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**2006-2007  
Student Handbook**  
WEB ADDRESS: [www.cvtc.edu](http://www.cvtc.edu)

**2006-2007 COLLEGE CALENDAR**

**2006 Summer**

|                               |  |
|-------------------------------|--|
| May 15 - June 2 .....         | 3-Week Interim   |
| May 29 .....                  | Memorial Day Holiday – College Closed                  |
| <b>June 5 - July 28 .....</b> | <b>8-Week Summer Session</b>                           |
| July 4 .....                  | July 4th Holiday – College Closed                      |
| July 28 .....                 | Graduation (Eau Claire), 2 pm, UWEC – Fine Arts Center |
| July 31 - August 22 .....     | 4-Week Interim   |

**2006-2007 School Year**

|                            |   |
|----------------------------|---|
| August 23 – 24, 2006 ..... | Instructor Inservice                            |
| August 25 .....            | Instructor Non-Contract Day                     |
| <b>August 28 .....</b>     | <b>Fall Classes Begin</b>                       |
| September 4 .....          | Labor Day Holiday – College Closed              |
| October 20 .....           | End of 8 Weeks                                  |
| November 23 - 24 .....     | Thanksgiving Holiday – College Closed           |
| December 18 .....          | Last Day of First Semester Classes              |
| December 19 .....          | Graduation (Eau Claire), 7pm, UWEC – Zorn Arena |
| December TBD .....         | Graduation (River Falls)                        |
| December 19 .....          | Instructor Inservice                            |
| December 25 & 26 .....     | Christmas Holiday – College Closed              |
| January 1 - 2, 2007 .....  | New Year’s Holiday – College Closed             |
| January 10 – 11 .....      | Instructor Inservice                            |
| January 12 .....           | Instructor Non-Contract Day                     |
| <b>January 15 .....</b>    | <b>Spring Classes Begin</b>                     |
| March 9 .....              | End of 8 Weeks                                  |
| March 12 – 16 .....        | Spring Break                                    |
| April 6 .....              | Good Friday Holiday – College Closed            |
| May 10 .....               | Last Day of Second Semester Classes             |
| May 11 .....               | Instructor Inservice                            |
| May 11 .....               | Graduation (Eau Claire), 7pm, UWEC – Zorn Arena |
| May TBD .....              | Graduation (River Falls)                        |

**2007 Summer**

|                               |                                       |
|-------------------------------|---------------------------------------|
| May 14 - June 1 .....         | 3-Week Interim                        |
| May 28 .....                  | Memorial Day Holiday – College Closed |
| <b>June 4 – July 27 .....</b> | <b>8-Week Summer Session</b>          |
| July 4 .....                  | July 4th Holiday – College Closed     |
| July (TBD) .....              | Graduation (Eau Claire)               |
| July 30 - August 21 .....     | 4-Week Interim                        |

**2007-2008 School Year**

|                        |                           |
|------------------------|---------------------------|
| <b>August 27 .....</b> | <b>Fall Classes Begin</b> |
|------------------------|---------------------------|

☼ See page 2 for specific withdrawal and refund deadlines. (Also list on the weekly calendar (pages 21-78))

Chippewa Valley Technical College reserves the right to make changes in the regulations and procedures published in this Student Handbook without obligation or prior notice.

**Lost & Found located at ECB113 – Eau Claire Business Education Center or your campus office**

# *Withdrawal/Audit Deadline Dates 2006-2007 Fiscal Year*

## **Summer Term (200701)**

### **Eight week courses (June 5-July 28, 2006)**

June 9 – withdraw with 80% refund  
June 16 – withdraw with 60% refund  
July 14 – withdraw or audit (no refund)

### **Sixteen week courses (June 5-Oct. 20, 2006)**

June 16 – withdraw with 80% refund  
June 30 – withdraw with 60% refund  
Sept. 23 – withdraw or audit (no refund)

