by the reporting party and appears appropriate given the nature of the alleged behavior. A full investigation will be pursued if there is an alleged policy violation or if there is evidence of a pattern of misconduct or a perceived threat of further harm to the campus community or any of its members.

4. INVESTIGATION

If a reporting party wishes to pursue a formal report or if the College, based on the alleged policy violation, wishes to pursue a formal investigation, then the Title IX Coordinator or designee appoints Hearing Committee members to conduct the investigation. The Title IX Coordinator or designee reserves the right to appoint an external party or agency to conduct the investigation, in consultation with the President. Investigation of reports brought directly by those alleging harm will be completed expeditiously. Investigation may take longer when initial reports fail to provide direct first-hand information. The College may undertake a short delay to allow evidence collection when criminal charges on the basis of the same behaviors that invoke this process are being investigated. College action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable and impartial and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. The College aims to complete all investigations within a 60 business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator or designee with notice to the parties.

5. INTERIM REMEDIES

If, in the judgment of the Title IX Coordinator or designee, the safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the responding party or the ongoing activity of a student organization whose behavior is in question, the Title IX Coordinator or designee may provide interim remedies intended to address the short-term effects of harassment, discrimination, sexual misconduct and/or retaliation, i.e., to redress harm to the reporting party/injured individual and the campus community and to prevent further

violations. These remedies may include referral to counseling or to the Employee Assistance Program/Student Talk Line, education to the campus community, altering the class schedule of a student responding party (or the student reporting party, if desired), altering work arrangements for employees, providing campus escorts, implementing contact limitations between the parties, offering adjustments to academic deadlines, course schedules, etc.

The College may do an interim suspension on a student, employee or organization pending the completion of a Hearing Committee investigation. In all cases in which an interim suspension is imposed, the student, employee or organization will be given the opportunity to meet with the Title IX Coordinator or designee prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator or designee has sole discretion to implement or stay an interim suspension under the Policy, and to determine its conditions and duration. Violation of an interim suspension under this Policy will be grounds for expulsion or termination.

During an interim suspension, a student or employee may be denied access to Waubonsee Community College campus, facilities and/or events. As determined by the Title IX Coordinator or designee, this restriction includes classes and/or all other Waubonsee Community College activities or privileges for which the student or employee might otherwise be eligible. At the discretion of the Title IX Coordinator or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the student responding party.

6. RESOLUTION

During or upon the completion of investigation, the investigator(s) will meet with the Title IX Coordinator or designee. Based on that meeting, the Title IX Coordinator or designee will make a decision on whether there is reasonable cause to proceed with the investigation. If the Title IX Coordinator or designee decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the responding party committed each alleged violation) does not support a finding of a policy violation, then the process will end unless the reporting party requests that the Title IX Coordinator or designee makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX Coordinator or designee. If there is reasonable cause, the Title IX Coordinator or designee will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Title IX Coordinator or designee may recommend conflict resolution, a resolution without a hearing or a formal hearing, based on the following criteria:

a. Conflict Resolution

Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Title IX Coordinator or designee will determine if conflict resolution is appropriate based on the willingness of the parties and the nature of the conduct at issue. In a conflict resolution meeting, a Hearing Committee member will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator or designee will keep records of any resolution that is reached and failure to abide by the resolution can result in appropriate corrective actions.

Conflict resolution will not be the primary resolution mechanism used to address complaints of sexual misconduct or violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX Coordinator or designee believe that it could be beneficial. It is not necessary to pursue conflict resolution first in order to make a formal Hearing Committee report and anyone participating in conflict resolution can stop that process at any time and request a formal hearing, if deemed necessary.

b. Resolution Without a Hearing

Resolution without a hearing can be pursued for any behavior that falls within the Policy at any time during the process. The Title IX Coordinator or designee will provide written notification of a report to any member of the Waubensee Community College community who is accused of an offense of harassment, discrimination, sexual misconduct or retaliation. The responding party may choose to admit responsibility for all or part of the alleged policy violation(s) at any point in the process. If such admission is made, the Title IX Coordinator or designee will render a finding that the responding party is in violation of Waubensee Community College policy for the admitted conduct, and will normally proceed to convene a formal hearing on any remaining disputed violation(s). For admitted violations, the appropriate Co-chair of the Hearing Committee will recommend an appropriate sanction or corrective action in consultation with the Title IX Coordinator or designee. If the sanction or corrective action is accepted by both parties, the Title IX Coordinator or designee will implement it and act promptly and effectively to remedy the effects of the admitted conduct upon the injured individual and the campus community. If either party rejects the sanction or corrective action, a hearing will be held on the sanction/corrective action only, according to the following Hearing Committee procedures:

c. Formal Hearing

For any reports that are not appropriate for conflict resolution or which are not resolved through conflict resolution or are without a hearing, the Title IX Coordinator or designee will initiate a formal hearing or for individuals for whom no hearing process is available, will refer his/her findings to an appropriate Title IX designee.

7. FORMAL HEARING COMMITTEE PROCEDURE

a. Hearing Panels

The Title IX Coordinator or designee will appoint a non-voting Hearing Panel Chair and three members of the Hearing Committee to the Hearing Panel, none of whom have been previously involved with the report. Hearing Committee members who served as investigators will be witnesses in the hearing of the report and therefore may not serve as Hearing Panel members.

b. Notification of Charges

At least one week prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the Hearing Panel Chair will send written notification to the parties with the following information. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The letter will contain:

- A description of the alleged violation(s), a description of the applicable procedures and a statement of the potential sanctions or corrective actions that could result.
- The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Co-chair may reschedule the hearing.

c. Hearing Procedures

Hearing Panel hearings will be convened, usually within one to two weeks after the completion of the investigation, and will be conducted in private. Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or on any work day, Monday through Friday, when the college is open to meet the resolution timeline followed by the College and remain within the 60-day goal for resolution.

The Hearing Panel has the authority to hear all collateral misconduct, meaning that it hears all allegations of harassment, discrimination, sexual misconduct and retaliation, but also may hear any additional alleged policy

violations that have occurred in concert with the discrimination, harassment, sexual misconduct or retaliation, even though those collateral allegations may not specifically fall within Hearing Committee jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants in the hearing will include the Chair (or Co-Chairs), or in case of student reports the ex officio Chair, the three members of the Hearing Panel, the investigator(s) who conducted the investigation of the report, the reporting party and responding party (or three organizational representatives in a case where an organization is charged), advisors to the parties and any called witnesses. The Chair will exchange the names of witnesses the College intends to call, all pertinent documentary evidence and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the Hearing Panel members at least two business days in advance of the hearing. Should either (any) party object to any Panel member, he/she must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the report. Additionally, any Panel member or Chair who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigator(s), may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired (screens, Skype, questions directed through the Chair, etc.), the parties should request the alternate mechanism from the Chair at least two business days prior to the hearing.

Once the procedures are explained and the participants are introduced, the investigator(s) will present the report of the investigation first, and be subject to questioning by the parties and the Hearing Panel. The investigator(s) will be present during the entire hearing process, but will only be present during deliberations at the request of the Chair. The findings of the investigation are not binding on the Panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/corrective actions. Once the investigator(s) is/are questioned, the Hearing Panel will permit questioning of and by the parties and of any present witness. Questions may be directed through the Panel at the discretion of the Chair.

Formal rules of evidence will not apply. Any evidence that the Panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may ask the Panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on his/her own behalf.

The parties may have the assistance of an advisor at the hearing. Typically advisors are members of the campus community. However, the Title IX Coordinator or designee may grant permission for an outside advisor upon request. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.

Unless the Chair determines it is appropriate, no one will present information or raise questions concerning: (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the reporting or responding party.

There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Panel or the parties involved. The Panel does not hear from character witnesses.

