

Student Handbook 2021-2022



WAUBONSEE
COMMUNITY COLLEGE

www.waubonsee.edu



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

Please note: photos used in this publication were taken pre-pandemic.

Mission, Vision and Values.....	2
Welcome.....	5
Calendar	7
• Important dates for fall, spring and summer semesters.....	8
Academic Planner.....	11
How to Get Involved at Waubonsee	62
• 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	83
• Look here first — everything from advising to X-number is briefly explained.	
Rules and Regulations.....	133
• Federal and state laws (page 133), Code of Student Conduct (page 139), network user rules (page 187) and traffic regulations (page 193)	
Who's Who on Campus	195
• Listing of administration and faculty	204
• Maps and parking for Sugar Grove, Aurora Downtown, Aurora Fox Valley and Plano Campuses.....	210
Index	216
• 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.
- **Workforce Education and Training:** Business, health care, technical and professional education consisting of associate degrees, certificates, courses, workshops, and seminars designed for entry-level employment, transitioning, retraining, and/or upgrading of skills to meet current and emerging employment needs and trends.
Training includes courses, programs, and contract training designed to meet the workplace needs of both individuals and organizations with an emphasis on skill building and improved productivity.
- **Pre-College Programs:** Courses, programs, and services designed to prepare students to be successful in higher education. Students can enhance their skills in reading, writing, mathematics, college success, and literacy. Students can also prepare for their High School Equivalency Exams (GED®, HiSET) and enhance their English communication skills with English Language Acquisition (ELA, ESL).

4 Mission

- **Student Services:** Services designed to meet the holistic development of all students including counseling, academic and career advising, transfer planning, admissions, registration and records, assessment, financial aid, scholarships, student life programming, intercollegiate athletics, and assistance for students with disabilities.

Our Program Support

- **Instructional Support:** Services designed to facilitate and provide support to the instructional process, including online learning and flexible delivery; the use of instructional technology; the libraries; and media services.
- **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

As I began my professional journey, I decided I wanted to work in higher education because of the power of education to change lives. And, when that journey took me to a community college, I knew I had found a home. It is my hope that you will find that Waubonsee is your home too.

I frequently say that Waubonsee is more than college, it is community college. And our community is what we, the community members, make it. Waubonsee students and alumni are changing our community and changing our world. Many are the first in their family to graduate from college. Many transfer to four-year institutions to complete bachelor's, master's, and doctoral degrees. Waubonsee alumni have as varied careers as the nearly 50,000 certificates and degrees awarded in our 55-year history.

I encourage you to really get to know Waubonsee faculty and staff and all that we have to offer. Carefully review this handbook, our website, www.waubonsee.edu, and mywcc to learn what you need to know to make your Waubonsee experience great. Decide now to put the power of education to work in your life and become another proud Waubonsee alumnus.

I wish you all the best for a successful academic year!

Sincerely,

A handwritten signature in cursive script that reads "Christine J. Sobek". The ink is dark and the signature is fluid.

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
2020-2021



THE CALENDAR

Campus Hours of Operation

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

Please visit www.waubonsee.edu/hours for current hours of operation.

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 daytime and evening hours are in effect at the Sugar Grove and Aurora Downtown Campuses the week before classes begin. Please visit www.waubonsee.edu/hours for more information.

Technical Assistance Center (TAC)

(630) 466-4357

College Holidays

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

Independence Day:	Monday, July 5, 2021
Labor Day:	Monday, Sept. 6, 2021
Thanksgiving Holiday:	Wednesday, Nov. 24 through Sunday, Nov. 28, 2021
Winter Break:	4:30 p.m., Thursday, Dec. 23, 2021 through Sunday, Jan. 2, 2022
Martin Luther King, Jr. Day:	Monday, Jan. 17, 2022
Easter:	Sunday, April 17, 2022
Memorial Day:	Monday, May 30, 2022

Important Dates – Fall Semester 2021

Registration/Withdrawal

First day of fall registration	May 3, 2021
First day of classes (16-week, first 8-week, first 4-week courses).....	Aug. 23
Weekend classes begin (15-week, first 7-week courses) - Saturday.....	Aug. 28
Withdrawal deadline for first 4-week courses	Sept. 10
12-week & second 4-week courses begin	Sept. 20
Last day to claim honor student status designation in a 16-week course.....	Sept. 20
Withdrawal deadline for first 8-week courses	Oct. 1
Withdrawal deadline for first 7-week weekend courses.....	Oct. 4
Withdrawal deadline for second 4-week courses	Oct. 8
Midterm – last day to change audit enrollment status*	Oct. 13
Second 8-week & third 4-week courses begin	Oct. 18
Second 7-week weekend courses begin	Oct. 30
Withdrawal deadline for third 4-week courses	Nov. 5
Withdrawal deadline for 16-week courses	Nov. 12
Spring semester registration begins at 8 a.m.	Nov. 15
Withdrawal deadline for 15-week weekend courses.....	Nov. 15
Fourth 4-week courses begin	Nov. 15
Withdrawal deadline for 12-week courses	Nov. 19
Withdrawal deadline for second 8-week courses	Dec. 3
Withdrawal deadline for second 7-week weekend courses	Dec. 6
Withdrawal deadline for fourth 4-week courses.....	Dec. 10
Semester ends	Dec. 18
Grades available to students – Wednesday**	Dec. 22

Refund Deadlines

First 4-week courses	Aug. 24
First 8-week courses	Aug. 27
First 7-week weekend courses	Aug. 30
16-week courses	Sept. 3
15-week weekend courses	Sept. 3
Second 4-week courses	Sept. 21
12-week courses	Sept. 24
Third 4-week courses	Oct. 19
Second 8-week courses	Oct. 22
Second 7-week weekend courses	Nov. 1
Fourth 4-week courses	Nov. 16

Holidays

Labor Day break – Saturday through Monday (Classes will not meet)	Sept. 4-6
Thanksgiving break – Monday through Sunday (Classes will not meet)	Nov. 22-28

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 2022

Registration/ Withdrawal

First day of spring registration.....	November 15, 2021
First day of classes (16-week, first 8-week, first 4-week courses).....	Tues., Jan. 18
Weekend classes begin (15-week, first 7-week courses) - Saturday.....	Jan. 22
Withdrawal deadline for first 4-week courses.....	Feb. 4
12-week & second 4-week courses begin.....	Feb. 14
Last day to claim honor student status designation in a 16-week course.....	Feb. 14
Withdrawal deadline for first 7-week weekend courses.....	Feb. 21
Withdrawal deadline for first 8-week courses.....	Feb. 25
Withdrawal deadline for second 4-week & first 7-week weekend courses	March 4
Summer semester registration begins at 8 a.m.	March 7
Midterm – last day to change audit enrollment status*	March 9
Second 8-week & third 4-week courses begin	March 21
Second 7-week weekend courses begin	March 26
Withdrawal deadline for third 4-week courses	April 8
Withdrawal deadline for 15-week weekend courses.....	April 11
Withdrawal deadline for 16-week courses.....	April 15
Fourth 4-week courses begin.....	April 18
Withdrawal deadline for 12-week courses.....	April 22
Withdrawal deadline for second 7-week weekend courses	April 25
Withdrawal deadline for second 8-week courses	April 29
Fall semester registration begins at 8 a.m.....	May 2
Withdrawal deadline for fourth 4-week courses.....	May 6
Semester ends	May 13
Commencement	May 14
Grades available to students – Wednesday**	May 18

Refund Deadlines

First 4-week courses	Jan. 19
First 8-week courses	Jan. 21
First 7-week weekend courses	Jan. 24
16-week courses	Jan. 28
15-week weekend courses	Jan. 28
Second 4-week courses	Feb. 15
12-week courses	Feb. 18
Third 4-week courses	March 22
Second 8-week courses	March 25
Second 7-week weekend courses	March 28
Fourth 4-week courses	April 19

Holidays

Martin Luther King, Jr. Day – Monday (<i>Classes will not meet</i>).....	Jan. 17, 2022
Spring break – Monday through Sunday (<i>Classes will not meet</i>)	March 14-20
Easter Sunday (<i>Classes will not meet</i>)	April 17

Important Dates – Summer Semester 2022

Registration/ Withdrawal

First day of summer registration.....	March 7, 2022
First day of classes (11-week and 3-week courses).....	May 23
Weekend classes begin (9-week courses) - Saturday	June 4
Withdrawal deadline for 3-week courses	June 6
8-week & first 4-week courses begin.....	June 13
Withdrawal deadline for first 4-week courses.....	July 1
Second 4-week courses begin.....	July 11
Withdrawal deadline for 11-week courses.....	July 11
Withdrawal deadline for 9-week weekend.....	July 15
Withdrawal deadline for 8-week courses	July 22
Withdrawal deadline for second 4-week courses	July 29
Semester ends	Aug. 5
Grades available to students – Wednesday**.....	Aug. 10

Refund Deadlines

3-week courses.....	May 24
11-week courses	May 27
9-week weekend courses	June 6
First 4-week courses	June 14
8-week courses.....	June 17
Second 4-week courses	July 12

Holidays

Memorial Day break – Saturday through Monday.....	May 28-30
<i>(Classes will not meet)</i>	
Independence Day – Monday.....	July 4
<i>(Classes will not meet)</i>	

Withdrawals after refund dates will appear on student transcripts.
** Midterm date is for 16-week courses. Contact Registration and Records for midterm dates for other course lengths.*
*** Grades for courses with shorter lengths are typically available shortly after the completion of each course.*

Visit the college calendar online at
calendar.waubonsee.edu **for more**
information on events and sports schedules.



WAUBONSEE
COMMUNITY COLLEGE

Week of June 14, 2021

14

Mon

15

Tue

16

Wed

17

Thu

18

Fri

19

Sat

20

Sun

Week of June 21, 2021

June 2021						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21

Mon

22

Tue

23

Wed

24

Thu

25

Fri

26

Sat

27

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of June 28, 2021

28

Mon

29

Tue

30

Wed

1

Thu

2

Fri

Withdrawal deadline for first 4-week courses

3

Sat

**Independence Day break -
(Classes will not meet)**

4

Sun

**Independence Day -
College Closed**

Week of July 5, 2021

July 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2021						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5

Mon

Independence Day break (Classes will not meet) - College Closed

6

Tue

7

Wed

8

Thu

9

Fri

10

Sat

11

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of July 12, 2021

12

Mon

Second 4-week courses begin
Withdrawal deadline for 11-week courses

13

Tue

Refund deadline for second 4-week courses

14

Wed

15

Thu

16

Fri

17

Sat

18

Sun

Week of July 19, 2021

July 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2021						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19

Mon

20

Tue

21

Wed

22

Thu

23

Fri

Withdrawal deadline for 8-week and 9-week weekend courses

24

Sat

25

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of July 26, 2021

26

Mon

27

Tue

28

Wed

29

Thu

30

Fri

Withdrawal deadline for second 4-week courses

31

Sat

1

Sun

Week of August 2, 2021

August 2021						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2021						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2

Mon

3

Tue

4

Wed

5

Thu

6

Fri

7

Sat

Summer 2021 semester ends

8

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of August 9, 2021

9

Mon

10

Tue

11

Wed

Grades available to students

12

Thu

13

Fri

14

Sat

15

Sun

Week of August 16, 2021

August 2021							September 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

16

Mon

17

Tue

18

Wed

19

Thu

20

Fri

21

Sat

22

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of August 23, 2021

23

Mon

First day of classes (16-week, first 8-week, first 4-week courses)

24

Tue

Refund deadline for first 4-week courses

25

Wed

26

Thu

27

Fri

Refund deadline for first 8-week courses

28

Sat

Weekend classes begin

(15-week, first 7-week courses)

29

Sun

Week of August 30, 2021

August 2021							September 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

30

Mon

Refund deadline for first 7-week weekend courses

31

Tue

1

Wed

2

Thu

3

Fri

Refund deadline for 16-week and 15-week weekend courses

4

Sat

Labor Day break
(Classes will not meet)

5

Sun

Labor Day break
(Classes will not meet)



WAUBONSEE
COMMUNITY COLLEGE

Week of Sept. 6, 2021

6

Mon

Labor Day break (Classes will not meet) - College Closed

7

Tue

8

Wed

9

Thu

10

Fri

Withdrawal deadline for first 4-week courses

11

Sat

12

Sun

Week of Sept. 13, 2021

September 2021						
M	T	W	T	F	S	S
			1	2	3	4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2021						
M	T	W	T	F	S	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13

Mon

14

Tue

15

Wed

16

Thu

17

Fri

18

Sat

19

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of Sept. 20, 2021

20
Mon

12-week and second 4-week courses begin

Last day to claim honor student status designation in a 16-week course

21
Tue

Refund deadline for second 4-week courses

22
Wed

23
Thu

24
Fri

Refund deadline for 12-week courses

25
Sat

26
Sun

Week of Sept. 27, 2021

September 2021						
M	T	W	T	F	S	S
			1	2	3	4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2021						
M	T	W	T	F	S	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

27

Mon

28

Tue

29

Wed

30

Thu

1

Fri

Withdrawal deadline for first 8-week courses

2

Sat

3

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of Oct. 4, 2021

4

Mon

Withdrawal deadline for first 7-week weekend courses

5

Tue

6

Wed

7

Thu

8

Fri

Withdrawal deadline for second 4-week courses

9

Sat

10

Sun

Week of Oct. 11, 2021

October 2021						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11

Mon

12

Tue

13

Wed

Midterm for 16-week courses

Last day to change audit enrollment status for 16-week courses

14

Thu

15

Fri

16

Sat

17

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of Oct. 18, 2021

18

Mon

Second 8-week and third 4-week courses begin

19

Tue

Refund deadline for third 4-week courses

20

Wed

21

Thu

22

Fri

Refund deadline for second 8-week courses

23

Sat

24

Sun

Week of Oct. 25, 2021

October 2021						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

25

Mon

26

Tue

27

Wed

28

Thu

29

Fri

30

Sat

Second 7-week weekend
courses begin

31

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of Nov. 1, 2021

1

Mon

Refund deadline for second 7-week weekend courses

2

Tue

3

Wed

4

Thu

5

Fri

Withdrawal deadline for third 4-week courses

6

Sat

7

Sun

Week of Nov. 8, 2021

November 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2021						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8

Mon

9

Tue

10

Wed

11

Thu

12

Fri

Withdrawal deadline for 16-week courses

13

Sat

14

Sun



WAUBONSEE

COMMUNITY COLLEGE

Week of Nov. 15, 2021

15

Mon

Spring 2022 semester registration begins at 8 a.m.