## **Fall Term (200711)**

### **1<sup>st</sup> Sixteen week courses (August 28-Dec. 18, 2006)**

Sept. 9 – withdraw 80% refund  
Sept. 23 – withdraw 60% refund  
Nov. 18 – withdraw or audit (no refund)

### **2<sup>nd</sup> Sixteen week courses (Oct. 23, 2006-Mar. 9, 2007)**

Nov. 4 – withdraw 80 % refund  
Nov. 18- withdraw 60% refund  
Feb. 10 – withdraw or audit (no refund)

### **1<sup>st</sup> Eight week courses (August 28-Oct. 20, 2006)**

Sept. 2 – withdraw 80% refund  
Sept. 9 – withdraw 60% refund  
Oct. 7 – withdraw or audit (no refund)

### **2<sup>nd</sup> Eight week courses (Oct. 23-Dec. 18, 2006)**

Oct. 28 – withdraw 80% refund  
Nov. 4 – withdraw 60% refund  
Dec. 2 – withdraw or audit (no refund)

## **Spring Term (200721)**

### **1<sup>st</sup> Sixteen week courses (Jan. 15-May 10, 2007)**

Jan. 27 – withdraw 80% refund  
Feb. 10 – withdraw 60% refund  
Apr. 14 – withdraw or audit (no refund)

### **2<sup>nd</sup> Sixteen week courses (Mar. 19-July 27, 2007)**

Mar. 31 – withdraw 80% refund  
Apr. 14 – withdraw 60% refund  
Jun. 29 – withdraw or audit (no refund)

### **1<sup>st</sup> Eight week courses (Jan. 15-Mar. 10, 2007)**

Jan. 20 – withdraw 80% refund  
Jan. 27 – withdraw 60% refund  
Feb. 24 – withdraw or audit (no refund)

### **2<sup>nd</sup> Eight week courses (Mar. 19-May 10, 2007)**

Mar. 24 – withdraw 80% refund  
Mar. 31 – withdraw 60% refund  
Apr. 28 – withdraw or audit (no refund)

# *Campuses and Administrators*

## *Eau Claire Campuses*

### **Clairemont Campus**

#### **Business Education Center**

620 West Clairemont Avenue  
Eau Claire WI 54701  
715-833-6200 – 1-800-547-2882  
715-833-6234 or 715-852-1344 (TTY)

**Dave Gavin**..... 715-833-6443

#### **Health Education Center**

620 West Clairemont Avenue  
Eau Claire WI 54701  
715-833-6200  
1-800-547-2882

**Margaret Dickens** ..... 715-833-6419

**Ellen Kirking** ..... 715-833-6326

### **Gateway Campus**

#### **Manufacturing Education Center**

2320 Alpine Road  
Eau Claire WI 54703  
715-874-4600

**Mark Hendrickson** ..... 715-874-4601

### **West Campus**

#### **Emergency Service Education Center**

3623 Campus Road  
Eau Claire WI 54703  
715-855-7500

**Judi Anibas** ..... 715-855-7532

#### **Transportation Center**

4000 Campus Road  
Eau Claire WI 54703  
715-855-7534

**Jim Gross**..... 715-855-7502

## *Regional Campuses*

### **Chippewa Falls Campus**

770 Scheidler Road  
Chippewa Falls WI 54729  
715-723-0261 (Voice and TTY)  
1-800-511-9095

**Sherry Chambers**..... 715-738-3842

### **Menomonie Campus**

403 Technology Drive East  
Menomonie WI 54751  
715-232-2685 (Voice and TTY)  
1-800-622-5011

**Susan Brown**..... 715-233-5342

### **River Falls Campus**

500 S Wasson Lane  
River Falls WI 54022  
715-425-3301  
1-800-480-0997

**Susan Brown**..... 715-426-8202

### **Neillsville Centers**

11 Tiff Avenue • Neillsville WI 54456  
715-743-3965

**Sherry Chambers**..... 715-738-3842

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## *Chippewa Valley Technical College*

### **MISSION**

Chippewa Valley Technical College delivers superior, progressive technical education, which improves the lives of students, meets the work force needs of the region, and strengthens the larger community.