In hearings involving more than one responding party or in which more than one report has accused the same individual of substantially similar conduct, the standard procedure will be to hear the reports jointly. However, the Title IX Coordinator or designee may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to Waubonsee Community College consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

Hearings are recorded for purposes of review in the event of an appeal. Hearing Committee members, the parties and/or the persons who initiated the action and appropriate administrator of the College will be allowed to listen to the recording in a location determined by the Title IX Coordinator or designee. No person will be given or be allowed to make a copy of the

recording without permission of the Title IX Coordinator or designee. Persons given access to the recording will be required to sign an agreement confirming that he/she will protect the privacy of the information contained in the recording.

d. Decisions

The Hearing Panel will deliberate in closed session to determine whether the responding party is responsible or not responsible for the violation(s) in question. The Hearing Panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If a responding party or organization is found responsible by a majority of the Panel, the Panel will recommend appropriate sanctions to the Title IX Coordinator or designee.

The Hearing Panel Chair will prepare a written deliberation report and deliver it to the Title IX Coordinator or designee detailing the finding, the rationale cited by the Panel in support of its determination and any information the Hearing Panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Title IX Coordinator or designation within two (2) days of the end of deliberations.

The Title IX Coordinator or designee will inform the reporting party and the responding party of the final determination within three (3) business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Waubensee Community College records; or emailed to the parties' college-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

e. Sanctions

Sanctions or corrective actions will be recommended by the Hearing Panel. Factors considered when determining a sanction or corrective action may include:

- The nature, severity of and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous reports or allegations involving similar conduct;
- Any other information deemed relevant by the Hearing Panel;
- The need for sanctions/corrective actions to bring an end to the harassment, discrimination, sexual misconduct and/or retaliation;

- The need for sanctions or corrective actions to prevent the future recurrence of harassment, discrimination, sexual misconduct and/or retaliation;
- The need to remedy the effects of the harassment, discrimination, sexual misconduct and/or retaliation on the reporting party and the campus community.

i. Student Sanctions

Corrective actions for a student who has engaged in harassment, discrimination, sexual misconduct and/or retaliation may include, but are not limited to, probation, suspension, expulsion or any other sanction as deemed appropriate by the college. Student sanctions are described in more detail in the Code of Student Conduct found online or in the Student Handbook at www.waubonsee.edu/Student_Handbook.

ii. Employee Sanctions

Corrective actions for an employee who has engaged in harassment, discrimination, sexual misconduct and/or retaliation may include, but are not limited to, disciplinary warning, required counseling or training, demotion, suspension with pay, suspension without pay and termination of employment.

f. Withdrawal or Resignation While Charges Pending

Students: The College does not permit a student to officially withdraw if that student has a charge pending for violation of the Policy. Should a student decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Waubonsee Community College unless all sanctions have been satisfied.

Employees: Should an employee resign while charges are pending, the records of the Title IX Coordinator or designee will reflect that status. The process will nonetheless proceed without the employee's participation to resolution. In the event the employee is found in violation, the Title IX Coordinator or designee will act to promptly and effectively remedy the effects of the conduct upon the injured individual and the campus community.

g. Appeals

An appeal will be limited to procedural review except when substantive evidence is presented or when the determination involves suspension or expulsion. All requests for appeal considerations must be submitted in writing to the Title IX Coordinator or designee within three (3) business days of the delivery of the written finding of the Hearing Committee.

The Title IX Coordinator or designee will appoint a three-member Appeals Panel from the Hearing Committee, none of whom have been previously involved with the report or the investigation to consider all appeal requests. Any party may appeal, but appeals are limited to the following:

- If a procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

The Appeals Panel will review the appeal request(s). The original finding and sanction or corrective actions will stand if the appeal is not timely or is not based on the grounds listed above, and such decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met and the other party or parties may show the grounds have not been met or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

For reports in which the Appeals Panel finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:

- Decisions by the Appeals Panel are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction/corrective action only if there is a compelling justification to do so. Appeals are not intended to be full re-hearings of the report and investigation. In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original Hearing Panel for reconsideration. Other appeals may be remanded to the original Hearing Panel at the discretion of the Title IX Coordinator or designee.
- Sanctions imposed are implemented as soon as practicable unless the Title IX Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal. Sanctions involving termination of an employee are subject to approval by the Board of Trustees.
- The Title IX Coordinator or designee will normally, after conferring with the Appeals Panel, render a written decision on the appeal to all parties within three (3) business days from hearing of the appeal.

- All parties should be informed whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final. Further appeals are not permitted.

h. Failure to Complete Sanctions/Comply with Corrective Actions

All parties are expected to comply with sanctions/corrective actions within the time frame specified by the Title IX Coordinator or designee. Failure to follow through on sanctions/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/corrective actions, suspension, expulsion and/or termination from the college and may be noted on a student's official transcript or an employee's official personnel file. A student suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator or designee. Sanctions involving suspension or termination of an employee are subject to the provisions of the appropriate college procedure, collective bargaining agreement, approval by the Board of Trustees and/or state and federal law.

i. Records

In implementing this policy, records of all reports, resolutions and hearings will be kept by the Title IX Coordinator or designee indefinitely.

j. Statement of Reporting Party's Rights

- To be treated with respect by Waubonsee Community College officials.
- To take advantage of campus support resources (Waubonsee Community College Counseling Services and other services such as the Student Talk Line for students or Employee Assistant Program for employees).
- To experience a safe educational and work environment.
- To have an advisor during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have reports heard in substantial accordance with these procedures.
- To full participation of the injured party in any Hearing Committee process whether the injured party is serving as the reporting party or the College is serving as reporting party.

170 Rules and Regulations

- To be informed in writing of the outcome/resolution of the report, sanctions/corrective actions where permissible and the rationale for the outcome where permissible.
- To be referred to law enforcement and have appropriate assistance.

k. Statement of Responding Party's Rights

- To be treated with respect by Waubensee Community College officials.
- To take advantage of campus support resources (Waubensee Community College Counseling Services and other services such as the Student Talk Line for students or Employee Assistant Program for employees).
- To have an advisor during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have reports heard in substantial accordance with these procedures.
- To be informed in writing of the outcome/resolution of the report and the rationale for the outcome.

Implementation of the Complaint Procedures

a. Board Policy 3.170.01

The Complaint Procedures are directly applicable to and are to be administered in accordance with Board Policy 3.170.01: Harassment, Discrimination and Sexual Misconduct, which Policy is incorporated by reference herein, as if set forth in its entirety.

b. Training

In keeping with the General Objective set forth in Section I of these Complaint Procedures, every College employee is required to annually complete online sexual harassment training, which encompasses the objectives set forth in Board Policy 3.170.01 and these related Complaint Procedures.

c. Prohibition of Retaliation

In compliance with Board Policy 3.170.01 and these related Complaint Procedures, as well as federal and state laws, retaliation is prohibited

against any individual who, in good faith, reports, files a complaint, testifies in support of a complaint or participates in any way to oppose suspected or alleged unlawful discrimination, harassment or sexual misconduct that is related to the College in any way. Any individual making a good-faith claim or report of alleged unlawful harassment, discrimination or sexual misconduct is protected from retaliation under Board Policy 3.170.01 and these related Complaint Procedures; the Illinois Whistleblower's Act, 740 ILCS 174/1 et seq.; and the Illinois Human Rights Act, 775 ILCS 5/6-101. To reinforce this prohibition, the College has an additional Board Policy, Whistleblower and Fraud Reporting Protection Policy 6.200.05, that provides protection from reprisal to individuals who make a good faith disclosure of suspected wrongful conduct.

d. Additional Avenues of Reporting

Individuals may report or claim alleged unlawful harassment, discrimination or sexual misconduct, pursuant to Board Policy 3.170.01, through the avenues listed below or those identified in Section I.A. of these Complaint Procedures.