Fourth 4-week courses begin

Withdrawal deadline for 15-week weekend courses

16

Tue

Refund deadline for fourth 4-week courses

17

Wed

18

Thu

19

Fri

Withdrawal deadline for 12-week courses

20

Sat

21

Sun

Week of Nov. 22, 2021

November 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2021						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22
Mon

Thanksgiving break (Classes will not meet)

23
Tue

Thanksgiving break (Classes will not meet)

24
Wed

Thanksgiving break (Classes will not meet) - College Closed

25
Thu

Thanksgiving break (Classes will not meet) - College Closed

26
Fri

Thanksgiving break (Classes will not meet) - College Closed

27
Sat

Thanksgiving break
(Classes will not meet)
College Closed

28
Sun

Thanksgiving break
(Classes will not meet)
College Closed



WAUBONSEE
COMMUNITY COLLEGE

Week of Nov. 29, 2021

29

Mon

30

Tue

1

Wed

2

Thu

3

Fri

Withdrawal deadline for second 8-week courses

4

Sat

5

Sun

Week of Dec. 6, 2021

December 2021						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6

Mon

Withdrawal deadline for second 7-week weekend courses

7

Tue

8

Wed

9

Thu

10

Fri

Withdrawal deadline for fourth 4-week courses

11

Sat

12

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of Dec. 13, 2021

13

Mon

14

Tue

15

Wed

16

Thu

17

Fri

18

Sat

Fall 2021 semester ends

19

Sun

Week of Dec. 20, 2021

December 2021						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20

Mon

21

Tue

22

Wed

Grades available to students in 16-week courses

23

Thu

Winter Break - College Closed after 4:30 p.m.

24

Fri

Winter Break - College Closed

25

Sat

Winter Break - College Closed

26

Sun

Winter Break - College Closed



WAUBONSEE
COMMUNITY COLLEGE

Week of Dec. 27, 2021

27

Mon

Winter Break - College Closed

28

Tue

Winter Break - College Closed

29

Wed

Winter Break - College Closed

30

Thu

Winter Break - College Closed

31

Fri

Winter Break - College Closed

1

Sat

Winter Break - College Closed

2

Sun

Winter Break - College Closed

Week of Jan. 3, 2022

January 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

3

Mon

4

Tue

5

Wed

6

Thu

7

Fri

8

Sat

9

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of Jan. 10, 2022

10

Mon

11

Tue

12

Wed

13

Thu

14

Fri

15

Sat

16

Sun

Week of Jan. 17, 2022

January 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

17

Mon

Martin Luther King, Jr. Day (Classes will not meet) - College Closed

18

Tue

First day of classes (16-week, first 8-week, and first 4-week courses)

19

Wed

Refund deadline for first 4-week courses

20

Thu

21

Fri

Refund deadline for first 8-week courses

22

Sat

Weekend classes begin
(15-week and
first 7-week courses)

23

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of Jan. 24, 2022

24

Mon

Refund deadline for first 7-week weekend courses

25

Tue

26

Wed

27

Thu

28

Fri

Refund deadline for 16-week and 15-week weekend courses

29

Sat

30

Sun

Week of Jan. 31, 2022

February 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

31

Mon

1

Tue

2

Wed

3

Thu

4

Fri

Withdrawal deadline for first 4-week courses

5

Sat

6

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of Feb. 7, 2022

7

Mon

8

Tue

9

Wed

10

Thu

11

Fri

12

Sat

13

Sun

Week of Feb. 14, 2022

February 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14

12-week and second 4-week courses begin

Last day to claim honor student status designation in a 16-week course

Mon

15

Refund deadline for second 4-week courses

Tue

16

Wed

17

Thu

18

Refund deadline for 12-week courses

Fri

19

Sat

20

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of Feb. 21, 2022

21

Mon

Withdrawal deadline for first 7-week weekend courses

22

Tue

23

Wed

24

Thu

25

Fri

Withdrawal deadline for first 8-week courses

26

Sat

27

Sun

Week of Feb. 28, 2022

March 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
M	T	W	T	F	S	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

28

Mon

1

Tue

2

Wed

3

Thu

4

Fri

Withdrawal deadline for second 4-week courses

5

Sat

6

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of March 7, 2022

7

Mon

Summer 2022 semester registration begins at 8 a.m.

8

Tue

9

Wed

Midterm for 16-week courses

Last day to change audit enrollment status for 16-week courses

10

Thu

11

Fri

12

Sat

13

Sun

Week of March 14, 2022

March 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14

Mon

Spring break (Classes will not meet)

15

Tue

Spring break (Classes will not meet)

16

Wed

Spring break (Classes will not meet)

17

Thu

Spring break (Classes will not meet)

18

Fri

Spring break (Classes will not meet)

19

Sat

Spring break
(Classes will not meet)

20

Sun

Spring break
(Classes will not meet)



WAUBONSEE
COMMUNITY COLLEGE

Week of March 21, 2022

21

Mon

Second 8-week and third 4-week courses begin

22

Tue

Refund deadline for third 4-week courses

23

Wed

24

Thu

25

Fri

Refund deadline for second 8-week courses

26

Sat

Second 7-week weekend
courses begin

27

Sun

Week of March 28, 2022

March 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
M	T	W	T	F	S	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

28

Mon

Refund deadline for second 7-week weekend courses

29

Tue

30

Wed

31

Thu

1

Fri

2

Sat

3

Sun



4 Mon	
5 Tue	
6 Wed	
7 Thu	
8 Fri	<u>Withdrawal deadline for third 4-week courses</u>
9 Sat	10 Sun

Week of April 11, 2022

April 2022						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11

Mon

Withdrawal deadline for 15-week weekend courses

12

Tue

13

Wed

14

Thu

15

Fri

Withdrawal deadline for 16-week courses

16

Sat

17

Sun

Easter Sunday -
College Closed



WAUBONSEE

COMMUNITY COLLEGE

Week of April 18, 2022

18

Mon

Fourth 4-week courses begin

19

Tue

Refund deadline for fourth 4-week courses

20

Wed

21

Thu

22

Fri

Withdrawal deadline for 12-week courses

23

Sat

24

Sun

Week of April 25, 2022

April 2022						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25

Mon

Withdrawal deadline for second 7-week weekend courses

26

Tue

27

Wed

28

Thu

29

Fri

Withdrawal deadline for second 8-week courses

30

Sat

1

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of May 2, 2022

2

Mon

Fall 2022 semester registration begins at 8 a.m.

3

Tue

4

Wed

5

Thu

6

Fri

Withdrawal deadline for fourth 4-week courses

7

Sat

8

Sun

Week of May 9, 2022

May 2022						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9

Mon

10

Tue

11

Wed

12

Thu

13

Fri

Spring 2022 semester ends

14

Sat

Commencement

15

Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of May 16, 2022

16

Mon

17

Tue

18

Wed

Grades available to students in 16-week courses

19

Thu

20

Fri

21

Sat

22

Sun

Week of May 23, 2022

May 2022						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

23

Mon

11-week and 3-week courses begin

24

Tue

Refund deadline for 3-week courses

25

Wed

26

Thu

27

Fri

Refund deadline for 11-week courses

28

Sat

Memorial Day break
(Classes will not meet)

29

Sun

Memorial Day break
(Classes will not meet)



WAUBONSEE
COMMUNITY COLLEGE

Week of May 30, 2022

30

Mon

Memorial Day (Classes will not meet) - College Closed

31

Tue

1

Wed

2

Thu

3

Fri

4

Sat

9-week weekend courses begin

5

Sun



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, as well as certain leadership and service opportunities, is listed on your co-curricular transcript. Check out the “Student Senate” and “Student Organization” sections that follow, and contact Student Life for other opportunities and more information.

Finding Out About Activities

Most events and opportunities are posted on the college-wide calendar accessible online at calendar.waubonsee.edu or follow us on social media. 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 Engagement Fair, held at the beginning of each semester. Visit the Student Life Office in the Student Center, Room 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 may not be permitted due to liability issues but can always be explored. To start a new student organization, contact the Student Life Office, Student Center, Room 126, (630) 466-2369.

STUDENT SENATE

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

Student Trustee

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

STUDENT ORGANIZATIONS

Please visit waubonsee.edu/directory if you would prefer to send an email to an organization advisor.

Alpha Beta Gamma (Iota Nu Chapter)

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



Advisors: Patty Saccone, DWNTN 367, ext. 4194
Derek Schreiner, 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: Laurel Krueger, FOXVLY 118, ext. 3907
Dr. Marjie Schoolfield, FOXVLY 119, ext. 3908
Katherine Hodur, FOXVLY 129, ext. 3915

Alpha Sigma Lambda Honor Society/ Adults Balancing Life and Education (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

Advisors: Dr. Aaron Lawler, VON 227, ext. 2861
Jon Nichols, BDE 120, ext. 2874

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

Art Club

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

- Campus activities
- Field trips for members

Advisor: Michelle Lindquist, BDE 131, ext. 4664

Badminton Club

It shall be the purpose of the Badminton Club to provide opportunities to students interested in the sport of Badminton. The club will help students increase their sportsmanship skills and compliment their social networks within the institution.

Advisor: Jessica Moreno, COL 161, ext. 2409

Bass Fishing Club

It shall be the purpose of the Waubonsee Bass Fishing Team to share bass fishing knowledge with others and to help each other become better anglers as well as participate in bass fishing tournaments.

Advisors: Joshua Brown, FOXVLY 127, ext. 3913
Joseph Kloke, AKL 238, ext. 5762

Biology Club

It shall be the purpose of the Biology Club to provide students in the science field opportunities to learn and participate in activities to acquire skills and experience needed for careers in the science field. The Biology Club will demonstrate the fascinating and entertaining world of life science.

Advisors: Danielle Fischer, SCI 116, ext. 2345
Justin Hoshaw, SCI 120, ext. 5739

Black Student Alliance (BSA)

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

We host:

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

Advisors: Robert Cook, STC 210C, ext. 6800
Dr. Chassie Sherretz, COL 124, ext. 5757
Marleigha Evans, COL 123, ext. 7900

Campus Activities Board (CAB)

CAB serves as the primary programming body for Waubensee. Their purpose is to enhance the college experience and create a sense of belonging through campus events and activities. Any student is welcome to attend CAB events or they can choose to join the club and help to plan events for other students on campus. CAB members have tons of fun while doing their part to create campus life at Waubensee.

Advisor: Michelle Dahlstrom, STC 126, ext. 2369

Ceramics Club

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

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



Advisor: Doug Jeppesen, CER 104, ext. 2505

Creative Writing Club

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

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

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



Advisor: Daniel Portincaso, BDE 119, ext. 6695

Delta Collective Club

The Delta Collective Club offers a venue for game enthusiasts to gather, play, and discuss gaming and related issues. The club

hosts regular events throughout the year.

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



Advisors: Eamon Newman, COL 182, ext. 2940

John Metych III, APC 242, ext. 6622

Fred Weiss, SCI 232, ext. 2720

Delta Sigma Omicron

Delta Sigma Omicron is open to all students interested in promoting disability awareness and accessibility and re-framing disability as a valuable part of diversity.

Advisors: Lisa Egner, STC 201, ext. 2482

Melissa Morgan, BDE 121, ext. 5718

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.

Advisor: Patty Saccone, DWNTN 367, ext. 4194

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
Doug McKeen, STC 210D, ext. 5752

Jazz Club

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

Advisors: Eric Binder, BDE, ext. 3117
Doug Jeppesen, CER 104, ext. 2505

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: Yesenia Cadena, A-121, ext. 2462
Lilia Mendoza, VON 118, ext. 6630

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: Julie Peck, STC 260, ext. 2969

Movimiento Estudiantil Chicanx de Aztlan (MEChA)

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

Advisors: Jessica Moreno, COL 161, ext. 2409
Ulysses Diaz, DWNTN 123, ext. 4692

National Adult Education Honor Society

The group’s mission is to provide recognition to adult education students. Eligible Waubonsee students are enrolled in English Language Acquisition (ELA/ESL) or High School Equivalency (HSE/GED®) classes. Membership is based on faculty nomination. A one-time fee is required.

- Formal induction ceremony for members

Advisor: Contact Student Life

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. Mary Tosch, STC 124, ext. 2369
Student Life Graduate Assistant, STC 117, ext. 5763
Randall Hines, AKL 251, ext. 2930
Spencer Brayton, COL 222, ext. 2405

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: Joshua Brown, FOXVLY 127, ext. 3913

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

PhiTheta 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
- Waubonsee's One Day of Service

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

Pre-Health Professionals Society

It shall be the purpose of the Pre-Health Professionals Society to connect like minded individuals in the pursuit of a doctoral degree associated with any of the major healthcare service fields. We would like to facilitate a resourceful environment which students of this organization would utilize for the strategic planning of their academic career.

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

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 Waubonsee. 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



Psychedelic Club

The goal of this organization will be the affirmation that an interest in psychedelia is natural and healthy. The altering of one's own consciousness has been a part of human life for thousands of years. We must also face that substance abuse, suicide, and numerous other traumas have been serious plague on our mental and physical health. Deaths of despair are exploding; the average life expectancy of an American citizen has gone down[1] for the first time since the Spanish Flu. This is indicative of an absence of effective treatments, and a call for needed innovation within an outdated landscape of healthcare. As citizens striving towards improvement and progress in all matters. We must reopen the discussion, and examine prohibitive attitudes towards stigmatized psychotropic tools. Thoughtful and purposeful application of those tools to well specified criteria, we contend, will be the next great innovation for giving people access to an ability to help themselves. We have advocacy at the center of our mission. Advocacy requires passionate knowledgeable promotion of our views. It also requires extending the hands of respect out to conversational bystanders, and vehement detractors. In the hopes that our exchange will illuminate and sharpen our understanding of the world and each other.

[1] [addiction.surgeongeneral.gov/sites/default/files/report-highlights.pdf](https://www.addiction.surgeongeneral.gov/sites/default/files/report-highlights.pdf)

Advisor: Michael Moran, APC 276, ext. 2461

SCOPE: Social Media Club

It shall be the purpose of Scope to encourage students to take ownership and get involved in creating positive, meaningful and informative social media content for the Waubonsee Student Community in a safe and inclusive online forum.

Advisor: Dr. Terry Leung, COL, ext. 2898

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.



Advisor: John Bitterman, BDE 201, ext. 2269

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
Carlos Suarez, STC 250, ext. 2366

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

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
Dr. Aaron Lawler, VON 227, ext. 2861

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: 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 \$20 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

Student Success Club

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

Advisor: Andrea Egle, STC 287, ext. 2952

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

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

Advisor: Heather Watson, STC 278, ext. 2091

LEADERSHIP OPPORTUNITIES

Alternate Spring Break (ASB)

It's a chance to get your hands dirty and spend your break in service to the community rather than on the beach or the couch. You'll be part of a team in an intense setting somewhere in the U.S., working directly with members of communities that face specific challenges. You might build shelters for individuals who have nowhere to live, help restore endangered natural resources, or connect with youth in need of mentoring. You'll gain knowledge about specific issues facing our neighbors and enrich your life with the satisfaction that comes from enriching the lives of others and the world around us. You can expect a thoughtful and well-crafted experience from all our Alternative Spring Break trips.