### **VISION**

Chippewa Valley Technical College: A dynamic community focused on learning and dedicated to student success.

### **VALUES**

**Commitment** – We value all students and their diverse backgrounds. We are committed to their learning and success in a global society.

**Collaboration** – We value partnerships with business, government, educational systems, and our communities.

**Trust** – We act with honesty, integrity, and fairness.

**Respect** – We value a safe and cooperative work environment where individuals care for each other and grow through open communication.

**Excellence** – We value working together to develop and continuously improve processes that support the creative pursuit of new ideas.

**Accountability** – We value the resources entrusted to us and will use them responsibly.

## *Where To Go For Help ...*

### *Information and Service Center (Room ECB113)*

The Information and Service Center is a full-service, one-stop center designed for the convenience of CVTC customers. The Information and Service Center is located in Room 113 of the Business Education Center on the Clairemont Campus; phone 715-833-6200 or 1-800-547-2882 ext. 6200. Some of the services available at the Information and Service Center are:

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Academic Advising</li> <li>• Admissions</li> <li>• Assessment Center</li> <li>• Career Counseling</li> <li>• Counseling</li> </ul> | <ul style="list-style-type: none"> <li>• Disabilities/Concerns and Problems</li> <li>• Employment Services</li> <li>• Financial Aid</li> <li>• GED Testing</li> <li>• General Information</li> </ul> | <ul style="list-style-type: none"> <li>• Housing</li> <li>• International Student Advising</li> <li>• Registration</li> <li>• Student Life</li> <li>• Veterans Office</li> </ul> |
|---|--|--|