- Individuals may report or claim alleged unlawful sexual harassment to the College Ethics Officer, Michele Needham (Building A Room 115, 630-466-2367, mneedham@waubonsee.edu).
- An individual is not required by law to utilize the college's internal complaint process for sexual harassment. Off-campus reporting avenues are also available. Individuals may report or claim alleged unlawful sexual harassment through the Illinois Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601 (312-814-6200), which investigates charges of sexual harassment and the Illinois Human Rights Commission, 100 West Randolph Street, Suite 5-100, Chicago, Illinois 60601, (312-814-6269), which processes complaints of sexual harassment. The Illinois Department of Human Rights has a Hotline, pursuant to the provisions set forth at 775 ILCS 5/2-107 of the Illinois Human Rights Act, as authorized by Section 25 of Illinois Public Act 100-0554.
- Individuals may also report or claim alleged unlawful sexual harassment through the Office of the Illinois Executive Inspector General (OIEG), 69 West Washington Street, Suite 340, Chicago, Illinois 60602 (312-814-5600), which also has a Hotline that may serve as a resource for initiating a report or complaint of sexual harassment.

e. FALSE CLAIMS

False and frivolous complaints are subject to sanctions. False and frivolous complaints refer to cases in which the accuser is using a harassment, discrimination or sexual misconduct complaint to accomplish some end other than stopping harassment or discrimination. Charges made in good

faith, which result in unproven results, do not qualify as false or frivolous. Given the seriousness of the consequences for an individual accused of false or frivolous conduct, a complaining party who makes a false or frivolous complaint will be charged with this offense, which is subject to disciplinary action, in accordance with the sanctions set forth in Section III, 7. E.i. and ii. of these Complaint Procedures.

Compliance with Legal Mandates Requiring Procedural Modifications

a. Revision

These procedures will be updated by the Title IX Coordinator or designee at any time in accordance with federal and state of Illinois law. The Title IX Coordinator or designee may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. However, the Title IX Coordinator or designee may also vary procedures with notice (on the institutional website with appropriate date of effect identified) upon determining that changes to law or regulation require alterations not reflected in the current procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the Policy is changed subsequently, unless the parties consent to be bound by the current Policy. Any revisions will be noted in the online version of the Policy and procedures will include the date of revision and will highlight the specific revisions for three months following the date of the revision.

Right to Withdraw

A complainant may withdraw a complaint of discrimination or harassment at any time prior to the conclusion of the investigation. A request to withdraw a complaint of discrimination or harassment must be submitted in writing to the Executive Director of Human Resources.

Title IX

Waubonsee Community College adheres to the provisions outlined in Title IX of the 1972 Federal Education Amendment Act prohibiting sex discrimination and sexual harassment in all activities of the college. For more information, see page 138 and www.waubonsee.edu/titleix.

(Board of Trustees Harassment Policy, Adopted April 19, 2000; Revised December 18, 2017)

COMMUNICABLE DISEASES POLICY

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 that is published annually by the Centers for Disease Control and Prevention (CDC) at wwwn.cdc.gov/nndss/conditions/notifiable/2017/

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:

Scott Peska, Assistant Vice President of Student Services
(630) 466-2363 or speska@waubonsee.edu

Employees:

Michele Needham, Executive Director of Human Resources
(630) 466-2367 or mneedham@waubonsee.edu

Procedures

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.

174 Rules and Regulations

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

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 a permit.
2. Submit an application for the permit 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

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

As part of its educational mission, Waubonsee Community College (College or WCC) 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

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

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 or (630) 466-HELP (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

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

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

Email

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 Waubensee 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 Waubensee 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

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

WCC accepts no responsibility for the content of pages or graphics that are linked from WCC 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 WCC 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 WCC 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

The Waubensee 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 or police cadet
- 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.

Written appeals to contest a college citation must be made within 14 days of the date of the on a form 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 Vice President of Student Development in the Student Center, Room 134.

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 127.



WHO'S WHO ON CAMPUS

BOARD OF TRUSTEES

Chair	Rebecca D. Oliver, Sugar Grove
Vice Chair	Richard "Shorty" W. Dickson, Bristol
Secretary	Jimmie Delgado, Oswego
	Richard C. Bodie, M.D., Aurora
	Patrick Kelsey, Montgomery
	James K. Michels, P.E., Elburn
	Greg Thomas, Aurora
Student Trustee	Allison Rott, Sheridan (2018/2019)

HOW TO GET IN TOUCH

Office Hours

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

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

All Waubonsee students have their own individual email account, accessible through the mywcc portal (see page 115 for more information). Using this or any other personal email account, students may email many Waubonsee departments and staff and faculty members. For a directory of email addresses, visit www.waubonsee.edu. Here you can look up an instructor or staff member and instantly connect with them via email, or simply find their address and phone number for future reference.

EDUCATIONAL AFFAIRS



Dr. Diane Nyhammer
Vice President
Collins Hall,
Room 132, ext. 2353

Instruction



Dr. Jonathan Paver
Assistant Vice
President of
Transfer and
Academic Support
Dickson Center,
Room 227, ext. 2378



Suzette Murray,
Assistant Vice
President of
Workforce Education
and Training
Building A,
Room 103, ext. 2358

Instructional Divisions

Business and Career Technologies



Ne'Keisha Stepney,
Dean

Akerlow Hall,
Room 227, ext. 2966



Dr. David Beer,
Assistant Dean

Akerlow Hall,
Room 228, ext. 2264

Disciplines:

Accounting	Finance and Banking
Auto Body Repair	Graphic Design
Automation Technology	Heating, Ventilation and Air Conditioning
Automotive Technology	Industrial Technology
Business Administration	Machine Tool Technology
Computer Aided Design and Drafting	Management
Computer Information Systems	Marketing
Construction Management	Real Estate
Electronics Technology	Welding Technology
Engineering	World Wide Web

Other Areas:

Independent Study	Interdisciplinary Studies
Internships	

Faculty:

Armitage, James	Gloudeman, Mark	MacDonald, Andrew
Ballee, Shawn	Hines, Randall	Moriarty, Timothy
Chaaban, Amy	Hladik, Paula	Skaggs, Steven
Collins, Catherine	Kloke, Joseph	Tiberio, Guy
Fu, John	Kunz, Kenneth	Tolappa, Maya
Gibbons, Daniel	Luxion, Cliff	Ware, Dr. Leatha

Communications, Humanities and Fine Arts



**Cynthia Sparr,
Dean**
Bodie Hall,
Room 134, ext. 2925



**Sharon Garcia,
Assistant Dean**
Bodie Hall,
Room 135, ext. 2985

Disciplines:

Art	Humanities
Communications	Mass Communication
English	Music
Film Studies	Theatre

Other Areas:

Independent Study	Interdisciplinary Studies
Internships	

Faculty:

Archos, Vicky	Laufenberg, Todd	O’Gorman, Michael
Beltramini, Allison	Lawler, Aaron	Popowitch, Mark
Bitterman, John	Lindeen, Ellen	Portincaso, Daniel
Clark, Gary	Livingston, Kimberly	Quirk, Sarah
Clem, Billy	McDonald, Dr. Jeanne	Stuckey, Martine
Jeppesen, Doug	McGuire, Jennifer	Weber, Heather
Lathan, Dr. Mark	Modaff, Lawrence	

Health Professions and Public Service



**Dr. Jess Toussaint,
Dean**

Aurora Fox Valley,
Room 110, ext. 3904



**Dr. Michelle Evans,
Assistant Dean**

Aurora Fox Valley,
Room 111, ext. 3903

Disciplines:

Criminal Justice	Medical Assistant
Emergency Medical Technician	Nurse Assistant
Fire Science	Nursing
Health Information Technology	Phlebotomy
Human Services	Sign Language
Interpreter Training	Surgical Technology
Legal Interpreting	Therapeutic Massage

Other Areas:

Independent Study	Interdisciplinary Studies
Internships	

Faculty:

Augustine, Pamela	Krueger, Laurel	Saccone, Patricia
Brooks, Pamela	Limbrunner, Tracy	Schoolfield, Marjie
Brown, Joshua	Montgomery, Andrea	Siekierski, Andrea
Coburn, Catherine	Moran, Michael	Smogur, Monica
Erickson, Sharon	Nakaji, Denise	Thomas, Katherine
Heinrich, Joseph	Reardanz, Judy	
Hodur, Katherine	Rolison, Patrick	