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

Community-Wide One Day of Service

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



For more information contact Student Life at: studentlife@waubonsee.edu or call (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. Participants will learn from weekly guest facilitators as well as from their peers' experiences. The program is designed to reinforce leadership concepts in the sessions through collaborative conversations, activities and experiential learning, video clips and more. Participants will move through the program as a cohort and must attend all components in order to complete the program. As a participant, one will learn about the five practices of Exemplary Leadership (Kouzes and Posner), Servant Leadership, leadership experiences from campus and community leaders, and walk away with a personal leadership philosophy. Acceptance is competitive and space is limited. The program will be offered each semester at a specific day and time to be listed on the website each semester and included in application materials. Day/time may change from semester to semester. The program is free for Waubonsee students who are accepted and those who complete the program will receive recognition on their co-curricular transcript.

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

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

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

Advisor: Derek Schreiner, AKL 228, ext. 2264

Dance Club

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

Advisor: 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.

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

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.

Advisor: Mark Crawford, BDE 231, ext. 2895

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

Pokémon Go Club

It shall be the purpose of Pokémon Go Club to gather fellow Waubonsee Community College Pokémon Go-ers together to walk around campus and play the mobile app Pokémon Go.

Advisors: Kris Mapes, DKN 232, ext. 2351
John Wohlers, COL-LIB, ext. 2587

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

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

ACADEMIC TEAMS AND COMPETITIONS

Illinois Skyway Collegiate Conference

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

Jazz Festival: Eric Binder, BDE, ext. 3117

Dr. Mark Lathan, VON 135, ext. 2501

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

Juried Art Show: Tonya Whitlock, VON 216, ext. 2287

STEM Poster Competition: Dr. Pratima Jindal, WGL 204, ext. 2457

Dave Voorhees, SCI 230, ext. 2783

Skyway Co-Curricular Director: Dr. Mary Tosch, STC 126, ext. 2369

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, Technology, and Workforce Education 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: Liberal Arts and Sciences Division, 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 and Esports. Women compete in cross country, volleyball, tennis, basketball, soccer and softball. Intramurals provide recreational activities for those not wishing to compete in an intercollegiate sport. For more information, contact the Athletics Department at ext. 2524.



Academic and Career Advising

Academic and Career Advising is here to help students choose the right career and major, explore transfer options and keep students on track to achieving their goals throughout their time at Waubonsee. See also “Counseling Academic and Career Advising.”

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 Application, Course Placement, Pre-Registration Review (PRR) and first semester advising and registration.

Specific phases of the academic advising process include the following:

- 1. Course Placement:** Students will be placed into the right English and math courses based on their high school GPA; ACT/SAT/GED® or HiSet scores; placement testing results; previous coursework (including transitional high school courses); or other measures. (Note: Some other classes may require placement testing to meet prerequisite requirements. 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.”

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

Students can access Pre-Registration Review through the mywcc portal at mywcc.waubonsee.edu. An X-number is needed to log in.

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

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 their assigned advisor before registering for classes each semester. Academic and Career Advisors 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 their assigned advisor 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."

- 3. Program Review:** Effective fall 2020, all first-semester degree seeking students are required to meet with their Academic and Career Advisor to develop their academic plan, review career and transfer options and college success resources. Students who started at Waubonsee before fall 2020 are required to meet with their assigned advisor for program review (upon cumulative enrollment in 24-38 semester hours) to review their progress (upon email and postal notification.) First Semester Academic Planning and Program Review is 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 Waubonsee Community College students have access to the open lab. Visit www.waubonsee.edu/computer-labs for hours and contact information.

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

Contact: *Henning Academic Computing Center, ext. 5723 or
Technical Assistance Center (TAC), ext. 4357*

Aurora Downtown, Room 218, ext. 4357

Aurora Fox Valley, Room 225

Plano, see the main office, ext. 2623

Access Center for Disability Resources

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

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

Adding, Dropping or Withdrawing from Classes

Once students have completed the initial registration process, they can make adjustments to their schedules. Check the deadline dates on the Registration, Refund and Withdrawal Dates chart on the website and in the credit schedule. Students are responsible for dropping or withdrawing from a course by the deadline dates. Students can drop a course until the refund deadline for the course. When a course drop occurs, tuition and fees are refunded to the student account and the course is not recorded on the academic transcript. After the refund deadline, students are able to withdraw from a course until the withdrawal deadline. When a course withdrawal occurs, tuition and fees are not refunded to the student account and a grade of W will be recorded on the academic transcript. Be sure to speak with an advisor/counselor before changing your schedule. Schedule changes may impact financial aid eligibility. Please see the “Withdrawals” section.

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
Aurora Fox Valley Campus, Second Floor
Plano Campus, Room 130*

Adult Education

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

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

Americans with Disabilities Act (ADA)

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 133.

Articulated Credit

See “VALEES”

Assemblies

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

Attendance

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

In case of illness or other mitigating circumstances, students should contact instructors. Accommodations such as make-up work may be arranged at the instructor’s discretion. Compliance-related recommendations (Title IX or ADA, for example) may also affect class attendance accommodations. See also “Withdrawal” further on in this section and www.waubonsee.edu/legal 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 129, (630) 552-7900, ext. 2370*

Aurora Downtown Campus

Waubonsee Community College has a campus in downtown Aurora ideally located to provide expanded access to educational programs and student services. The Aurora Downtown Campus is also the headquarters for Adult Education, including the Waubonsee Works WIOA youth services program, High School Equivalency (HSE/GED®) and English Language Acquisition (ELA/HSE) programs. See “Aurora Downtown Campus Map,” page 212. Students can earn a degree or certificate entirely in downtown Aurora.

Contact: Aurora Downtown Campus
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 213), the Aurora Fox Valley Campus houses the college’s health care programs, including nursing, phlebotomy, medical assistant, emergency medical technician, nurse assistant and surgical technology. There are also general education course offerings and comprehensive student services.

Contact: 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 195, 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, employers looking to hire students should contact Career Development.

Contact: *Marketing and Communications,
Dickson Center, Room 250, ext. 2411*
*Student Life,
Student Center, Room 126, ext. 2369*
*Academic and Career Advising,
Counseling, Advising and Transfer Center,
Student Center, Room 262, ext. 2368*

Bursar Office

See “Student Accounts and Cashier”

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, Technology, and Workforce Education

One of the instructional divisions at Waubonsee, the Business, Technology, and Workforce Education division includes such disciplines as accounting, automotive technology, business administration, computer aided design and drafting, engineering, welding and HVAC. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 195.



Calendars

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

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” and “Traffic Regulations.”

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

Career Development

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

Contact: *Academic and Career Advising*
Student Center, Room 262, ext. 2368
careerdevelopment@waubonsee.edu

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

Contact: *Academic and Career Advising*
Student Center, Room 262, ext. 2368
careerdevelopment@waubonsee.edu

Certificates

Waubonsee offers more than 60 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 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.

Academic and Career Advisors 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."

Computers

See "Academic Computing."

Conduct

The Code of Student Conduct is described in detail in its own section under "Rules and Regulations" page 133. Students should be familiar with their rights and responsibilities.

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

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 and Executive Director of the Foundation (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

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.”

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

Contact: *Student Center, Room 262
Aurora Downtown Campus, First Floor
Aurora Fox Valley Campus, Second Floor
Plano Campus, Room 130
counselingsupport@waubonsee.edu*

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 college-level learning that occurred outside of the traditional classroom setting. This includes: Credit by Exam (CBE); Military Training; Professional Training; Industry Certification and Licensure; Articulation Agreements; or Faculty Evaluation.

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

Crime Awareness and Campus Security

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."

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 credential 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."



Development Office

The Waubonsee Community College Development 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*

Disability Resources

See “Access Center for Disability Resources.” 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,” “mywcc,” and “X-number” for more information.

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

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 133.

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."

Emergency number on any campus: 911

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

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

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

Emergency Needs Scholarship

The Emergency Needs Scholarship Fund is sponsored by the Waubonsee Community College Fund and supported by Student Senate. The Emergency Needs Scholarship Fund is designed to assist currently enrolled students who experience an unusual, unexpected or exceptional emergency that jeopardizes their financial ability to continue their academic studies. Amounts are limited and subject to the availability of funds. To see if you qualify for assistance through the Emergency Needs Scholarship Fund, find the link at www.waubonsee.edu/scholarships to view the program details in mywcc (requires X-number and password) or email emergencyneeds@waubonsee.edu.

Employment Opportunities

Academic and Career Advising offers employment information to students and college district residents seeking full- or part-time employment. See "Career Development." For information about Federal Work Study jobs on campus, contact the Financial Aid Office.

ELA (English Language Acquisition)

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

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

Events

There's always something going on around campus, thanks to the dedication and creativity of Waubonsee students and staff. A variety of events are hosted year round to peek everyone's interest such as plays, sports, musical performances, speakers, workshops, and student organization meetings. One major campus-wide event of particular interest to students is College Night, which takes place every fall. The mywcc portal, along with calendar.waubonsee.edu, feature event listings. Note that all campus events sponsored by student organizations must be registered with Student Life well in advanced of the proposed event. Also see "Rules and Regulations," 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.

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

+ 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.

Fishing

Fishing is not allowed at any of our campuses.

Food Service

Vending machines are located on all of our campuses, with Smart Market vending machines located in Sugar Grove and Aurora Downtown. From deli sandwiches and salads, to top-rated snacks and drinks, we make grabbing a quick bite easy. Please note that eating and drinking are not permitted in any classroom or library.

For students experiencing food insecurity, many offices on campus have FREE lunch sacks along with information about food banks located throughout the College's district. Visit www.waubonsee.edu/cares for a list of locations where you can obtain a FREE lunch sack or ask a College Information Center staff member to direct you.

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 p.m. or close of business day), the Dean prepares a written determination addressing the student's concerns and sends it to the student's Waubonsee email address and via United States Postal Service to the address on file with a copy to 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 or email time stamped within 10 college days (Monday to Friday by 4:30 or close of business day), to the instructional Assistant Vice President. Grade Appeals that are denied because they fall outside of the postmark or email time stamp 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's Waubonsee email address and via United States Postal Service to the address on file with a copy to the appropriate instructor.

Step 3: Upon receipt of the determination, the student may file a written appeal, postmarked or email time stamped within 10 college days (Monday to Friday by 4:30 or close of business day), to the Vice President of Student Development and Executive Director of the Foundation, requesting that the matter be considered by the Academic Review Board. Grade Appeals that are denied because they fall outside of the postmark or email time stamp 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 and Executive Director of the Foundation 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 or email time stamped 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 and Executive Director of the Foundation.

Grade Point Average

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

To calculate a GPA, a student needs:

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

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

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

Grades not figured into grade point average:

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 the instructional divisions at Waubonsee, the Health Professions and Public Service division includes such disciplines as criminal justice, medical assistant, sign language and massage therapy. For a listing of all the disciplines and the faculty within the division, see “Who’s Who on Campus,” page 195.

High School Equivalency (HSE)

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

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

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,
Science Building, Room 214, ext. 2319*

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 and
Alumni Relations,
Student Center, Room 234,
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 Academic and Career Advisors.

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."

Internship Program

Internships offer experiential learning opportunities which build employability skills and competencies in a work setting. 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, Career Advising is available to assist. Please contact Academic and Career Advising or the Dean for appropriate instructional division for more information (see "Who's Who on Campus," page 195).

Contact: *Academic and Career Advising
Student Center, Room 262, ext. 2361
careerdevelopment@waubonsee.edu*

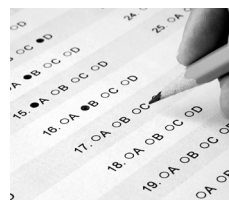
Late Enrollment

Students may be allowed to enroll in a course after the registration deadline has passed by going through the Late Enrollment process. Late Enrollment is only available during the first week of 16-week, 12-week, 11-week and 8-week courses; shorter courses and weekend courses are not eligible for Late Enrollment. Please review the Registration, Refund and Withdrawal Dates chart on the website for the last day to register for courses.

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."



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

Note that a picture ID is required for testing.

Liberal Arts and Sciences

One of the instructional divisions at Waubonsee, the Liberal Arts and Sciences division includes such disciplines as art, English, humanities, communications, music, biology, earth science, mathematics, physics, 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 195.

Library Services

The Waubonsee Community College libraries provide virtual services, including LiveChat for research assistance and technology help, as well as access to online resources and research databases through the library website at waubonsee.edu/library.

The physical libraries at the Sugar Grove Campus (Todd Library), Aurora Downtown Campus, and Aurora Fox Valley Campus house comprehensive print collections providing curricular support for students and serving the residents of the Waubonsee Community College district. Students on any campus have access to materials located at other campuses through intercampus services. Additional resources available at the Sugar Grove, Aurora Downtown, and Aurora Fox Valley Campus Libraries include study rooms, copying/scanning/printing services, resource sharing services, Wi-Fi accessibility, research assistance and faculty reserve materials.

Contact: *Todd Library, Collins Hall, Second Floor, ext. 2400*
Aurora Downtown, First Floor, ext. 4625
Aurora Fox Valley, Second Floor, ext. 3917

Email: *Librarian: reference@waubonsee.edu*
General questions: library@waubonsee.edu
Technology support: librarytechsupport@waubonsee.edu

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. The first time you log on to the computer network, use your birthdate as your password in MMDDYY format; you can then change it to whatever you choose. See also "Email," "mywcc," and "X-number."

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

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 maps of the district, the Sugar Grove Campus, the Aurora Downtown Campus, the Aurora Fox Valley Campus and the Plano Campus beginning on page 210.

MyMaterials (Inclusive Access)

MyMaterials assures students have the correct course materials at the lowest price possible. For courses using this program, a MyMaterials fee is charged at registration. Students then receive online access to the materials they need on a tablet, laptop or desktop computer. Visit www.waubonsee.edu/mymaterials for more information and a list of courses which offer MyMaterials.

mywcc

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

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

Online Courses

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 Canvas conferencing software. A few online courses may require proctored exams through one of Waubonsee's testing centers or through an approved proctor at another college or university testing center. For a complete list of online classes, see the current semester schedule or visit waubonsee.edu/schedule.

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 section for information about other campuses.

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

Paying Tuition

See "Student Accounts and Cashier " and "Tuition and Fees."

Payment Plans

See "Tuition and Fees."