**Administrator**

Larry Doyle .....715-833-6348

**Admissions** .....715-833-6246

or 1-800-547-2882, ext. 6246

Tim Shepardson, Manager

**Counseling/Career Services**

\*Counselor Appointments ..... 715-833-6346

Carolyn Brady (River Falls) .....715-426-8212

**Diversity/Equal Opportunity Specialist**

Ka Vang .....715-833-6443

**Employment Services**

Natalyn Marlaire .....715-852-1399

Lori Wells (support staff) .....715-833-6514

**Enrollment Assistants**

Kristine Jackson .....715-833-6255

Judy Schulz .....715-833-6660

**Financial Aid** .....715-833-6252

or 1-800-547-2882, ext. 6252

Mary Gorud, Financial Aid Officer

**Information & Service Center** .....715-833-6200

or 1-800-547-2882

**Marketing**

**Business & Industry**

Brenda Meinen (support staff) .....715-833-6496

**High School Relations**

Raeann Hutchinson (support staff) 715-833-6341

**Proficiency Exams**

Tamy Moss ..... 715-833-6476

**Registration and Records** .....715-833-6487

or 1-800-518-8211

Sylvia Bare, Manager

**Student Life / Government**

Alisa Hoepner .....715-833-6266

Karen Burggraf (support staff) .....715-833-6267

**Student Support Specialist**

Natalyn Marlaire .....715-852-1399

**Tech Prep Specialist**

Cindy Newcomb .....715-833-6298

**Transcript Requests**

Della Schindler .....715-833-6442

**Verification of Enrollment**

Lisa Storms .....715-833-6271

**Veteran Services**

Deb Ludwikowski .....715-833-6272

### Other Numbers

**Academic Services** (formerly Study Skills)  
715-833-6400

**Bookstore** .....715-833-6434

**Cashiers Office** .....715-833-6228

**Duplicating Services** .....715-833-6236  
or 715-858-1835

**UW Health Clinic at CVTC** .....715-839-5175

**Disability Services** .....715-833-6234

**Help Desk** .....715-830-5555

**Library** .....715-858-1875

**Parking Enforcement** .....715-833-6202

**Upper Cuts** .....715-833-6320

# 2006-2007

| <p><b>July 2006</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td style="border: 1px solid black;">4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td style="border: 1px solid black;">28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ 8-week Summer Session June 5-July 28</li> <li>▪ July 4<sup>th</sup> Holiday-College Closed</li> <li>▪ Graduation, 2 pm-UWEC (July 28))</li> </ul> | S  | M  | T  | W  | T  | F  | S |   |   |   |   |   |   | 1 | 2 | 3 | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30  | 31 |   |   |   |   |   | <p><b>August 2006</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>5</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td style="border: 1px solid black;">28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ 4-week Interim July 31-August 22</li> <li>▪ Fall Classes Begin August 28</li> </ul> | S | M | T | W | T | F | S |   |   | 1 | 2 | 3  | 4  | 5  | 5  | 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 |   |   | <p><b>September 2006</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="border: 1px solid black;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Labor Day Holiday-College Closed Sept. 4</li> </ul> | S | M | T | W | T | F | S |   |   |   |   |   | 1 | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |  |  |  |  |
|---|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|----|----|----|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|--|
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    |    |    |    | 1  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30  | 31 |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    | 1  | 2  | 3  | 4  | 5  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 5   | 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 |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    |    |    | 1  | 2  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 3   | 4  | 5  | 6  | 7  | 8  | 9  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 10  | 11 | 12 | 13 | 14 | 15 | 16 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 17  | 18 | 19 | 20 | 21 | 22 | 23 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 24  | 25 | 26 | 27 | 28 | 29 | 30 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| <p><b>October 2006</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td style="border: 1px solid black;">20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ End of 8 weeks-October 20</li> </ul>   | S  | M  | T  | W  | T  | F  | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    | <p><b>November 2006</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Thanksgiving Holiday-College Closed Nov. 23-24</li> </ul>  | M  | M | T | W | T | F | S   |   |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    | <p><b>December 2006</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td style="border: 1px solid black;">18</td><td style="border: 1px solid black;">19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Graduation, 7 pm UWEC-Dec. 19?</li> <li>▪ Last Day of First Sem. Classes-Dec. 18</li> <li>▪ Christmas Holiday-College Closed Dec. 25-26</li> </ul> | M  | M  | T  | W  | T | F | S   |   |   |   |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 1   | 2  | 3  | 4  | 5  | 6  | 7  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 8   | 9  | 10 | 11 | 12 | 13 | 14 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 29  | 30 | 31 |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| M   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    | 1  | 2  | 3  | 4  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 5   | 6  | 7  | 8  | 9  | 10 | 11 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 12  | 13 | 14 | 15 | 16 | 17 | 18 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 26  | 27 | 28 | 29 | 30 |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| M   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    |    |    | 1  | 2  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 3   | 4  | 5  | 6  | 7  | 8  | 9  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 10  | 11 | 12 | 13 | 14 | 15 | 16 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 17  | 18 | 19 | 20 | 21 | 22 | 23 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 24  | 25 | 26 | 27 | 28 | 29 | 30 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 31  |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| <p><b>January 2007</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td style="border: 1px solid black;">15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ New Year's Holiday-College Closed Jan. 1-2.