Mathematics and Sciences



Mary Edith Butler,
Dean
Science Building,
Room 218, ext. 2854



Lorrie Stahl,
Assistant Dean
Science Building,
Room 216, ext. 2852

Disciplines:

Astronomy	Geology
Biology	Mathematics
Chemistry	Physics
Earth Science	Sustainability
Geography	

Other Areas:

Independent Study	Interdisciplinary Studies
Internships	

Faculty:

Christensen, Dr. Nancy	Frankel, Amy	Showalter, Jennifer
Crawford, Mark	Gore, Barbara	Thomas, Dr. Evan
Cunningham, Christopher	Holmes, Dr. Rodney	Trunkhill, William
Dosch, Tracey	Hoshaw, Justin	Vemu, Dr. Sheela
Fischer, Danielle	Jindal, Dr. Pratima	Voorhees, David
	Schulze, Karl	Weiss, Alfred

Social Sciences, Education and World Languages



Dr. Laura Ortiz,
Dean
Academic and
Professional Center,
Room 244, ext. 5771



John Metych III,
Assistant Dean
Academic and
Professional Center,
Room 242, ext. 6622

Disciplines:

Anthropology	Japanese
Chinese	Kinesiology/Physical Education
Disability Studies	Military Science
Early Childhood Education	Philosophy
Economics	Political Science
Education	Psychology
French	Religious Studies
German	Social Science
Health Education	Sociology
History	Spanish

Other Areas:

Independent Study	Interdisciplinary Studies
Internships	

Faculty:

Bickley, Keith	Heller, Dr. Emily	Powers, Dr. Amy
Dharmasankar, Sowjanya	Hollenback, Scott	Randall, Kathleen
Diez, Carla	Iseli, Elior	Rothschild-Massa, Dr. Jacqueline
Draper, Dr. Timothy	Kiefer, Richard	Virumbrales, Nancy
Fozio-Thielk, Dr. Lisa	LaCost, Dr. Heather	Westman, Kathy
Heiss, David	Mendoza, Lilia	Zusman, Steven
	O'Connell-Knuth, Linda	

Academic Support



Anita Moore, Dean
Collins Hall,
Room 160, ext. 5778



Jessica Menez, Assistant Dean
Collins Hall,
Room 161, ext. 2409

Disciplines:

Developmental English	College Success Topics
Developmental Mathematics	

Other Areas:

College Readiness
Tutoring Centers

Faculty:

Bartel, Kathy	Gaff, Janet	Stach, Marilee
Brown, Maribeth	Lindquist, Michelle	Thompson, Jane
Burke, Adam	Mattern, Joshua	
Field, Ellen	Morgan, Melissa	
Fuller, Teri	Sedgwick, Jo Lynn	

Adult Education



Jeri Dixon, Dean
Aurora Downtown Campus,
Room 478, ext. 4110

Community Education



Douglas Grier, Dean
Auditorium,
Room 109, ext. 5715

Student Development



**Dr. Melinda Tejada,
Vice President**

Student Center,
Room 137, ext. 2590

Student Success and Retention



Kelli Sinclair, Dean

Student Center,
Room 274, ext. 2389

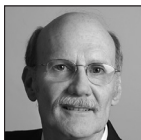
Faculty:

Avilés-Davis, Evelyn
Barreto, David

Diaz, Ulysses
Kewin, Therese

Kindelin, Heidi
Santillan, Kristin

Student Financial Services



Dr. Charles Boudreau, Director

Student Center,
Room 242, ext. 2359

Admissions



Faith LaShure, Dean

Student Center,
Room 241, ext. 5730

Registration and Records/Registrar



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

Student Services



Dr. Scott Peska, Assistant Vice President
Student Center,
Room 103, ext. 2363

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) 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.
Archos, Vicky	Communications	BDE 204B	6696
Armitage, James	Automotive Technology	AKL 100	2308
Augustine, Pamela	Nursing	FOXVLY 128	3914
Avilés-Davis, Evelyn	Bilingual Counselor	DWNTN 119	4183
Ballee, Shawn	Automation Technology	AKL 234	2313
Bartel, Kathy	Librarian	DWNTN 189	4626
Barto, Rob	Chief Advancement Officer	DKN 225	2375
Barreto, David	Counselor	DWNTN 121	4606
Beer, David	Business and Career Technologies	AKL 228	2264
Beltramini, Allison	Communications	BDE 202	2276
Bickley, Keith	Philosophy	VON 239	2946
Bitterman, John	Communications	BDE 201	2269
Blacksmith, Lulu	Student and Community Engagement	DKN 228	5748
Boudreau, Charles	Financial Aid	STC 242	2359
Brooks, Pamela	Nurse Assistant/ Allied Health	FOXVLY 130	3916
Brown, Joshua	Nursing	FOXVLY 127	3913
Brown, Maribeth	Mathematics	BDE 122	5741
Burke, Adam	Librarian	COL 221	2421
Butler, Mary Edith	Mathematics and Sciences	SCI 218	2854
Caponi, Kimberly	Director Presidential Communications and Operations	DKN 203	5703
Cardine, Darla	Financial Services	DKN 263	2475
Chaaban, Amy	Information Systems	AKL 216	2735
Christensen, Nancy	Chemistry	SCI 224	2472
Clark, Gary	English	BDE 223	2391
Clem, Billy	English	WGL 220	2388