Placement Testing and College Readiness

All students can obtain proper course placement in English and math and meet other course pre-requisites by submitting any of the college readiness indicators (scores from ACT, SAT, GED®, or HiSet, placement test scores, high school unweighted GPA, previous coursework, or successful completion of a High School Transition course). For a complete list of multiple measures accepted to demonstrate college readiness visit www.waubonsee.edu/placement. 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

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

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

Pre-Registration Review (PRR)

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

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."

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 and Career 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. 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 and Student Account Appeals

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

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

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.

A student account appeal process is available if disputing charges. Appeals must be based on circumstances that prevented course attendance. The Student Account Appeal Form is available at mywcc.waubonsee.edu.

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

Registration and Records

This office handles course registration, transcripts, residency classification, transfer credit evaluations, degree & certificate awarding and other official student records. The process of registering for classes is described in detail 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, Waubonsee students are classified as in-district students, out-of-district students, out-of-state students or international students. To qualify as in-district, students must reside (live) within the district for at least 30 days immediately prior to the beginning of the semester. Students may be required to furnish legal evidence proving residence. All questions of residency and pertinent fees should be directed to Registration and Records.

Safety and Security

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

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

Students, faculty and staff may visit www.waubonsee.edu/report to access the form to report a person of concern.

Schedules

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

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 for the 2022-2023 academic year are due in February 2022.

Information about scholarship opportunities can be obtained online at www.waubonsee.edu/foundation or by contacting the Development Office at foundation@waubonsee.edu or (630) 466-2316.

Senior Citizen Tuition

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

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

Smoking

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

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

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 Accounts and Cashier

The Student Accounts and Cashier 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, American Express).

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 130, (630) 552-7900, ext. 2370

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 186 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 the "Get Involved" section 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 “Get Involved” section in this handbook.

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 the “Get Involved” section for more details on the student trustee.

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: *Academic and Career Advising
Student Center, Room 262, ext. 2368*

Technical Assistance Center (TAC)

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

Contact: *Technical Assistance Center (TAC), ext. 4357*
7 a.m. - 10 p.m. Monday-Friday
8 a.m. - 10 p.m. Saturday-Sunday

Textbooks

Students are expected to buy their own textbooks and supplies as specified for each course. These may be purchased at one of the college bookstores at either the Sugar Grove or Aurora Downtown Campus, or by ordering online at waubonsee.collegestoreonline.com.

Cost for books and supplies are listed by course at www.waubonsee.edu/schedules but are subject to change by the publisher. To view this information on the website, click on the course title, then select "View Books/Materials."

**See "MyMaterials" for information about Inclusive Access Classes.*

Traffic Regulations

For traffic regulations that apply to vehicles or other mobility devices on campus, see "Rules and Regulations" on page 193. For parking rules at each campus, see the respective maps beginning on page 210.

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.

Transferring Credit from Waubonsee (Transfer Advising and Planning)

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

Also, see www.waubonsee.edu/transferring for more information, including:

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

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

Transfer Degree Curriculum

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

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

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

Transfer Degree Pathways

The transfer degree pathways listed in the catalog illustrate courses a student might take if interested in a particular area of study. The pathways 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 pathways are helpful, students should work with a counselor to develop individual plans.

Transfer Agreement

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

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 academic 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 Academic and Career Advising at Waubonsee to discuss their particular circumstances.

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

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

For further information concerning this program, contact the Vice President of Educational Affairs.

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 60554

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

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

Transforming and Impacting Undergraduate Men Pursuing Higher Education (TRIUMPH)

The Transforming and Impacting Undergraduate Men Pursuing Higher Education (TRIUMPH) is a student-focused action program addressing challenges that males students of color face as they navigate college academically and socially. The goal of the program is to establish relationships to help these scholars triumph towards success. The program empowers students by providing increased academic, personal and professional support through mentoring and other services.

This program is available at all campuses and continuously accepts applications. For more information, please visit waubonsee.edu/triumph

Contact: *Dean for Students and Chief Diversity Officer,
Student Center, Room 130, ext. 6686*

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 Student Accounts and Cashier Office for the current tuition and fees. Students expecting to receive financial aid should contact the Financial Aid Office at (630) 466-5774.

Arrange for Payment

To hold your courses, you must make one of the following tuition payment arrangements according to the schedule:

- Pay in full (required for less than \$200) or
- Enroll in an interest-free payment plan or
- Provide a verified source (financial aid, scholarships, veterans, or employer/3rd party)

Payment Arrangement Due Date Schedule	
Registration day	1st Payment or verified source Due by Midnight of:
Monday	Wednesday
Tuesday	Thursday
Wednesday, Thursday, Friday	Sunday
Saturday	Monday
Sunday	Tuesday

Note: Any prior balance must be paid in full prior to registration.

What are the Payment Options?

- **FULL PAYMENT:** Students may pay the balance in full with no additional fees (total tuition and fees less than \$200 requires full payment).
- **PAYMENT PLAN:** There are multiple payment plans available. A \$25 required payment plan fee will apply (non-refundable). See www.waubonsee.edu/paying for more details about these options.
- **VERIFIED SOURCES:** Verified sources are defined below. Preferably if you are using a verified source to pay for tuition and fees it is arranged prior to registration. If you are using Financial Aid, check your award and acceptance status. If you are using scholarships, veteran benefits, or employer/third party, log into your student account the day after registration to see the verified source applied to your account or contact the Student Accounts and Cashier Office to check the status. Students must pay any remaining balance not covered by your verified sources.

Financial Aid:

1. Financial aid awarded and accepted by the payment arrangement due date will hold your classes.
2. Financial aid not awarded and accepted by the payment arrangement due date requires the student to enroll in a payment plan.

Scholarships:

1. Waubonsee Gustafson and/or Waubonsee Foundation Scholarships apply to student accounts automatically and will hold your classes.
2. Private scholarship payments must be applied to student accounts by the payment arrangement due date to hold your classes.

Veterans Using CH 33 or 31:

With the submission of a Veterans Enrollment Certification Request (VECR) prior to registering for classes, classes will be held and the funds received from the Department of Veteran Affairs (VA) will be credited to the student's account. The college will not impose a penalty, or require the beneficiary to borrow additional funds to students responsible for paying any balance remaining after benefits have been credited, should benefit eligibility not be covered at 100% level. The VERC is available in mywcc in the Veterans Services area of the Student tab.

Employer/Third Party Payments:

If a student's employer or a third party is paying for your classes and should be billed directly, a letter from the company is required by the payment arrangement due date to hold your classes. The letter must be on company letterhead and include contact name, company address, and classes covered for the student.

How to Pay

Waubonsee accepts full and partial payments in cash, electronic check*, bank debit, or credit/debit card (VISA, MasterCard, Discover, and American Express). Payments can be made:

- online 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) 966-4867;

- by mailing payment to:

Student Accounts and Cashier Office

Waubonsee Community College

Route 47 at Waubonsee Drive

Sugar Grove, IL 60554-9454

- Authorized User: If students wish to have their parents, employers or other third party make a payment on their account, you must first set them up as an authorized user in mywcc through the accounts online portal. The assignment does not give the authorized user the ability to access the student's confidential academic history.

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

What If I Don't Pay?

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

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

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

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

Tutoring Centers

Tutoring is a free resource available to help you do your very best in your courses. On campus or virtually, tutors are available at various times throughout the semesters for live chat or drop-in, but appointments can be set at your convenience outside of set hours. See full information online at mywcc.waubonsee.edu/tutoring.

Appointment - To request tutoring from a Waubonsee tutor, please fill out the form on waubonsee.edu/tutoring to submit a tutoring request. If you have worked with a tutor in the past, feel free to contact him or her directly!

Drop-in via Zoom - If you have a question but do not want to make an appointment for later, drop in to talk to a Waubonsee tutor on Zoom. See the schedule on waubonsee.edu/tutoring for updated days and times.

Chat - If you have a quick question for a Waubonsee tutor, feel free to click chat on waubonsee.edu/tutoring to talk with a tutor live.

Online via Smarthinking - Online tutoring is available 24/7 to any Waubonsee student through Smarthinking. There is live, on-demand tutoring; an online writing lab; a place to ask questions; and opportunities to make an appointment with a tutor. Visit waubonsee.edu/tutoring and click on Smarthinking Tutoring.

Contact: *Sugar Grove, Collins Hall, Room 144, ext. 2408
Aurora Downtown, Room 215, 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 support students who have served or are serving their country. Military connected students can receive assistance in applying for Financial Aid, State or Federal Benefits, and registering for courses. Community resources can also be provided to those who qualify. Assistance with educational planning, transfer planning, academic progress, financial aid questions, and benefits questions or issues are provided. Veteran Services also provides programming to military connected students.

Contact: www.waubonsee.edu/veterans

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

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

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

Financial Aid Veterans' Coordinator
Student Center, Room 246, ext. 2797

Waubonsee Talk Line

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

Waubonsee Talk Line: (630) 264-0394
counselingsupport@waubonsee.edu

Withdrawals

Administrative Withdrawal

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

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

See also “Code of Student Conduct,” page 139.

Student-Initiated Drop or Withdrawal

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

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

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

Withdrawals and Financial Aid

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

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

Contact: ***Business, Technology, and Workforce Education
Akerlow Hall, Room 230, (630) 466-2263***

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 campus bookstores. 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.

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

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



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

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

Waubonsee Community College Resources:

Institutional ADA Coordinator: 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.

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 Counseling and Student Support.

Family Educational Rights and Privacy Act (FERPA)

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.

136 Rules and Regulations

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 Counseling and Student Support Manager.

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 Executive Dean for Student Success and Retention, Dean for Students and Chief Diversity Officer, Assistant Vice President of Student Services and Alumni Relations, or the Vice President of Student Development and Executive Director of the Foundation. 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, visit www.waubonsee.edu/titleix or contact the college Title IX coordinators:

Contact:

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

Title IX Deputy Coordinators:

***Dr. Melinda Tejada, Vice President for Student Development and
Executive Director of the Foundation,
(630) 466-2590 or mtejada@waubonsee.edu***

***Dr. Scott Peska, Assistant Vice President of Student Services
and Alumni Relations,
(630) 466-2362 or speska@waubonsee.edu***

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

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 Student Life Office (Student Center, Room 126), from the Dean for Students (Student Center, Room 103), or from the Counseling, Advising and Transfer Center (Student Center, Room 262). The Code of Student Conduct can be accessed online via www.waubonsee.edu/student-handbook or may be found in the Student Handbook.

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 Students and/or the Student Conduct Board. A hearing before the Dean for Students 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 Students (Student Center, Room 103; (630) 466-6686).

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 156) 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, selling, possession, manufacture, or distribution of any substance prohibited by local, State or federal law. This includes but is not limited to illegal drugs and controlled substances (including cannabis, narcotics, cocaine, heroin, prescription medications, synthetic cannabinoids or other drugs, and any chemical substantially similar to a controlled substance; please note that federal laws require Waubonsee to prohibit the use and possession of cannabis on campus, regardless of state law, therefore cannabis remains an illegal drug under this policy). *Refer to Board Policy 3.100.01, Drugs and Alcohol, for greater detail.*
12. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations, as well as public intoxication or driving under the influence while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions. *Refer to Board Policy 3.100.01, Drugs and Alcohol, for greater detail.*
13. Illegal or unauthorized possessions of firearms, fireworks, explosives, knives with a blade 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 Students.
- 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 Students 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.

148 Rules and Regulations

- O. The term “Student Conduct Board” means any person or persons authorized by the Dean for Students 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 Students Authority

- A. The Dean for Students has the authority to hear adjudicate cases, impose sanctions, and determine if the Student Conduct Board should be convened.
- B. The Dean for Students 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 Students.
- C. The Dean for Students will develop procedures for the administration of the Code of Student Conduct.
- D. In certain circumstances, the Dean for Students 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 Students will also include the Dean for Students 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 Students, 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 Waubonsee Intervention Forms (WIFs) located at www.waubonsee.edu/report.

2. The Dean for Students may conduct an investigation to determine if the report has merit and the responding party should be charged with a violation. The Dean for Students 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 Students.
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 Students 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 a responding party has violated the Code of Student Conduct, the Student Conduct Board will collectively determine the sanction(s) to be imposed. Following the proceedings, the chair of the Student Conduct Board will forward its written decision to the Dean for Students.
 - (2) The Dean for Students shall render the written decision within ten (10) college days of the proceedings. A decision will be made of any code violation whether the responding party is present or not at the proceedings. The Board, at its sole discretion, may grant a continuance of the proceedings when specifically requested by the responding party.
- 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 Students 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 Students will form a hearing committee comprised of faculty and staff to review the petition. The Dean for Students 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 and Executive Director of the Foundation, 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 Waubonsee Community College Code of Student Conduct, including the completion of all sanctions imposed, if any.
2. Students may be directed to participate in counseling or educational seminars in lieu of, or in addition to, the imposition of sanctions.
3. More than one of the sanctions listed above may be imposed for any single violation.

4. Disciplinary sanctions other than academic sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Dean for Students. 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 Students, 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 Students 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 and Executive Director of the Foundation 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 Students, as well as any written documentation submitted by the student. The Vice President of Student Development and Executive Director of the Foundation 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 Students will perform a content review of all decisions involving suspension and expulsion and furnish recommendations as warranted to Vice President of Student Development and Executive Director of the Foundation.
3. Review of the case by the Vice President of Student Development and Executive Director of the Foundation may not result in more severe sanctions for the accused students.
4. The decision of the Vice President of Student Development and Executive Director of the Foundation 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 Students for final determination.
- B. The code will be reviewed periodically and amended as necessary under the direction of the Dean for Students. This Code of Student Conduct was last reviewed 06/03/20.

STUDENT COMPLAINTS

Waubonsee Community College values student feedback and aims to amicably resolve students issues and concerns. Most student complaints can be resolved informally and students are encouraged to start by addressing the issue/concern with the supervisor/manager over the area of concern or with the academic dean/assistant dean over a particular faculty or class. Matters unable to be resolved informally should be reported through a formal complaint.

Filing A Report

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

Report Intake

The Assistant Vice President (AVP) of Student Services will register all formal complaints, assess the complaint and identify the appropriate person(s) to assist in resolving the complaint. To file a complaint verbally you can schedule a meeting or phone call with the AVP of Student Services and Alumni Relations by contacting Dr. Scott Peska, (630) 466-2349, speska@waubonsee.edu.

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

Resolution

Some formal complaints may not be resolved to the satisfaction of the student. Students will have the opportunity to appeal the final resolution to the Vice President (VP) of Student Development within 10 days of the final decision being communicated. The VP of Student Development will review all materials and may request additional information from the student before making a final decision. Should the VP of Student Development not grant the appeal, students can move their formal complaint to the Illinois Community College Board (ICCB), which an accessible link is on Waubonsee's reporting information page www.waubonsee.edu/report.