</li> <li>▪ Spring Classes begin January 15</li> </ul>  | S  | M  | T  | W  | T  | F  | S |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    | <p><b>February 2007</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </tbody> </table>   | S  | M | T | W | T | F | S   |   |   |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |    |    |    | <p><b>March 2007</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td style="border: 1px solid black;">9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ End of 8 weeks-March 9</li> <li>▪ Spring Break-March 12-16</li> </ul>   | S  | M  | T  | W  | T | F | S   |   |   |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   | 1  | 2  | 3  | 4  | 5  | 6  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 28  | 29 | 30 | 31 |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    |    | 1  | 2  | 3  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 4   | 5  | 6  | 7  | 8  | 9  | 10 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 11  | 12 | 13 | 14 | 15 | 16 | 17 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 18  | 19 | 20 | 21 | 22 | 23 | 24 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 25  | 26 | 27 | 28 |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    |    | 1  | 2  | 3  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 4   | 5  | 6  | 7  | 8  | 9  | 10 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 11  | 12 | 13 | 14 | 15 | 16 | 17 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 18  | 19 | 20 | 21 | 22 | 23 | 24 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 25  | 26 | 27 | 28 | 29 | 30 | 31 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| <p><b>April 2007</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Good Friday Holiday-College Closed-Apr 6</li> </ul>   | S  | M  | T  | W  | T  | F  | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    | <p><b>May 2007</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>5</td><td>7</td><td>8</td><td>9</td><td style="border: 1px solid black;">10</td><td style="border: 1px solid black;">11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Last Day of Second Sem. Classes-May 10</li> <li>▪ Graduation, 7 pm-Zorn Arena – May 11 ?</li> </ul> | S  | M | T | W | T | F | S   |   |   | 1 | 2 | 3 | 4 | 5 | 5 | 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 |    |    | <p><b>June 2007</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="border: 1px solid black;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ 8-week Summer Session-June 4-July 27</li> </ul>   | S  | M  | T  | W  | T | F | S   |   |   |   |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 1   | 2  | 3  | 4  | 5  | 6  | 7  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 8   | 9  | 10 | 11 | 12 | 13 | 14 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 29  | 30 |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    | 1  | 2  | 3  | 4  | 5  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 5   | 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 |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    |    |    | 1  | 2  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 3   | 4  | 5  | 6  | 7  | 8  | 9  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 10  | 11 | 12 | 13 | 14 | 15 | 16 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 17  | 18 | 19 | 20 | 21 | 22 | 23 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 24  | 25 | 26 | 27 | 28 | 29 | 30 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| <p><b>July 2007</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td style="border: 1px solid black;">27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ July 4th Holiday-College Closed</li> <li>▪ 4-week Interim July 30-August 21</li> <li>▪ Graduation, 2 pm-UWEC (July 27?)</li> </ul>  | S  | M  | T  | W  | T  | F  | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    | <p><b>August 2007</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td style="border: 1px solid black;">27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ 4-week Interim July 30-August 21</li> <li>▪ Fall Classes Begin August 27</li> </ul>   | S  | M | T | W | T | F | S   |   |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    | <p><b>September 2007</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Labor Day Holiday-College Closed Sept. 3</li> </ul>   | S  | M  | T  | W  | T | F | S   |   |   |   |   |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 1   | 2  | 3  | 4  | 5  | 6  | 7  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 8   | 9  | 10 | 11 | 12 | 13 | 14 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 29  | 30 | 31 |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    | 1  | 2  | 3  | 4  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 5   | 6  | 7  | 8  | 9  | 10 | 11 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 12  | 13 | 14 | 15 | 16 | 17 | 18 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 26  | 27 | 28 | 29 | 30 | 31 |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S   | M  | T  | W  | T  | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|   |    |    |    |    |    | 1  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30  |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |