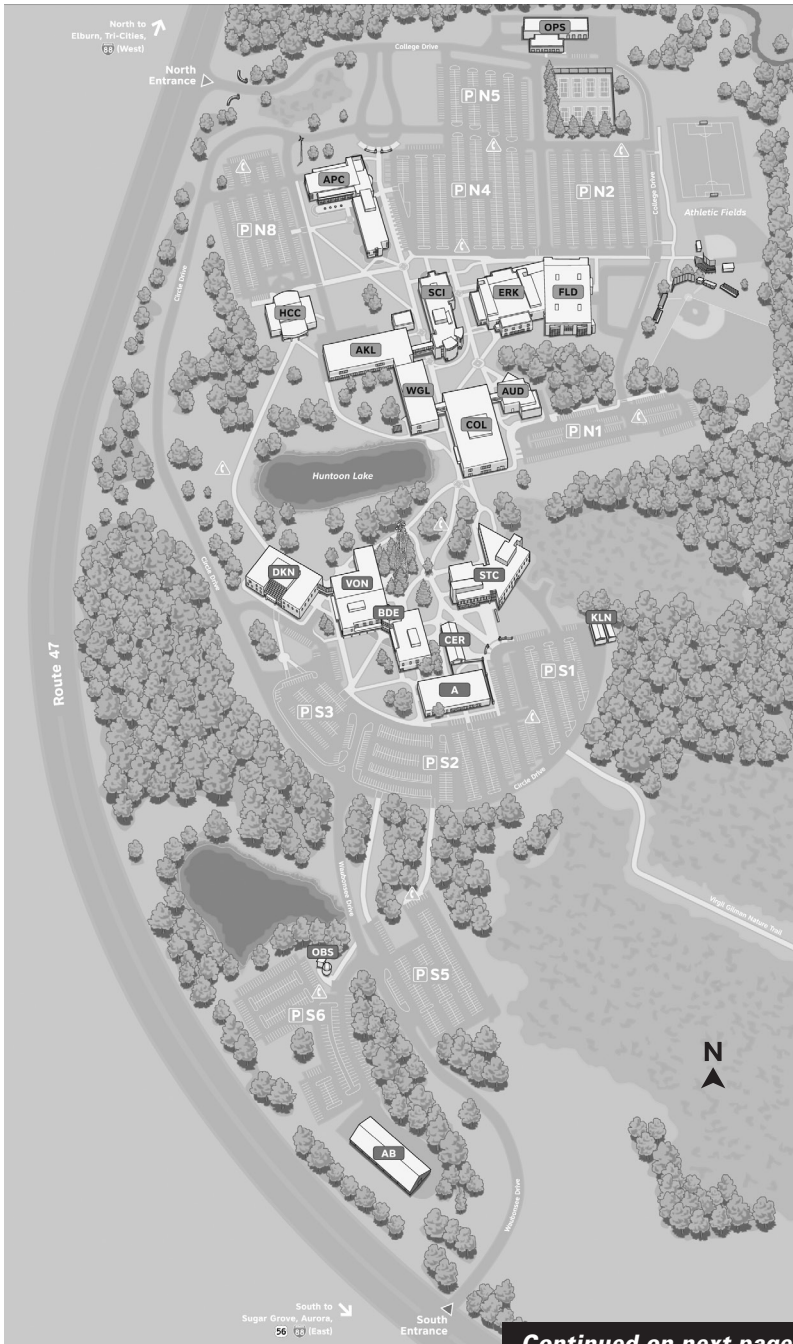
NAME	AREA	LOCATION	EXT.
Coburn, Catherine	Interpreter Training/ Sign Language	DWNTN 364	4114
Collins, Catherine	Accounting	APC 275	2328
Crawford, Mark	Mathematics	BDE 231	2895
Cunningham, Christopher	Mathematics	BDE 233	6818
Dale Jr., Marc	Registration and Records/Registrar	STC 245	2373
Dharmasankar, Sowjanya	Economics	APC 282	2843
Diaz, Ulysses	Bilingual Counselor	DWNTN 123	4692
Diez, Carla	Early Childhood Education	BDE 252	2311
Dixon, Jeri	Adult Education	DWNTN 478	4110
Dosch, Tracey	Biology	SCI 118	2948
Draper, Timothy	History	APC 271	2556
Erickson, Sharon	Nursing	FOXVLY 123	3912
Evans, Michelle	Health Professions and Public Service	FOXVLY 111	3903
Felton, Terence	Chief Information Officer	DKN 101	2572
Field, Ellen	Mathematics	AKL 217	2851
Fischer, Danielle	Biology	SCI 116	2345
Fozio-Thielk, Lisa	Psychology	APC 266	2559
Frankel, Amy	Mathematics	BDE 229	2554
Fu, John	Graphic Design	AKL 224	2583
Fuller, Teri	English	BDE 225	2732
Gaff, Janet	English	DWNTN 358	4663
Garcia, Sharon	Communications, Humanities and Fine Arts	BDE 135	2985
Geist, Amanda	Marketing and Communications	DKN 251	2907
Gibbons, Daniel	Accounting	APC 268	2326
Gloudeman, Mark	Welding	East Aurora H.S.	3113
Gore, Barbara	Chemistry	SCI 222	2454
Grier, Douglas	Community Education	AUD 109	5715
Heinrich, Joseph	Criminal Justice	BDE 128	2551

NAME	AREA	LOCATION	EXT.
Heiss, David	Physical Education	FLD 178	5777
Heller, Emily	Kinesiology/ Health Education	ERK 204	2545
Hines, Randall	CADD	AKL 251	2930
Hladik, Paula	Business	APC 288	2315
Hodur, Katherine	Nursing	FOXVLY 129	3915
Hollenback, Scott	Psychology	APC 265	2273
Holmes, Rodney	Biology	SCI 124	2453
Hoshaw, Justin	Biology	SCI 120	5739
Iseli, Elior	Economics	APC 281	2747
Jeppesen, Doug	Art/Ceramics	CER 104	2505
Jindal, Pratima	Physics	WGL 204	2457
Kewin, Therese	Counselor	STC 270	2354
Kiefer, Richard	Political Science/History	APC 273	2329
Kindelin, Heidy	Counselor-ACDR	STC 266	2274
Kloke, Joseph	Heating, Ventilation and Air Conditioning	AKL 238	5762
Krueger, Laurel	Nursing	FOXVLY 118	3907
Kunz, Kenneth	Automotive Technology	AKL 100	2331
LaCost, Heather	Psychology	APC 267	2465
Larsen, Daniel	Director of Campus Operations	OPS	2916
LaShure, Faith	Admissions	STC 241	5730
Lathan, Mark	Music	VON 136	2501
Laufenberg, Todd	English	BDE 129	2748
Lawler, Aaron	Humanities	VON 227	2861
Limbrunner, Tracy	Nursing	FOXVLY 116	3905
Lindquist, Michelle	English	BDE 131	2849
Livingston, Kimberly	English	BDE 204	2431
Luxion, Clifford	Real Estate/Const. Management	APC 284	2325
MacDonald, Andrew	Auto Body Repair	AKL 100	2550
Mattern, Joshua	English	BDE 118	2318
McDonald, Jeanne	English	BDE 230	2456
McGuire, Jennifer	Communications	BDE 131	2327
Mendoza, Lilia	Foreign Language	VON 118	6630

NAME	AREA	LOCATION	EXT.
Metych, John	Social Sciences, Education and World Languages	APC 242	6622
Modaff, Lawrence	Communications	BDE 203	2390
Montgomery, Andrea	Fire Science Technology/ Emergency Medical Technician	FOXVLY 122	3910
Moore, Anita	Academic Support	COL 160	5778
Moran, Michael	Human Services	APC 276	2461
Moreno, Jessica	Academic Support	COL 161	2409
Morgan, Melissa	Mathematics	BDE 114	5718
Moriarty, Timothy	Information Systems	AKL 223	2565
Murray, Suzette	Workforce Education and Training	A 103	2358
Nakaji, Denise	Therapeutic Massage	AKL 200	2597
Needham, Michele	Human Resources	A 115	2367
Nyhammer, Diane	Educational Affairs	COL 132	2352
O'Connell-Knuth, Linda	Early Childhood	BDE	6698
O'Gorman, Michael	English	BDE 222	2266
Ortiz, Laura	Social Sciences, Education and World Languages	APC 244	5771
Paver, Jonathan	Transfer and Academic Support	DKN 227	2378
Peska, Scott	Student Services	STC 103	2363
Popowitch, Mark	Music	VON 132	6634
Portincaso, Daniel	English	BDE 119	6695
Powers, Amy	History	APC 262	2271
Quillen, David	Finance/Operations	DKN 205	2900
Quirk, Sarah	English	BDE 224	2392
Randall, Kathleen	Education	BDE 247	2794
Randall, Stacey	Institutional Effectiveness	A 146	2897
Reardanz, Judy	Nursing	FOXVLY 121	3909
Rothschild-Massa, Jacqueline	Psychology	DWNTN 363	4665
Saccone, Patricia	Health Information Technology	DWNTN 367	4194
Santillan, Kristin	Counselor	STC 272	2944

NAME	AREA	LOCATION	EXT.
Schoolfield, Marjie	Nursing	FOXVLY 119	3908
Schulze, Karl	Earth Science	SCI 228	2562
Scott, Jamal	Strategic Development	COL 132	2881
Sedgwick, Jo Lynn	Mathematics	DWNTN 365	4666
Showalter, Jennifer	Biology	SCI 126	5717
Siekierski, Andrea	Health Information Technology	DWNTN 361	4242
Sinclair, Kelli	Student Success and Retention	STC 274	2389
Skaggs, Steven	Business/Information Systems	APC 277	2780
Smogur, Monica	Health Professions and Public Service	FOXVLY 117	3906
Sobek, Christine	President	DKN	2300
Sparr, Cynthia	Communications, Humanities and Fine Arts	BDE 134	2925
Stach, Marilee	Librarian	COL 221	5710
Stahl, Lorrie	Mathematics and Sciences	SCI 216	2852
Stepney, Ne'Keisha	Business and Career Technologies	AKL 227	2966
Stuckey, Martine	Art/Painting/Drawing	VON 241	2473
Tejada, Melinda	Student Development	STC 137	2590
Thomas, Evan	Biology	SCI 122	2945
Thomas, Katherine	Interpreter Training/Sign Language	DWNTN 366	3900
Thompson, Jane	Mathematics	BDE 120	2874
Tiberio, Guy	Automotive Technology	AKL 100	2731
Tolappa, Maya	Information Systems	AKL 220	2312
Toussaint, Jess	Health Professions and Public Service	FOXVLY 110	3904
Trunkhill, William	Mathematics	BDE 232	2459
Vemu, Sheela	Biology	SCI 226	2581
Virumbrales, Nancy	Foreign Language	BDE 248	2382
Voorhees, David	Earth Science/Geology	SCI 230	2783
Ware, Leatha	Business	APC 283	2309
Weber, Heather	Art	BDE 130	2873
Weiss, Alfred	Earth Science/Geography	SCI 232	2720