For questions regarding this student complaint process, please contact the Assistant Vice President of Student Services and Alumni Relations, Dr. Scott Peska, (630) 466-2349, speska@waubonsee.edu.

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 Students 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 Students 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, SEXUAL HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT

I. Purpose

The college is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of these Complaint Procedures is to implement the Board Policy on Harassment, Sexual Harassment, Discrimination and Sexual Misconduct (Board Policy 3.170.01), to ensure a safe and healthy educational and employment environment, and to meet legal requirements in accordance with the following: Title IX of the *Education Amendments of 1972* ("Title IX"), which prohibits discrimination on the basis of sex in the college's education programs or activities; relevant sections of the *Violence Against Women Reauthorization Act* ("VAWA"); Title VII of the *Civil Rights Act of 1964* ("Title VII"), which prohibits discrimination on the basis of sex in employment; relevant sections of the *Illinois Human Rights Act*, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), which requires timely warning to the community of certain immediate threats; the *Preventing Sexual Violence in Higher Education Act*; and other applicable law and local ordinances.

The college has an affirmative duty to take immediate and appropriate action once it knows or its management should know of an act of sex-based discrimination, sexual harassment or other sexbased misconduct in any of its educational or employment programs or activities. The college will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

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

II. Jurisdiction

The Board Policy on Harassment, Sexual Harassment, Discrimination and Sexual Misconduct and these Complaint Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A. On college property; or
- B. Off college property if:
 - 1. The conduct was in connection with a college or college-recognized program or activity; or
 - 2. The conduct may have the effect of creating a hostile environment for a member of the college community.

III. Scope

These Complaint Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework require the college not to address an act of misconduct falling within the scope of these Complaint Procedures.

Sections I-VII and IX-X include provisions relevant to sex-based misconduct in all its forms.

Sections VI.A and VI.B address specific reporting procedures for students and employees, respectively. Section VIII, which describes a grievance process with a required live hearing, applies only to formal Title IX complaints and complaints alleging sexual violence, domestic violence, dating violence or stalking.

Appendix A provides definitions for these Complaint Procedures.

IV. Administration

A. Title IX Coordinator

The college has designated the Executive Director of Human Resources as Title IX Coordinator. Contact information for the Title IX Coordinator is as follows:

Michele Needham, Executive Director of Human Resources
(Building A Room 115, (630) 466-2367,
mneedham@waubonsee.edu)

Responsibilities of the Title IX Coordinator include, but are not limited to:

- Overseeing the college's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
 - o With respect to Title IX complaints that relate to a college employee as the complainant or as the respondent, the Title IX Coordinator will partner with the Office of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
 - o The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.
- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

162 Rules and Regulations

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator(s) or to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Email: OCR.Chicago@ed.gov

B. Office of Human Resources

For any such complaints that involve a college employee as the respondent and fall outside the scope of Title IX, the Office of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve a college employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Complaint Procedures.

Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment or Misconduct

A. On- and Off-Campus Counselors and Advocates

The following on- and off-campus counselors and advocates can provide an immediate confidential* response in a crisis situation, as well as ongoing assistance and support:

- On-campus: Students may seek assistance and also make reports to Waubensee Community College Counselors (Student Center Room 2nd Floor, (630) 466-2361).
- Off-campus: 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. Mutual Ground website: www.mutualground.org.

- Other Resources:

- o Student Talk Line (24/7) (630) 264-0394 [For students only]
- o Employee Assistance Program (800) 327-2255 (www.nexgeneap.com) [For employees only]
- o Illinois Domestic Violence Help Line (877) 863-6338
- o National Hotline for Crime Victims (855) 484-2846 (M-F 7:30 a.m. – 6:30 p.m.)
- o National Sexual Assault Hotline (800) 656-HOPE (4673)

*Indicates Confidential Advisors, as defined in Appendix A.

Note: While the above-listed counselors and advocates may maintain a reporting person's confidentiality vis-à-vis the college, they may have reporting or other obligations under State law.

B. Emergency Response

Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

- Sugar Grove, Plano and Aurora Fox Valley Campuses:
Waubonsee Community College Campus Police Department
(Dickson Center Room 165, (630) 466-2552).
- Aurora Downtown Campus: Waubonsee Community College
Campus Police Department (Aurora Downtown Campus Room
158, (630) 906-4142).

C. State of Illinois Sexual Harassment and Discrimination Helpline

The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at (877) 236-7703.

V. Making a Report of Alleged Sex-Based Misconduct

Any student, employee or community member who wishes to avail himself or herself of these Complaint Procedures may do so by making a report to the Title IX Coordinator or the Title IX Deputy Coordinators listed below:

- a. Michele Needham, Executive Director of Human Resources
(Building A Room 115, (630) 466-2367,
mneedham@waubonsee.edu)

- b. Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation
(Student Center Room 137, (630) 466-2590,
mtejada@waubonsee.edu)
- c. Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations
(Student Center Room 241, (630) 466-2363,
speska@waubonsee.edu)
- d. Julie Olczyk, Employee Relations Manager
(Building A Room 116, (630) 466-2771,
jolczyk@waubonsee.edu)

Students may also make a report to Bernard Little, Chief Diversity Officer and Dean for Students (Student Center Room 103, (630) 466-5748, blittle@waubonsee.edu) or to any Responsible Employee, as defined below:

- Title IX Coordinator/Title IX Deputy Coordinators
- College Administrators
- Supervisors and Managerial Staff
- Faculty
- Campus Police
- Coaches
- Advisors of Student Clubs/Organizations: [Refer to the Student Handbook “How to Get Involved at Waubonsee” for a listing of clubs/organizations and their respective advisors]

Information concerning student and employee reporting is detailed in the following sections:

A. Student Reporting

The college encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the college can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-based misconduct. Some college employees (referred to as “Responsible Employees”) are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator, all members of the college community (including students) are encouraged to report such incidents to the Title IX Coordinator.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the college will provide the person alleged to be the complainant, if identified, with concise information, written in plain language, of the person's rights and options pursuant to these Complaint Procedures.

Immunity for Good-Faith Reporting: Students who in good faith report an alleged violation of the Board Policy on Harassment, Sexual Harassment, Discrimination and Sexual Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations that the college determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

1. Student Reporting to the Title IX Coordinator/Title IX Deputy Coordinators

Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator or Title IX Deputy Coordinators directly. The college's Title IX Coordinator/Deputy Coordinators are as follows:

- a. Michele Needham, Executive Director of Human Resources
(Building A Room 115, (630) 46-2367,
mneedham@waubonsee.edu)
- b. Dr. Melinda Tejada, Vice President of Student Development and
Executive Director of the Foundation
(Student Center Room 137, (630) 466-2590,
mtejada@waubonsee.edu)
- c. Dr. Scott Peska, Assistant Vice President of Student Services
and Alumni Relations
(Student Center Room 241, (630) 466-2363,
speska@waubonsee.edu)
- d. Julie Olczyk, Employee Relations Manager
(Building A Room 116, (630) 466-2771,
jolczyk@waubonsee.edu)

2. Student Reporting to Responsible Employees

A Responsible Employee, as defined in Appendix A, must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the college's response to the report.

166 Rules and Regulations

The following categories of employees are the college's Responsible Employees:

- Title IX Coordinator/Title IX Deputy Coordinators
- College Administrators
- Supervisors and Managerial Staff
- Faculty
- Campus Police
- Coaches
- Advisors of the following Student Clubs/Organizations: [Refer to the Student Handbook "How to Get Involved at Waubonsee" for a listing of clubs/organizations and their respective advisors]

Before a student reveals any information to Responsible Employee, the employee should ensure that the student understands the employee's reporting obligations. If the student wants to make a confidential report, the Responsible Employee should direct the student to the confidential resources listed in Section VI.A.3 below.

If the student wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student that the college will consider the request, but that the college cannot guarantee it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student's request for confidentiality.

3. Confidential Reporting

Students who wish to confidentially report an incident of sex-based misconduct may make a confidential report to:

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.

The individuals in this list are Confidential Advisors, as defined in Appendix A. Professional, licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator without a student's permission.

Note: While the individuals listed above may maintain a student's confidentiality vis-à-vis the college, they may have reporting or other obligations under State law. Any college employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the college determines that a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the college community, Campus Police may be called upon to issue a timely warning to the college community. Any such warning will not include any information that identifies the person alleged to be the victim.

4. Electronic and/or Anonymous Reporting

The college maintains an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user, before he/she enters information, that entering personally identifiable information may serve as notice to the college for the purpose of initiating an investigation. Anonymous reports can be filed at https://cm.maxient.com/reportingform.php?WaubonseeCC&layout_id=6. Where a reporter chooses to provide his/her identity and contact information, the college will respond to the reporter within 12 hours.

5. Knowingly False Reporting

A person who knowingly makes a false report of sex-based misconduct may be subject to disciplinary action, up to and including suspension, expulsion, or termination. A determination regarding responsibility, alone, is not sufficient to conclude that a person knowingly made a false report.

6. Note Regarding Student Participation in Public Awareness Events

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents are not considered notice to the college of sex-based discrimination, harassment or misconduct for purposes of initiating an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the college will provide information about students' rights at these events.

B. Employee Reporting

1. Alleged Sex-Based Misconduct of a Student

In addition to the reporting requirements for Responsible Employees (see Section VI.A), all college employees who have information regarding sex-based misconduct of a student should report it to the Title IX Coordinator or any Responsible Employee.

2. Alleged Sex-Based Misconduct of an Employee

An employee should notify the Title IX Coordinator, Michele Needham, Executive Director of Human Resources (Building A Room 115, (630) 466-2367, mneedham@waubonsee.edu) or Julie Olczyk, Employee Relations Manager (Building A Room 116, (630) 466-2771, jolczyk@waubonsee.edu) if he or she believes that the college or a member of the college community has engaged in sex discrimination, sexual harassment or other sex-based misconduct in violation of the Board Policy on Harassment, Sexual Harassment, Discrimination and Sexual Misconduct.

3. Knowingly False Reporting

A person who knowingly makes a false report of sex-based misconduct may be subject to disciplinary action, up to and including suspension, expulsion, or termination. A determination regarding responsibility, alone, is not sufficient to conclude that a person knowingly made a false report.

C. Board Member Reporting

Members of the college's Board of Trustees and other elected officials should promptly report claims of sex-based misconduct against a Board member. Board members and elected officials should report claims of sex-based misconduct against a Board member to the Board Chair or college President. If the report is made to the college President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the college to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

VI. College Response to Reports of Alleged Sex-Based Discrimination, Harassment or Other Misconduct

A. Processing of Report

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the *Illinois Preventing Sexual Violence in Higher Education Act*, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter “complainant”) to:

1. Discuss the availability of supportive measures (see Section VII.B below);
2. Consider the complainant’s wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

B. Supportive Measures

Supportive measures (also referred to as “interim protective measures”) are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the college may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

170 Rules and Regulations

A report of alleged sex-based misconduct may also prompt the college to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the college's policies and practices.

The college will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the college's ability to provide the supportive measures.

The Title IX Coordinator is responsible for coordinating the college's implementation of supportive measures.

C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VIII below, or in the absence of a formal complaint, the college may remove a respondent from the college's educational program or activity on an emergency basis.

Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the college will effectuate an emergency removal only where the college has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the college will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the college may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

D. Clery Act Reporting Obligations

Pursuant to the Clery Act, 20 U.S.C. § 1092(f), the college will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The Clery Act also requires the college to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

VII. Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the *Illinois Preventing Sexual Violence in Higher Education Act*; and requesting that the college investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the college's educational programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on his or her behalf.

The college as it deems appropriate may extend the time provided in this Grievance Process to comply with a requirement and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. Where a party requests an extension of time or postponement of a scheduled date and the college grants the request, such an extension or postponement will be provided on an equal basis to both parties.

A. Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the *Illinois Preventing Sexual Violence in Higher Education Act*, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the college does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The college's Student Code of Conduct or the Employee Ethics and Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the college decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

B. Informal Resolution

At any time after receiving the initial notice of allegations (See Section VIII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The college does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a college employee toward a student.

C. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

D. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in the college's educational program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where the college determines that Title IX is not applicable, but the college still intends to apply this Grievance Process to resolve the alleged misconduct, the college will inform the parties that Title IX is inapplicable but that such Grievance Process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other college policies and procedures.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the college; or (3) specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal either of a complaint altogether, or of a complaint for purposes of Title IX, the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this Grievance Process does not preclude action under other applicable college policies and procedures.

E. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing

174 Rules and Regulations

support, guidance and/or advice, and to conducting cross-examination during the live hearing (see Section VIII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Complaint Procedures. If a party's advisor violates these Complaint Procedures or engages in behavior that harasses, abuses or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, in electronic format. The parties will have 10 business days to submit a written response to the evidence, which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence, and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

- (1) Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
- (2) Send to each party (and the party's advisor, if any) the investigative report in electronic format for their review and written response.

F. Hearings

A hearing will be conducted by a Hearing Officer appointed by the Title IX Coordinator. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the Hearing Officer will arrange for the live hearing to occur with the parties located in separate rooms, with

technology enabling the Hearing Officer and parties to simultaneously see and hearing the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. The college may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility of either party. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the college will provide the party with an advisor of the college's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the college that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross-examination or other questions, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The college will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the college will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

G. Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the *Illinois Preventing Sexual Violence in Higher Education Act*;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the college's Student Code of Conduct or Employee Ethics and Code of Conduct or other conduct standards to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the college imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college's education program or activity will be provided by the college to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

H. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Title IX Coordinator or designee, who will appoint an Appeal Officer. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the appointed Appeal Officer and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Appeal Officer will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the [insert title] or designee has concluded his/her review of the appeal, the Appeal Officer or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Appeal Officer's decision is final.

IX. Prevention and Education for Students

The college will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and educational programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent,

178 Rules and Regulations

reporting methods, relevant college policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The college, in conjunction with its Sexual Violence and Prevention task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

X. Training

The Title IX Coordinator(s), campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant college policies and procedures, retaliation, survivorcentered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to the *Illinois Preventing Sexual Violence in Higher Education Act* offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the college's educational program or activity; the Title IX and college definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the college's Grievance Process outlined in Section VIII, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential Advisors also receive periodic training on the college administrative process, interim protective measures and accommodations, and the college's Grievance Process pursuant to Section VIII above.

All college employees are required to annually complete online sexual harassment training, which encompasses the purposes set forth in Board Policy 3.170.01 and these related Complaint Procedures, in accordance with applicable Federal and State of Illinois laws.

The college, in conjunction with its Sexual Violence and Prevention task force established pursuant to the *Campus Security Enhancement Act of 2008* (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

XI. 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 sex-based discrimination, harassment or misconduct that is related to the college in any way. Any individual making a good-faith claim or report of alleged unlawful sex-based discrimination, harassment or 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.