NAME	AREA	LOCATION	EXT.
Westman, Kathleen	Sociology	APC 285	2557
Xie, Lei	Accounting/Business Services	DKN 262	2913
Zusman, Steven	Philosophy	BDE 233	6802



Continued on next page

NORTH SIDE BUILDINGS

AKL	Akerlow Hall
APC	Academic and Professional Center Event Room
AUD	Auditorium
COL	Collins Hall Todd Library Tutoring Center TV Studio
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
AB	Auto Body
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 Admissions Assessment Bursar Café & Coffee Bar Career Services Counseling Financial Aid Information Center Registration Student Life
VON	Von Ohlen Hall



Automatic External Defibrillator (AED)



Emergency Phones

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, Online Learning Office

Dickson Center — Bookstore

Erickson Hall — Athletics Department, Gymnasium, Fitness Center

Henning Academic Computing Center — Open computer lab with 120 workstations

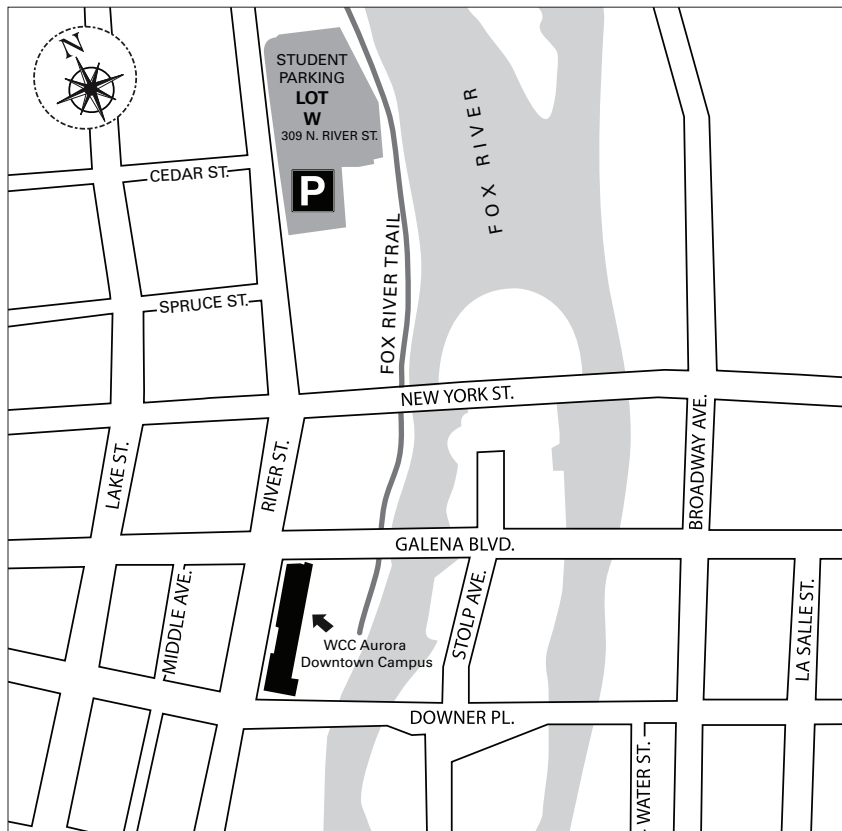
Student Center — Admissions, Café and Coffee Bar, Student Life, Counseling, Career Development Center, Financial Aid, Registration and Records, Bursar Office, Learning Assessment and Testing Services, College Information Center, Student Support Services, Access Center for Disability Resources

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 180 for further information about traffic regulations or citations.