XII. Compliance with Legal Mandates Requiring Procedural Modifications

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. Board Policy in effect at the time of the offense will apply even if the Board 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 Board Policy and procedures will include the date of revision and will highlight the specific revisions for three months following the date of the revision.

APPENDIX A

Definitions for the College's Sex-Based Discrimination, Harassment and Sexual Misconduct Complaint Procedures

A. Bystander Intervention: see Section 5 of the *Illinois Preventing Sexual Violence in Higher Education Act*, 110 ILCS 155/5.

B. Complainant: An individual who is alleged to be the complainant of conduct that could constitute sex-based misconduct.

C. Confidential Advisor: A person who is employed or contracted by the college to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the college partners. Individuals designated as "Responsible Employees" in Section VI of these Complaint Procedures are not Confidential Advisors.

D. Consent: Knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.

E. Dating Violence: Violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- F. Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- G. Educational Program or Activity:** A location, event, or circumstance over which the college exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the college.
- H. Hate Crime:** An act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
- I. Hostile Environment Caused by Sexual Harassment:** A sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive and persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the college's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- J. Incapacitation:** When a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- K. Intimidation:** To intentionally make another individual timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the Board Policy on Discrimination, Harassment and Sexual Misconduct and these Complaint Procedures.
- L. Preponderance of the Evidence:** When considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.

M. Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.

N. Responsible Employee: A college employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section VI of these Complaint Procedures lists categories of employees who are Responsible Employees for the college.

O. Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the *State Employees and Officials Ethics Act*, the *Whistleblower Act*, and the *Illinois Human Rights Act*. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the Board Policy on Discrimination, Harassment and Sexual Misconduct and these Complaint Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.

P. Sexual Assault: Any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.

Q. Sex-Based Misconduct: Misconduct on the basis of sex, sexual orientation or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

R. Sexual Exploitation: When a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual

activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

S. Sexual Harassment: Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the college's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature may include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
- Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
- Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.

T. Sexual Violence: Physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

U. Survivor: An individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.

V. Survivor-Centered: See Section 5 of the Illinois Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

W. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

X. Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

Y. Trauma-Informed Response: See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

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/title-ix.

(Board of Trustees Harassment Policy, Adopted April 19, 2000; Revised July 15, 2020)

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 at wwwn.cdc.gov/nndss/conditions/notifiable/2020 that is published annually by the Centers for Disease Control and Prevention (CDC).

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

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

Students:

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

NETWORK USER RULES

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

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

Rights and Responsibilities

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) 466-4357.

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 Waubonsee websites who are not currently Waubonsee 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 Waubonsee community. Email is also generally subject to the Illinois Freedom of Information Act to the same extent as it would be on paper.

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

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

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

Web Pages

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

Commercial Pages

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

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

Excessive or Disruptive Use

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

Retention Periods

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

Network Infrastructure/Routing

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

Wireless

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

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

Virtual Private Network (VPN)

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

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

TRAFFIC REGULATIONS

The Waubonsee 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.

194 Rules and Regulations

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 and Executive Director of the Foundation 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 126.



WHO'S WHO ON CAMPUS

BOARD OF TRUSTEES

Chair	Rebecca D. Oliver, Sugar Grove
Vice Chair	Jimmie Delgado, Oswego
Secretary	Patrick Kelsey, Montgomery
	Rick Guzman, Aurora
	James K. Michels, P.E., Sugar Grove
	Greg Thomas, Aurora
	Tina Willson, Montgomery
Student Trustee	Priscila Vargas, Aurora (2021-2022)

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 “ABCs of Waubonsee” section 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



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

Instructional Divisions

Business, Technology, and Workforce Education



Ne'Keisha Stepney,
Executive Dean
Akerlow Hall,
Room 227, ext. 2966



Derek Schreiner,
Assistant Dean
Akerlow Hall,
Room 228, ext. 2264

Disciplines:

Accounting
Auto Body Repair
Automation Technology
Automotive Technology
Business Administration
Computer Aided
Design and Drafting
Computer Information Systems
Construction Management
Engineering

Finance and Banking
Heating, Ventilation
and Air Conditioning
Insurance
Machine Tool Technology
Management
Marketing
Website Development
Welding Technology

Other Areas:

Career and Technical Education
Services
Independent Study
Interdisciplinary Studies

Internships
Small Business Development
Center
Workforce Education

Faculty:

Ballee, Shawn
Blagg, Brandon
Chaaban, Amy
Collins, Catherine
Friedland, Tyler
Gibbons, Daniel

Gloudeman, Mark
Hines, Randall
Hladik, Paula
Kline, Justin
Kloke, Joseph
Kunz, Kenneth

MacDonald, Andrew
Moriarty, Timothy
Rochon, Jason
Skaggs, Steven
Tiberio, Guy
Tolappa, Maya

Health Professions and Public Service



Jeffrey Gregor,
Dean
Aurora Fox Valley,
Room 110, ext. 3904



Nora Silvia,
Assistant Dean
Aurora Fox Valley,
Room 111, ext. 3903

Disciplines:

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

Other Areas:

American Heart Association Training Center	Independent Study
Driver Safety Program	Internships
	Interdisciplinary Studies

Faculty:

Brooks, Pamela	Hodur, Katherine	Patton, Mary
Brown, Joshua	Krueger, Laurel	Saccone, Patricia
Brus, Andrea	Limbrunner, Tracy	Schoolfield, Dr. Marjie
Coburn, Catherine	Montgomery, Andrea	Smogur, Monica
Erickson, Sharon	Moran, Michael	Thomas, Katherine
Giese, Lisa	Nakaji, Denise	

Liberal Arts and Sciences



Sharon Garcia,
Executive Dean

Bodie Hall,
Room 134, ext. 2985



John Metych III,
Assistant Dean

Academic and
Professional Center,
Room 242, ext. 6622



Lorrie Stahl,
Assistant Dean

Science Building,
Room 216, ext. 2852

Disciplines:

Art	English	Mathematics
Astronomy	Film Studies	Music
Biology	Geography	Physics
Chemistry	Geology	Sustainability
Communications	Humanities	Theatre
Earth Science	Mass Communication	

Other Areas:

Honors Program	Internships
Independent Study	Interdisciplinary Studies

Faculty:

Archos, Vicky	Jeppesen, Doug	Portincaso, Daniel
Bitterman, John	Jindal, Dr. Pratima	Quirk, Sarah
Christensen, Dr. Nancy	Kifowit, Steven	Schulze, Karl
Clark, Gary	Lathan, Dr. Mark	Showalter, Jennifer
Clem, Dr. Billy	Laufenberg, Todd	Thomas, Dr. Evan
Crawford, Mark	Lawler, Dr. Aaron	Trunkhill, William
Dosch, Tracey	Livingston, Kimberly	Vemu, Dr. Sheela
Fischer, Danielle	McDonald, Dr. Jeanne	Voorhees, David
Frankel, Amy	McGuire, Jennifer	Weber, Heather
Gore, Barbara	Modaff, Lawrence	Weiss, Alfred
Holmes, Dr. Rodney	Nichols, Jon	
Hoshaw, Justin	Popowitch, Mark	

Social Sciences, Education and World Languages



Sharon Garcia,
Executive Dean
Bodie Hall,
Room 134, ext. 2985



Dr. Janette Funaro,
Dean
Academic and
Professional Center,
Room 244, ext. 5771

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	O'Connell-Knuth, Linda
Chatman, Jason	Hollenback, Scott	Powers, Dr. Amy
Draper, Dr. Timothy	Iseli, Elior	Randall, Kathleen
Fozio-Thielk, Dr. Lisa	Kiefer, Richard	Rothschild-Massa,
Hartley, Dr. Jacqueline	LaCost, Dr. Heather	Dr. Jacqueline
Heiss, David	Mendoza, Lilia	Zusman, Steven

Academic Support



**Anita Moore-Bohannon,
Executive Dean**
Collins Hall,
Room 160, ext. 5778



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

Disciplines:

Developmental English

College Success Topics

Developmental Mathematics

Other Areas:

Academic Success Initiatives

Testing Services

College Readiness

Tutoring Centers

Library

Faculty:

Brown, Maribeth

Lindquist, Michelle

Theobald, Jo Lynn

Field, Ellen

Mattern, Joshua

Fuller, Teri

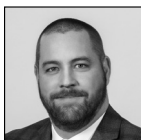
Morgan, Melissa

Admissions



Faith LaShure, Dean
Student Center,
Room 241, ext. 5730

Adult Education



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

Library Services



Spencer Brayton, Director

Collins Hall,
Room 222, ext. 2405

Faculty:

Bartel, Kathy

Burke, Adam

Stach, Marilee

Registration and Records/Registrar



Marc Dale, Jr., Director

Student Center,
Room 245, ext. 2373

Students



Bernard Little, Chief Diversity Officer and Dean

Student Center,
Room 103, ext. 5748

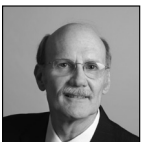
Student Development



**Dr. Melinda Tejada,
Vice President and
Executive Director of the Foundation**

Student Center,
Room 137, ext. 2590

Student Financial Services



Dr. Charles Boudreau, Director

Student Center,
Room 242, ext. 2359

Student Services



**Dr. Scott Peska, Assistant Vice President
and Alumni Relations**

Student Center,
Room 241, ext. 2363

Student Success and Retention



Kelli Sinclair, Executive Dean

Student Center,
Room 274, ext. 2389

Faculty:

Avilés-Davis, Evelyn
Barreto, David

Diaz, Ulysses
Kewin, Therese

Kindelin, Heidi
Santillan, Kristin

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
Avilés-Davis, Evelyn	Bilingual Counselor	DWNTN 119	4183
Ballee, Shawn	Automation Technology	AKL 234	2313
Barreto, David	Counselor	DWNTN 121	4606
Bartel, Kathy	Librarian	DWNTN 189	4626
Bickley, Keith	Philosophy	VON 239	2946
Bitterman, John	Communications	BDE 201	2269
Bizoukas, Tim	Employee Development	A 102	2404
Blagg, Brandon	Manufacturing Technology	AKL 237	2437
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
Brus, Andrea	Health Information Technology	DWNTN 361	4242
Burke, Adam	Librarian	COL 221	2421
Caponi, Kimberly	Director Presidential Communications and Operations	DKN 203	5703
Cardine, Darla	Financial Services	DKN 263	2475
Chaaban, Amy	Information Systems	AKL 216	2735
Chatman, Jason	Sociology	APC 278	2442
Christensen, Nancy	Chemistry	SCI 224	2472
Clark, Gary	English	BDE 223	2391
Clem, Billy	English	WGL 220	2388
Coburn, Catherine	Interpreter Training/ Sign Language	DWNTN 364	4114
Cofield, Bob	School District Partnerships	COL 157	5720
Collins, Catherine	Accounting	APC 275	2328

NAME	AREA	LOCATION	EXT.
Crawford, Mark	Mathematics	BDE 231	2895
Dale Jr., Marc	Registration and Records/Registrar	STC 245	2373
Diaz, Ulysses	Bilingual Counselor	DWNTN 123	4692
Dosch, Tracey	Biology	SCI 118	2948
Draper, Timothy	History	APC 271	2556
Erickson, Sharon	Nursing	FOXVLY 123	3912
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
Friedland, Tyler	Automotive Technology	AKL 100	2308
Fuller, Teri	English	BDE 225	2732
Funaro, Janette	Social Sciences, Education and World Languages	APC 244	5771
Garcia, Sharon	Liberal Arts and Sciences	BDE 134	2985
Geist, Amanda	Marketing and Communications	DKN 251	2907
Gibbons, Daniel	Accounting	APC 268	2326
Giese, Lisa	Medical Assistant/ Phlebotomy	FOXVLY	3114
Gloudeman, Mark	Welding	PLANO	6063
Gore, Barbara	Chemistry	SCI 222	2454
Gorski, Kathleen	Learning Outcomes, Curriculum and Program Development	DKN 228	2280
Gregor, Jeffrey	Health Professions and Public Service	FOXVLY 110	3904
Hartley, Jacki	Sociology	APC 285	7900
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

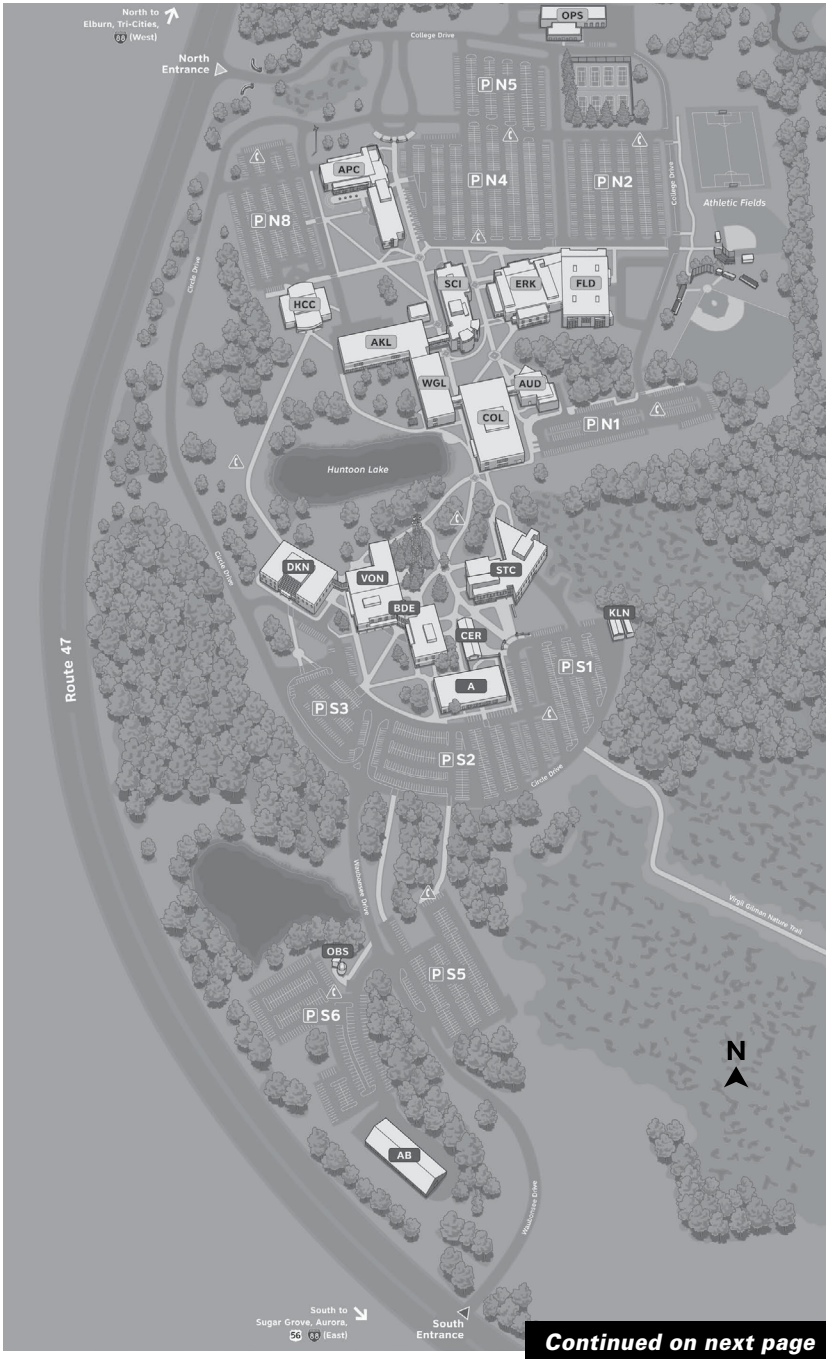
NAME	AREA	LOCATION	EXT.
Holmes, Rodney	Biology	SCI 124	2453
Hoshaw, Justin	Biology	SCI 120	5739
Iseli, Elior	Economics	APC 281	2747
Jeppesen, Doug	Art/Ceramics	CER 104	2505
Jindal, Pratima	Physics	WGL 204	2457
Kewin, Therese	Counselor	STC 270	2354
Kiefer, Richard	Political Science/History	APC 273	2329
Kifowit, Steven	Mathematics	BDE 249	7900
Kindelin, Heidy	Counselor-ACDR	STC 266	2274
Kline, Justin	Computer Information Systems and Cybersecurity	PLANO 212	6065
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 Safety and 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
Little, Bernard	Students	STC 103	5748
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
Metych, John	Social Sciences, Education and World Languages	APC 242	6622
Mendoza, Lilia	Foreign Language	VON 118	6630

NAME	AREA	LOCATION	EXT.
Minter, Doug	Finance and Administration	DKN 227	2900
Modaff, Lawrence	Communications	BDE 203	2390
Montgomery, Andrea	Fire Science Technology/ Emergency Medical Technician	FOXVLY 122	3910
Moore-Bohannon, Anita	Academic Support	COL 160	5778
Moran, Michael	Human Services	APC 276	2461
Moreno, Jessica	Academic Support and Developmental Education	COL 161	2409
Morgan, Melissa	Mathematics	BDE 114	5718
Moriarty, Timothy	Information Systems	AKL 223	2565
Murray, Suzette	Education and Workforce Development	A 103	2358
Nakaji, Denise	Massage Therapy	AKL 200	2597
Needham, Michele	Human Resources	A 115	2367
Newman, Eamon	Online Learning and Flexible Delivery	COL 182	2940
Nichols, Jon	English	BDE 120	2874
Nyhammer, Diane	Educational Affairs	COL 132	2352
O'Connell-Knuth, Linda	Early Childhood Education	BDE	6698
Ortiz, Laura	Faculty Development and Engagement	COL 234	2896
Paton, Mary	Nursing	FOXVLY 128	3914
Peska, Scott	Student Services	STC 241	2363
Popowitch, Mark	Music	VON 132	6634
Portincaso, Daniel	English	BDE 119	6695
Powers, Amy	History	APC 262	2271
Quirk, Sarah	English	BDE 224	2392
Randall, Kathleen	Education	BDE 247	2794
Randall, Stacey	Institutional Effectiveness	A 146	2897
Rochon, Jason	Computer Information Systems and Cybersecurity	PLANO 214	6064

NAME	AREA	LOCATION	EXT.
Rothschild-Massa, Jacqueline	Psychology	DWNTN 363	4665
Saccone, Patricia	Health Information Technology	DWNTN 367	4194
Santillan, Kristin	Counselor	STC 272	2944
Schauer, Adam	Adult Education	DWNTN 462	4110
Schoolfield, Marjie	Nursing	FOXVLY 119	3908
Schreiner, Derek	Business and Career Technologies	AKL 228	2264
Schulze, Karl	Earth Science	SCI 228	2562
Scott, Jamal	Strategic Development	COL 132	2881
Showalter, Jennifer	Biology	SCI 126	5717
Silvia, Nora	Health Professions and Public Service	FOXVLY 111	3903
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
Stach, Marilee	Librarian	COL 221	5710
Stahl, Lorrie	Mathematics and Sciences	SCI 216	2852
Stepney, Ne'Keisha	Business, Technology, and Workforce Education	AKL 227	2966
Tejada, Melinda	Student Development and Foundation	STC 137	2590
Theobald, Jo Lynn	Mathematics	DWNTN 365	4666
Thomas, Evan	Biology	SCI 122	2945
Thomas, Katherine	Interpreter Training/Sign Language	DWNTN 366	3900
Tiberio, Guy	Automotive Technology	AKL 100	2731
Tolappa, Maya	Information Systems	AKL 220	2312
Trunkhill, William	Mathematics	BDE 232	2459
Vemu, Sheela	Biology	SCI 226	2581

NAME	AREA	LOCATION	EXT.
Voorhees, David	Earth Science/Geology	SCI 230	2783
Weber, Heather	Art	BDE 130	2873
Weiss, Alfred	Earth Science/Geography	SCI 232	2720
Xie, Lei	Accounting/Business Services	DKN 262	2913
Zusman, Steven	Philosophy	BDE 233	6802

210 Sugar Grove Campus Map



Continued on next page

NORTH SIDE BUILDINGS

AKL	Akerlow Hall ⚡
APC	Academic and Professional Center ⚡ Event Room
AUD	Auditorium ⚡
COL	Collins Hall ⚡ Library Tutoring Center TV Studio
ERK	Erickson Hall ⚡
FLD	Field House ⚡
HCC	Henning Academic Computing Center ⚡
OPS	Campus Safety and 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 Access Center for Disability Resources Assessment Counseling Financial Aid Information Center Registration Student Accounts and Cashier 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

Dickson Center — Bookstore

Erickson Hall — Athletics Department, Gymnasium

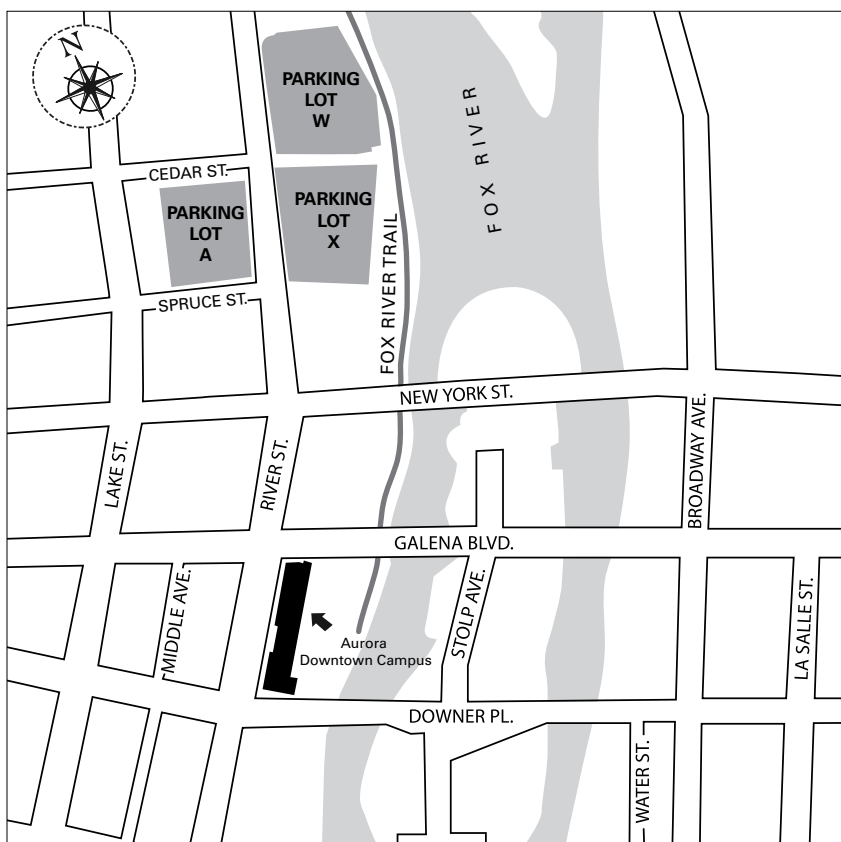
Henning Academic Computing Center — Open computer lab with 120 workstations

Student Center — Admissions, Café area, Student Life, Academic and Career Advising, Financial Aid, Registration and Records, Student Accounts and Cashier, 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 193 for further information about traffic regulations or citations.

AURORA DOWNTOWN CAMPUS MAP



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

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

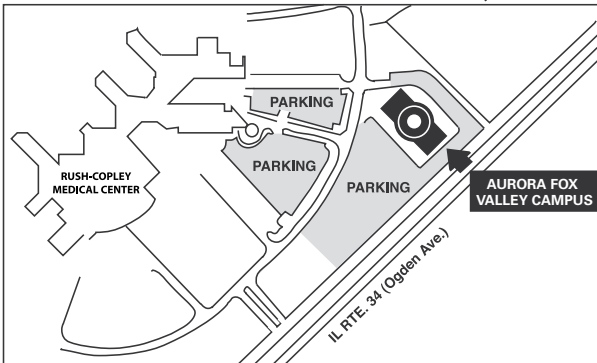
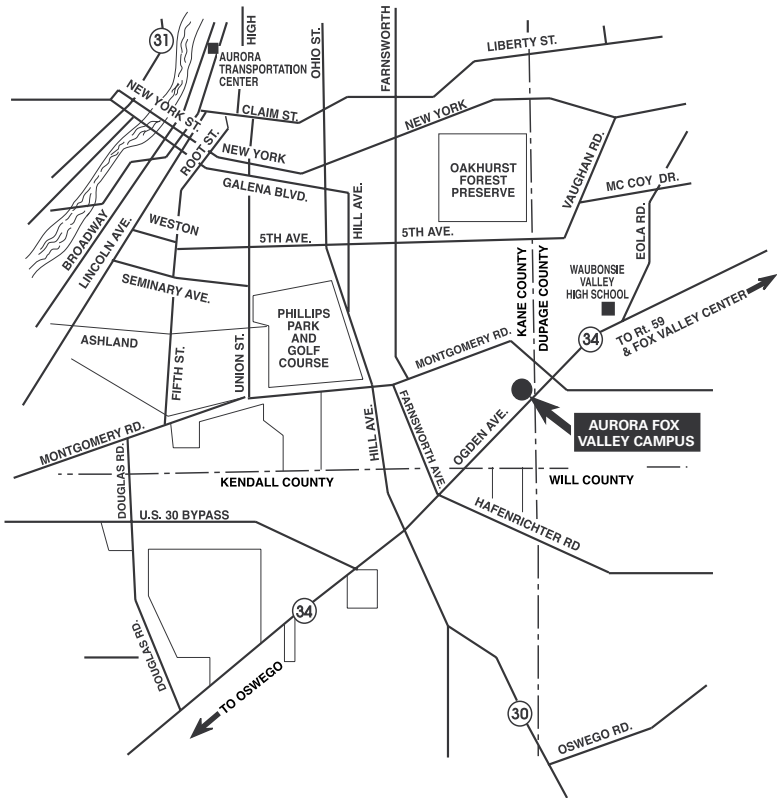
Lot X - located just south of Lot W on the east side of River Street

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

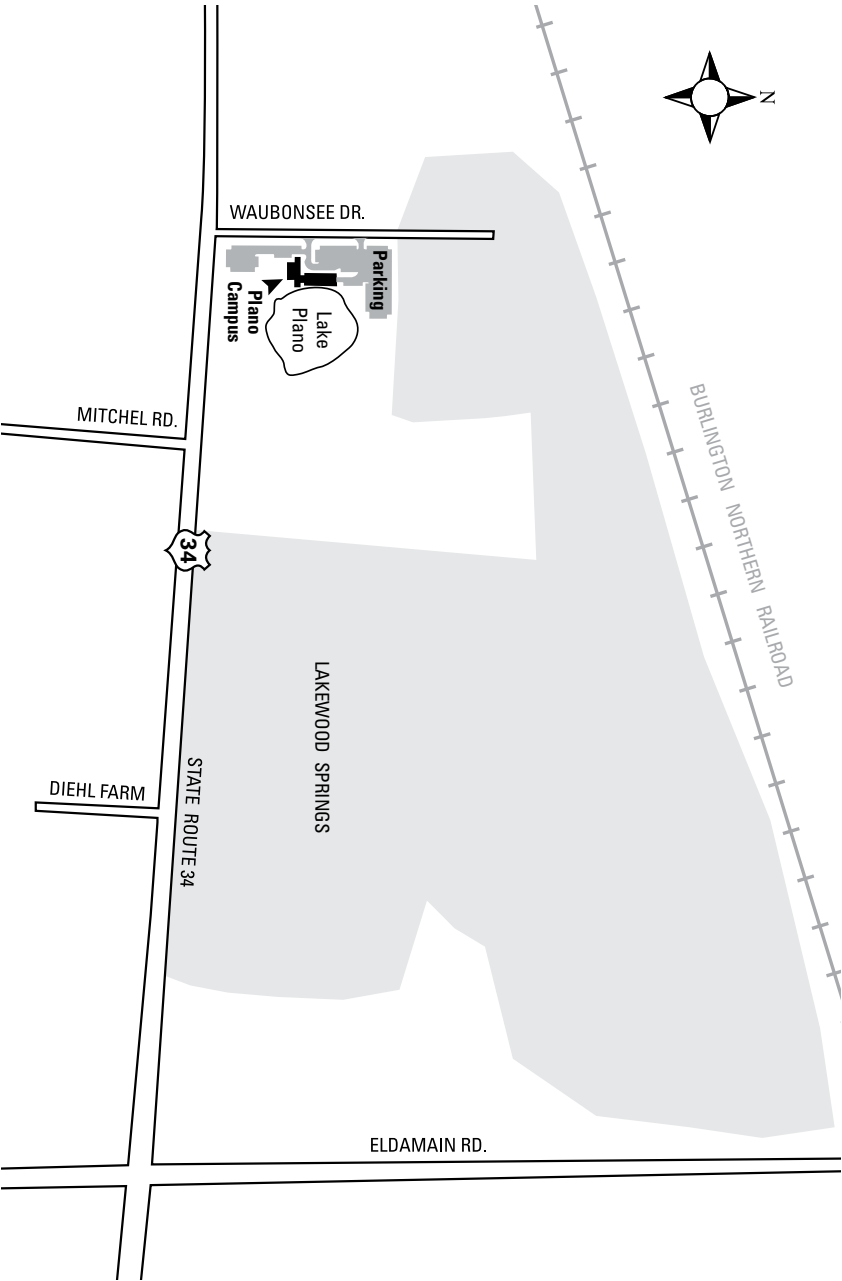
Note: There is a \$15 charge to park in the Hollywood Casino parking garage.