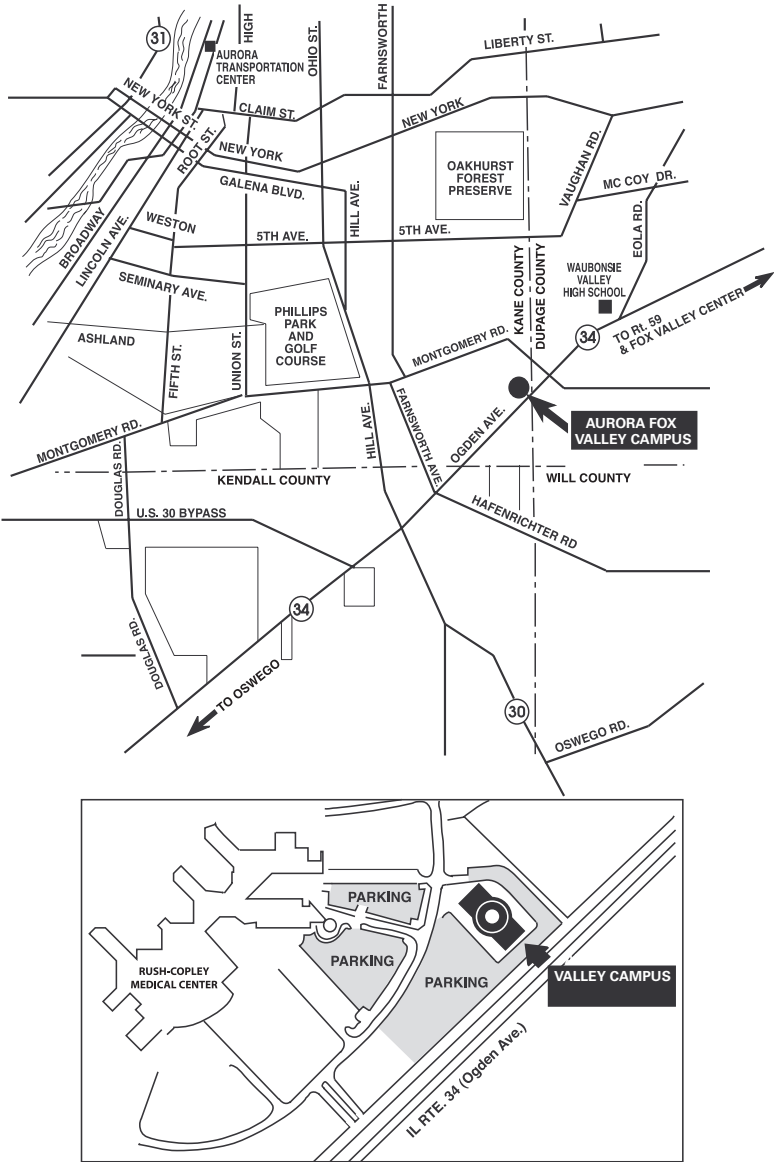
AURORA DOWNTOWN CAMPUS MAP



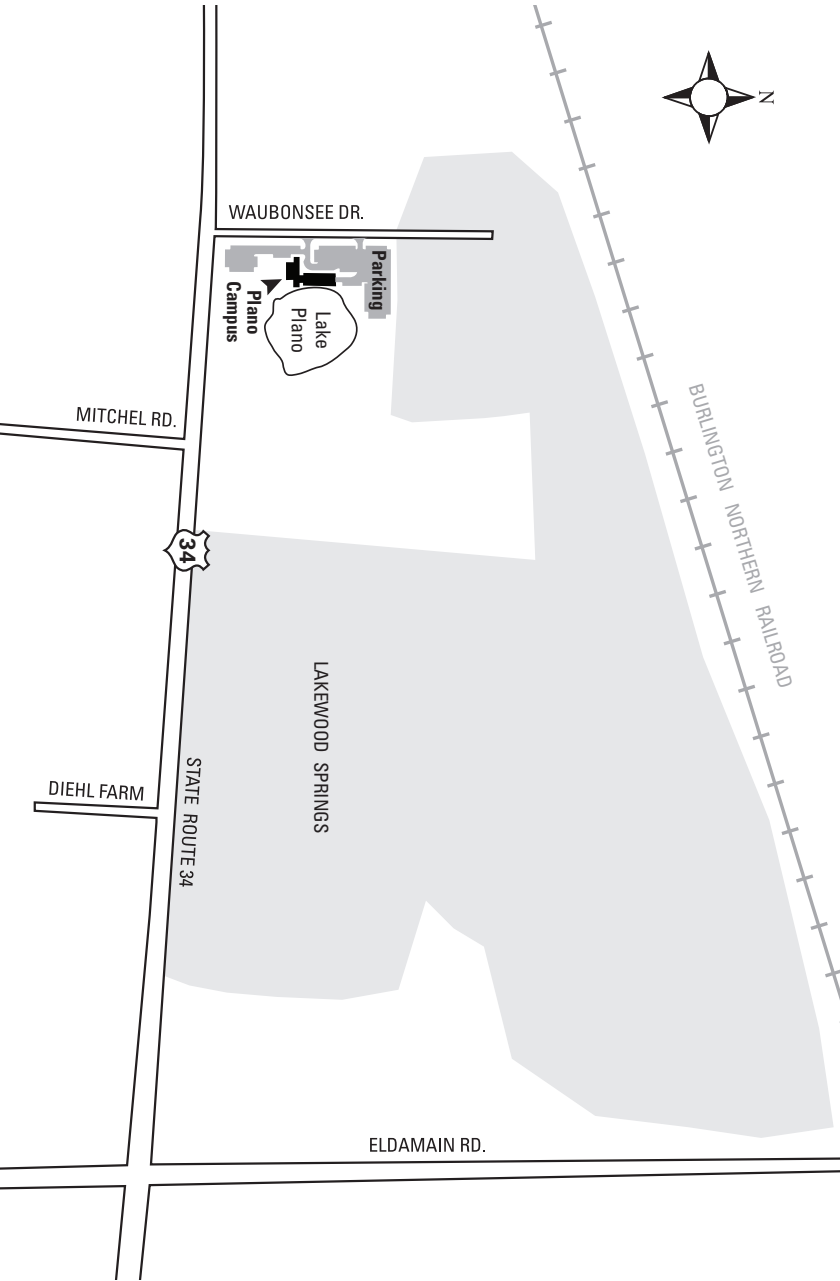
The campus, located at 18 S. River St., has short-term parking, limited to 15 minutes, which will be strictly enforced. Free student parking is available from 7 a.m. to 10 p.m. in Lot W at 309 N. River St. Note that Lot W is zoned for different time limits which are enforced by the City of Aurora. Discounted parking is no longer available in the Stolp Island Garage.

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

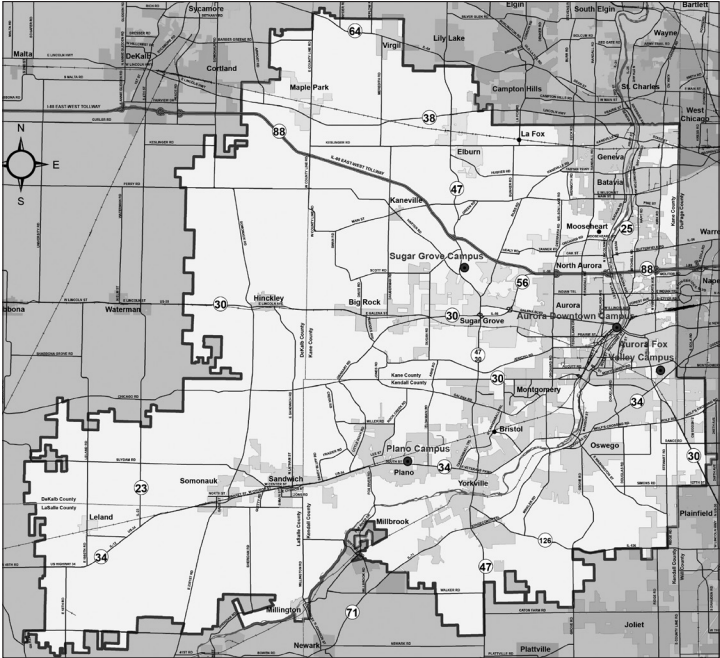
AURORA FOX VALLEY CAMPUS MAP



PLANO CAMPUS MAP



204 District Map



**Illinois Community
College
District #516**

District population..... 444,813
Projected population
for the year 2030 541,086

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

Town Name ZIP Codes
*Within/Partially
within district*

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
North Aurora	60542
Oswego	60543
Plano	60545
Sandwich	60548
Somonauk	60552
Sugar Grove	60554
Yorkville	60560

A

Academic advising.....	86
Academic Alert System.....	87
Academic computing	88
Access Center for Disability Resources.....	89
Accommodation of Religious Observances/Practices	135
Add/Drop Classes.....	89
Administrative withdrawal.....	130
Admissions	89, 191
Adult Basic Education.....	86
Adult Education	90, 190
Advancement, WCC.....	90
Advising.....	86
Alpha Beta Gamma (Iota Nu Chapter).....	69
Alpha Delta Nu Honor Society.....	70
Alpha Sigma Lambda.....	70
Alternate Spring Break	81
Ambassadors, student	120
Americans with Disabilities Act (ADA)	90, 135
American Sign Language Organization.....	82
Art Club.....	70
Articulated Credit.....	90
Assemblies, procedures for.....	90
Assessment testing.....	113
Athletics, intercollegiate.....	85
Attendance.....	90
Auditing.....	91
Aurora Downtown Campus.....	92
Aurora Downtown Campus map	201
Aurora Fox Valley Campus	92
Aurora Fox Valley Campus map	202
Automotive Club.....	71

B

Black Student Alliance	71
Board of Trustees	92, 183
Bookstore.....	93
Bulletin boards	93
Bursar	93
Bus transportation	94
Business and Career Technologies Division	94, 185
Business Club	71

C

Calendar	7
Calendars.....	94
Campus Police	94
Campus Security Act.....	135
Career Development Center.....	95
Career Education	95
Career Exploration.....	96
Ceramics Club.....	72
Certificates.....	96
Chartering student organizations.....	68
Children's Program	96
Children on Campus	96
Citations and fines.....	181
CLEP	96
Closings, emergency	97
Co-Curricular Transcripts.....	97
Code of Student Conduct.....	139
Commencement/ Graduation	97, 110
Communicable Diseases Policy.....	98, 173
Communications, Humanities and Fine Arts	98, 186
Community Education	98, 190
Community Education, Youth	98
Computing facilities.....	88
Concealed Carry.....	135
Conduct, Student	99, 138
Connect4Success	99
Cooperative agreements.....	99
Counseling, Advising and Transfer Center.....	99
Course Fees	100
Creative Writing Club.....	72
Credit for prior learning.....	100
Crime Awareness Act	101, 135

D

Days of Service.....	81
Deaf Club	82
Dean's List	101
Assistant Vice President of Student Services	192
Degree Audit.....	101
Degrees.....	101
Delta Sigma Omicron.....	72
Directory.....	inside back cover
Disability Resources	101
Discrimination Policy	157

District map	204
Driver Safety	102
Drop Class	89
Drug-free Schools and Communities Act	136

E

Email	102, 184
Early Alert	87
Educational records	102
Emergencies	102
Emergency closing	97
Emergency needs scholarship	103
Employment opportunities	103
Engaging Leaders	81
English as a Second Language (ESL)	103
E-RAP	103
ESL	103
Events	104
Extension locations	104

F

Faculty directory	193
Family Educational Rights & Privacy Act (FERPA)	136
Federal laws	134
Financial aid	104
Fines	105, 181
Fishing	105
Fitness Center	105
Food service	105
Future Healthcare Providers Club	83