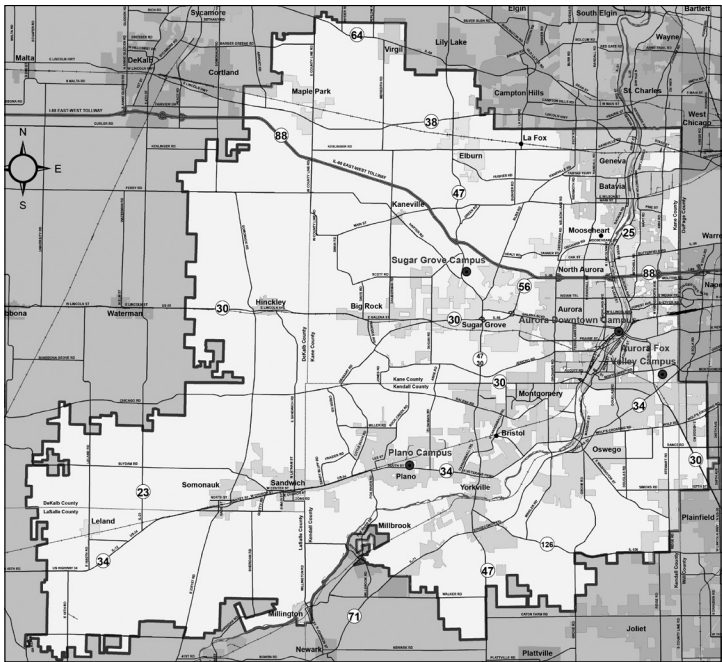
Drop-offs are easily made on the Fox River side of the Aurora Downtown Campus by using the Waubonsee driveway. A Pace Bus Stop is available on Galena Blvd.

AURORA FOX VALLEY CAMPUS MAP



PLANO CAMPUS MAP





**Illinois Community
College
District #516**

2017 District
population estimate* 452,356

Projected population
for the year 2025 475,566

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

District 516 serves

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

*Data Source: Nielsen demographic purchase,
File: PFPILZ12_2017_District, Field: L, Field
Name: 'Pop_C'

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

Aurora	60502, 60503, 60504, 60505, 60506
Batavia	60510
Big Rock	60511
Bristol	60512
Elburn	60119
Geneva	60134
Hinckley	60520
Kaneville	60144
La Fox	60147
Leland	60531
Maple Park	60151
Millbrook	60536
Millington	60537
Montgomery	60538
Mooseheart	60539
North Aurora	60542
Oswego	60543
Plano	60545
Sandwich	60548
Somonauk	60552
Sugar Grove	60554
Yorkville	60560

A

Academic and career advising 83
 Academic alert system..... 84
 Academic computing 85
 Academic Support201
 Access Center for
 Disability Resources..... 86
 Accommodation of Religious
 Observances/Practices 134
 Add/Drop Classes..... 86
 Administrative withdrawal..... 130
 Admissions86, 201
 Adult Education 87, 201
 Advising (academic) 83
 Alpha Beta Gamma
 (Iota Nu Chapter)..... 63
 Alpha Delta Nu Nursing
 Honor Society..... 64
 Alpha Sigma Lambda..... 64
 Alternate Spring Break 77
 Ambassadors, student 118
 Americans with Disabilities
 Act (ADA) 87, 134
 American Sign Language
 Organization 64
 Art Club..... 65
 Articulated Credit..... See VALEES
 Assemblies, procedures for 186
 Assessment testing.....109
 Athletics, intercollegiate 82
 Attendance..... 87
 Auditing 88
 Aurora Downtown
 Campus/Map89, 212
 Aurora Fox Valley
 Campus/Map89, 213

B

Badminton Club 65
 Bass Fishing Club 65
 Biology Club 65
 Black Student Alliance 66
 Board of Trustees89, 195
 Bookstore..... 90
 Bulletin boards 90
 Bursar See Student Accounts
 and Cashier
 Bus transportation 91
 Business, Technology
 and Workforce
 Education Division91, 197
 Business Club 79

C

Calendars.....7, 91
 Campus Activities Board..... 66
 Campus Police 91
 Campus Security Act..... 135
 Career Development 92
 Career Education 92
 Career Exploration 93
 Ceramics Club..... 66
 Certificates 93
 Cashier (Student Accounts) 118
 Chartering student
 organizations..... 62
 Children on Campus 93
 Citations and fines193
 CLEP 93
 Closings, emergency 94
 Co-Curricular Transcripts..... 94
 Code of Student Conduct..... 139
 College Readiness.....113
 Commencement/
 Graduation94, 106
 Communicable
 Diseases Policy.....95, 185
 Communications Club (Sigma
 Chi Eta Honor Society) 73
 Community-Wide
 One Day of Service..... 77
 Computers/Computing facilities
 See Academic Computing
 Concealed Carry..... 134
 Conduct, Student95, 139
 Cooperative Agreements 95
 Counseling..... 96
 Course Fees 96
 Creative Writing Club..... 67
 Credit for prior learning..... 96
 Crime Awareness Act 97, 135

D

Dance Club..... 79
 Day of Service..... 77
 Dean's List 97
 Degree Audit..... 97
 Degrees..... 97
 Delta Collective Club 67
 Delta Sigma Omicron..... 67
 Development, Waubesa..... 98
 Disability Resources 98
 Discrimination Policy 159
 District map 215
 Driver Safety..... 98

Drop Class	86
Drug-free Schools and Communities Act	135

E

Email	98, 196
Educational records	98
Emergencies	99
Emergency closing	94
Emergency needs scholarship	99
Employment opportunities	99
Engaging Leaders	78
English Language Acquisition..	100
Events	100
Extension locations	100

F

Faculty directory	204
Family Educational Rights & Privacy Act (FERPA)	135
Federal laws	133
Financial aid	101
Fines	101, 193
Fishing	101
Food service	102

G

Get Involved	62
Government, Student	118
Grade Appeal	103
Grade Change Process	102
Grade Forgiveness	104
Grade Point Average	105
Grades	102
Grades in Repeated Courses	102
Graduation/Commencement Ceremony	94, 107

H

Harassment Policy	159
Health Professions and Public Service	107, 198
High School Equivalency	107
History Club	79
Holidays	7
Honors Program	107
Hours of operation	7

I

IAI (Illinois Articulation Initiative)	123
Illinois Skyway Collegiate Conference	81, 108
Illinois Virtual Campus	108
Inclusive Access (MyMaterials)..	111
Incomplete Grades	102
Instructional divisions	197
Integrity Statement	158
International students	108
International studies	109
Internship program	109
InterVarsity Christian Fellowship	68

J

Jazz Club	68
-----------------	----

K

Kinesiology and Wellness Club	68
--	----

L

Late Enrollment	109
Latinos Unidos	69
Learning Assessment and Testing Services	109
Laws, federal and state	133
Liberal Arts and Sciences	110, 199
Library Services	110, 202
Lions Club, Waubonsee	69
Literacy	110
Logins	111
Lost and found	111

M

Maps	111, 210
Mathematical-Engineering Club (MEC)	79
Medical Marijuana	137
Mental Health Disclosure Act....	136
Mission	2
Movimiento Estudiantil Chicano de Aztlan (MEChA)	69
Mu Alpha Theta	80
Muslim Student Association	80
Music Ensembles	81
MyMaterials (Inclusive Access)..	111
mywcc	112

N

National Adult Education	
Honor Society.....	69
National Society of	
Leadership and Success.....	70
National Technical	
Honor Society.....	70
Network User Rules	187

O

One Day of Service	77
Online courses.....	112

P

Parking.....	112
Payments/Payment Plans... ..	118, 125
Philosophy Club.....	71
Phi Theta Kappa	71
Placement testing	113
Plagiarism.....	156
Plano Campus/Map.....	113, 214
Pokémon Go Club	80
Pre-Health Professionals	
Society	71
Pre-Registration	
Review (PRR).....	84, 113
Pregnant and Parenting	
Students, Services for.....	113
President's List.....	113
President's message	5
Preventing Sexual Violence in	
Higher Education Act.....	137
Probation, academic	84, 114
Probation, financial aid.....	114
Program review	85
Psi Beta Honor Society/	
Psychology Club.....	72
Psychedelic Club.....	72
Publications	114

R

Refunds.....	115
Registration and Records... ..	115, 202
Religious observances.....	134
Reserve Officers' Training Corps	
(ROTC)	116
Residency	116
Rules and Regulations	133

S

Safety and Security.....	116
Schedules	116
Scholarships	117
SCOPE: Social Media Club.....	73
Senior citizen tuition.....	117
Sexual harassment policy.....	159
Sigma Chi Eta Honor Society/	
Communications Club.....	73
SkillsUSA	81
Skyway Collegiate	
Conference.....	81, 108
Smoking regulations.....	117
Social Sciences, Education	
and World Languages.....	200
Spectrum	73
Sports	82
State laws	133
S.T.A.R. Program.....	117
STEM Club	74
Student Account Appeals.....	115
Student Accounts and Cashier... ..	118
Student Ambassadors.....	118
Student assemblies,	
procedures	186
Student Complaints	155
Student Conduct, Code of.....	139
Student Development	202
Student fee	118
Student Financial Services.....	202
Student government.....	63, 118
Student Life	119
Student organizations.....	63
Student Right to Know Act.....	137
Student Senate	6, 63
Student Services.....	203
Student Success	
and Retention	203
Student Success Club	75
Student Support Services/	
TRIO	119
Student trustee	63
Students (Dean for).....	202
Students for a Diverse Society	74
Students Organizing	
Sustainability	80
Study Abroad.....	119
Sugar Grove Campus map.....	210
Swing Dance Club.....	75

T

Technical Assistance	
Center (TAC)	7, 119
Testing, assessment	109
Textbooks	120
Title IX	138
Traffic regulations	120, 193
Transcripts	120
Transferring Credit	120, 123
TRIO/Student Support	
Services	119
TRIUMPH	124
Trustees	89, 195
Tuition and fees	118, 125
Tutoring Centers	128

V

VALEES	128
Veterans Information	
Active Duty	88
Financial Aid/Benefits	129
Veteran Services	129
Veterans Club	76
Withdrawal	131
Vision	2
Voice mail	196

W

Waubonsee Health	
Information Technology	
Student Association	68
Waubonsee Student Education	
Association	74
Waubonsee Student Nurses	
Association	75
Waubonsee Talk Line	129
Waubonsee Veterans Club	76
Welcome	5
Who's Who on Campus	195
Withdrawal, administrative	130
Withdrawal, course	86, 130
Withdrawal, financial aid	130
Workforce Education	
and Training	132

X

XCARD	132
X-number	132

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

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

QUICK DIRECTORY

Department	Building	Email	Ext.
Academic and Career Advising	STC 262 DWNTN 110 FOXVLY 231 PLANO	advising@waubonsee.edu	2361
Academic Support	COL 162	academicsupport@waubonsee.edu	2503
Access Center for Disability Resources	STC 201 DWNTN 110 FOXVLY 231 PLANO 126	accesscenter@waubonsee.edu Video Phone: (630) 405-6110	2564
Admissions	STC 260 DWNTN 110	admissions@waubonsee.edu	5756
Adult Education Division	DWNTN 460	adulted@waubonsee.edu	4119
Adult Education Computer Center	DWNTN 454	adulted@waubonsee.edu	4128
Adult Education Youth Services	DWNTN 460	adulted@waubonsee.edu	4176
Athletics	FLD 170	athletics@waubonsee.edu	2524
Bookstore	DKN 1st floor DWNTN 1st floor	bookstore@waubonsee.edu	2908 4174
Business, Technology, and Workforce Education Division	AKL 230	BTWE@waubonsee.edu	2263
Campus Police	DKN 1st floor DWNTN 1st floor	campuspolice@waubonsee.edu	2552 4142
Career Development	STC 262	careerdevelopment@waubonsee.edu	2368
Computing Center	HCC DWNTN 218	TAC@waubonsee.edu	5723 4124
Development Office	DKN 2nd floor	foundation@waubonsee.edu	2316
Driver Safety	DWNTN 266	DSP@waubonsee.edu	3675
Educational Affairs	COL 132		2352
Financial Aid	STC 234 DWNTN 241 FOXVLY 234 PLANO 130	financialaid@waubonsee.edu	5774
GED® & TASC Testing	DWNTN 275	assessment@waubonsee.edu	4182
Graduation	STC 276	graduation@waubonsee.edu	2933
Health Care Programs	FOXVLY 107		3901
Health Professions and Public Service Division	FOXVLY 107		3900
High School Equivalency Preparation Classes	DWNTN 457	adulted@waubonsee.edu	4600

Continued on next page

224 Quick Directory

Department	Building	Email	Ext.
Honors Program	SCI 214		2319
Human Resources	A 110	hr@waubonsee.edu	2718
Learning Assessment and Testing Services	STC 230 DWNTN 275 FOXVLY 229 PLANO 129	assessment@waubonsee.edu	5700
Liberal Arts and Sciences	BDE 136 SCI 214		2921 2319
Library	COL 2nd floor DWNTN 1st floor FOXVLY	library@waubonsee.edu	2400 4625 3917
Lifelong Learning Institute	COL 174	LLI@waubonsee.edu	2593
Marketing and Communications	DKN 250	marketingandcommunications@waubonsee.edu	2411
President's Office	DKN 2nd floor		2903
Registration and Records	STC 249 DWNTN 112 FOXVLY 231 PLANO 127	registration@waubonsee.edu	2370
Social Sciences, Education and World Languages Division	APC 244		5734
Student Accounts and Cashier	STC 2nd floor	studentaccounts@waubonsee.edu	5705
Student Development	STC 134		2941
Student Life	STC 126	studentlife@waubonsee.edu	2369
Student Services	STC 234		2349
Student Support Services	STC 262	SSS@waubonsee.edu	5767
Students, Dean for	STC 103	deanforstudents@waubonsee.edu	6686
Tutoring Centers	COL 144 DWNTN 215	tutoring@waubonsee.edu (PLANO & FOXVLY by appt)	2408 4628 2408
Workforce Education and Training	A 101		2356



AFFORDABLE



FLEXIBLE



HIGH QUALITY



SUPPORTIVE



Sugar Grove Campus • Route 47 at Waubensee 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 Waubensee Drive • Plano, IL 60545 • (630) 552-7900

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

www.waubensee.edu



WAUBONSEE
COMMUNITY COLLEGE

Sugar Grove

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

Aurora Downtown

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

Aurora Fox Valley

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

Plano

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