G

Gamers Club	72
Get Involved	68
Government, Student	121
Grades	106
Grades in Repeated Courses	106
Grade Forgiveness	108
Grade Point Average	108
Graduation/Commencement Ceremony	97, 110
Guarantees	123

H

Harassment Policy	157
Health Professions and Public Service	110, 187
Henning Academic Computing Center	110
High School Equivalency	110
Hip-Hop Club	73
History Club	73
Holidays	8
Honors Program	111
Hours of operation	8

I

IAI (IL Articulation Initiative)	124
Illinois Skyway Collegiate Conference	111
Illinois Virtual Campus	112
Incomplete Grades	106
Instructional divisions	185
Integrity Statement	154
International students	112
International studies	112
Internship program	112
InterVarsity Christian Fellowship	73

K

Kinesiology and Wellness Club	73
--	----

L

Late Enrollment	113
Latinos Unidos	74
Learning Assessment and Testing Services	113
Laws, federal and state	134
Library	113
Lions Club, WCC	74
Literacy	114
Logins	114
Lost and found	114

M

Maps	114, 199
Mathematical-Engineering Club.....	74
Mathematics and Sciences..	115, 188
Medical Marijuana	137
Mental Health Disclosure Act....	137
Mission	2
Model Illinois Government	84
Movie Makers Inc.....	74
Mu Alpha Theta	74
Muslim Student Association	75
Music Ensembles	83
mywcc.....	115

N

National Adult Education Honor Society.....	75
National Society of Leadership and Success	75
National Technical Honor Society	76
Network User Rules	175

O

Off the Hook.....	83
Online courses.....	115

P

Parking.....	115
People for Peace	76
Philosophy Club.....	76
Phi Theta Kappa	77
Phone directory ...inside back cover	
Placement testing	116
Plagiarism.....	154
Plano Campus.....	116
Plano Campus Map	203
Pregnant and Parenting Students, Services for	116
President's List.....	116
President's message	5
Preventing Sexual Violence in Higher Education Act.....	138
Probation	88, 117, 150
Probation, financial aid.....	117
Program review	88
Programs for Youth	98
Psi Beta Honor Society/ Psychology Club.....	77
Publications	117

R

Refunds.....	118
Registration	103, 118
Registration and Records...	118, 192
Religious observances	135
Reserve Officers' Training Corps (ROTC).....	118
Residency	118
Rules and Regulations	134

S

Safety.....	119
Schedules	119
Scholarships	119
Security.....	119
Segue – Operation Snowball	77
Senior citizen tuition.....	120
Sexual harassment policy.....	157
Sigma Chi Eta	78
SkillsUSA	84
Skyway Collegiate Conference ..	111
Smoking regulations.....	120
Social Science, Education and World Languages....	120, 189
Spectrum	78
Sports	85
S.T.A.R.	120
STEM Club	79
Student Ambassadors.....	120
Student assemblies, procedures	121, 174
Student Conduct, Code of....	99, 139
Student Development	191
Student fee	121
Student Financial Services.....	192
Student government	68, 121
Student Life	121
Student organizations.....	68
Student Right to Know Act.....	138
Student Senate	6, 69
Student Services.....	192
Student Success and Retention.....	191
Student Support Services	121
Student trustee	69, 121
Students for a Diverse Society	79
Students Organizing Sustainability	80

Study Abroad.....	121
Sugar Grove Campus map	198
Swing Dance Club.....	79

T

Testing, assessment.....	113
Title IX	138, 172
Traffic regulations.....	122, 180
Transcripts	122
Transferring Credit.....	122, 125
TRIO/Student Support Services.....	121
TRIO-Together Reaching Infinite Opportunities (club)	80
Trustees	92, 183
Tuition and fees	126
Tutoring	128

V

VALEES	129
Veterans Information Financial Aid/Benefits.....	129
Veterans Club	80
Active Duty.....	90
Veteran Services.....	129
Withdrawal.....	132
Vision.....	2
Voice mail	184

W

Waubonsee Christian Athletes Club.....	82
Waubonsee Early Childhood Education Club.....	82
Waubonsee Health Information Technology Student Association	73
Waubonsee Software and Technology Club.....	78
Waubonsee Student Education Association.....	79
Waubonsee Student Nurses Association.....	79
Waubonsee Talk Line	130
Waubonsee Veterans Club.....	80
Website	130
Welcome	5
Who's Who on Campus	183
Withdrawal, course.....	130
Withdrawal, Financial Aid	130

Womyn for Womyn.....	83
Workforce Development	132
World Language Club	80

X

XCARD	133
X-number.....	133

The Student Handbook is published annually by the Marketing and Communications Department, and we welcome your comments. For copies of other publications including the college catalog and course schedules, call us at (630) 466-2411. This handbook is provided compliments of Student Development.

QUICK DIRECTORY

Department	Building	Extension
Access Center for Disability Resources	STC 201/DWNTN 110 FOXVLY 231/PLANO 126	2564
Admissions	STC 260	5756
Adult Education Division	DWNTN 457	4600
Adult Education Computer Center	DWNTN 454	4128
Adult Education Youth Services	DWNTN 460	4176
Adult Literacy Project	DWNTN 460	4106
Advancement Office	DKN 2nd floor	2316
Athletics	FLD 170	2524
Basic Skills/HSE	DWNTN 457	4600
Bookstore	DKN 1st floor DWNTN 1st Floor	2908 4174
Bursar	STC 2nd floor	5705
Business and Career Technologies Division	APC 242	2263
Campus Police	DKN 1st floor DWNTN 1st Floor	2552 4142
Career and Technical Education	A101	2356
Career Development Center	STC 209	2368
Children's Programs	Auditorium 108	2360
Communications, Humanities and Fine Arts Division	BDE 136	2921
Community Education	Auditorium 108	2360
Computing Center	HCC/DWNTN 218	5723/4124
Connect4Success (C4S)	DWNTN 110/FOXVLY 231 PLANO 126	4660
Counseling, Advising and Transfer Center	STC 262	2361
Developmental Education and College Readiness	COL 162	5706
Driver Safety	DWNTN 266	3675
Educational Affairs	COL 132	2352

Continued on next page.

210 Quick Directory

Department	Building	Extension
Financial Aid	STC 234/DWNTN 241 FOXVLY 234/PLANO 134	5774
Fitness Center	ERK 1st floor	2530
GED & TASC Testing	DWNTN 275	4182
Graduation	STC 276	2933
Health Care Programs	FOXVLY 107	3901
Health Professions and Public Service Division	FOXVLY 107	3900
High School Equivalency Preparation Classes	DWNTN 457	4600
Honors Program	DKN 224	2723
Human Resources	A 110	2718
Learning Assessment and Testing Services	STC 230/DWNTN 275 PLANO 129 FOXVLY 229	5700
Library	COL 2nd floor DWNTN 1st floor FOXVLY	2400 4625 3917
Lifelong Learning Institute	COL174	2593
Marketing & Communications	DKN 250	2411
Mathematics and Sciences Division	SCI 214	2319
President's Office	DKN 2nd floor	2903
Registration & Records	STC 249/ DWNTN 112/ FOXVLY 231/PLANO 127	2370
Social Sciences, Education and World Languages Division	APC 244	5734
Student Development	STC 134	2941
Student Life	STC 126	2369
Student Services	STC 103	2349
Student Support Services	STC 262	5767
Tutoring Centers	COL 144 PLANO Library DWNTN 215 FOXVLY 225	2426 2426 4227 2426



AFFORDABLE



FLEXIBLE



HIGH QUALITY



SUPPORTIVE

Sugar Grove Campus • Route 47 at Waubonsee Drive • 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 Waubonsee Drive • Plano, IL 60545 • (630) 552-7900
Need a quick reference? Call the College Information Center: (630) 466-7900
www.waubonsee.edu



WAUBONSEE
COMMUNITY COLLEGE

www.waubonsee.edu

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