# Services For You

## Academic Services

Academic Services are available in Chippewa Falls, Eau Claire, Menomonie, Neillsville, and River Falls. Academic Services is a learning resource for adults in the Chippewa Valley. The following services are available:

- Assistance with course work or class projects
- Study skills: time management, note taking, test taking, and effective use of texts
- Peer tutoring
- Reading, math, and writing skills (basic through advanced)
- Computer literacy
- Job-seeking skills
- Program readiness
- Noncredit adult basic education, GED/HSED preparation, and high school credit classes

Academic Services offer free, individualized programs and small group courses for both the enrolled student at CVTC and adults who want to improve their skills. Students are encouraged to use Academic Services anytime during the semester.

For more information and hours, call the campus you wish to attend. Refer to page 5 for campus phone numbers.

## Bookstore

The college bookstore is located at the Clairemont Campus. Textbooks and supplies may be purchased at the bookstore. Textbooks are identified by course number. Please bring your schedule to purchase the correct books prior to first day of class. We buyback books everyday. We also offer an end of the semester buyback for saleable used textbooks.

**Textbook Return Policy** Textbooks for semester classes may be returned within one week from the first day of class for a full refund. If you have a class that starts after the normal semester start date, you have one week from the first day of that class to return your books for a full refund. Only books returned in original purchase condition will be refunded (DO NOT WRITE IN BOOKS.) Texts with software cannot be returned once the software seal has been broken. Receipt MUST accompany all refunds. A class schedule and a receipt must accompany all refunds for late start classes.

**Used Book Buyback.** The CVTC bookstore will buyback books everyday and at the end of each semester. Advertising will be posted throughout the college for details.

### How The Book Buyback Works.

1. If a textbook is being used for the upcoming semester and the CVTC Bookstore needs additional stock, you will be paid 50% of what you paid for your book.
  - Multiple book packages can only be accepted as a saleable complete package.
  - Software must be returned with textbooks that were originally sold with software.
  - Workbooks, non-bound materials, duplicated materials and old editions are not eligible for buyback.
2. Textbooks not needed by the CVTC bookstore may be bought at the bookstore by Follett's Higher Education Group at the national market value.
3. If a course is not offered for the upcoming semester, your book may not be eligible for buyback right away. However, the bookstore may buy the textbook during a future buyback if an upcoming course requires its use.

### Bookstore Hours

Monday-Thursday, 7:30 AM to 7 PM

Friday, 7:30 AM to 4:00 PM

Changes in hours for holidays and summers will be announced.

## Building Hours

### Business Education Center

Monday-Thursday, 7 AM-10 PM

Friday, 7 AM-4:30 PM

Saturday, 7 AM-3 PM

Sundays and Holidays, closed

Summer hours as posted

(Hours may be adjusted depending upon classes and special use.)

Hours for all other campuses/buildings, please see the CVTC Public Web Site: [www.cvtc.edu](http://www.cvtc.edu)  
Under Welcome Center / College Overview / Hours of Operation

## ***Bulletin Boards/Wall Postings (Advertising & Distribution of Printed Materials)***

All posters, fliers, and other advertising material must be approved by either the Student Life Office, Student Services, or Campus Office before being displayed. Bulletin boards have been installed to display this material. Items must display posting date and will remain on the board for up to two weeks from that date. Items not dated will be removed and discarded.

Posters may not advertise or contain the following: accusations towards any individuals or groups, discrimination of any nature, consumption of alcohol, tobacco, or other drugs, profanity, or sexually explicit content may not be posted.

Student organizations or individuals wishing to distribute free printed materials on sidewalks adjacent to or on College property should notify the Enrollment Management Administrator or Campus Administrator at least 24 hours beforehand to ensure compliance with guidelines. Items to be posted at campuses of

## ***Consumer Services***

### **All Campuses in Eau Claire**

- ▶ Bus Service

### **At Clairemont Campus (Business Education Center)**

- ▶ ATM (by ECB113 – Information Service Center)
- ▶ Auto Parts
- ▶ Barber/Cosmetology (haircuts, perms, etc.)
- ▶ Bookstore
- ▶ Bridgeport (gift store)
- ▶ Campus Trends (clothing store)
- ▶ Duplicating (Duplicating Services)
- ▶ Fax Machine (ECB115)
- ▶ Stamps (Bookstore)
- ▶ UWEC – McPhee Passes (Cashier)
- ▶ Valley Café (cafeteria)
- ▶ Valley Rose (fine dining)

### **At Health Education Center**

- ▶ Health Services
- ▶ UW Health Services

## ***Counseling***

The counselor's primary mission is to assist students to maximize their potential for educational and occupational success. Students are encouraged to consult with professional counselors about academic, career, or other college-related issues. Because college students face important and often difficult decisions, they should feel free to make use of the college counseling services. Students can be assured of a confidential setting in which to explore their aspirations, abilities, interests, educational issues, and other concerns they may have. The counselors take the unique needs of each student into account.

Counseling services include career counseling, interest and aptitude assessment, academic advising, and educational guidance. Counselors also assist students in overcoming personal barriers that stand in the way of their educational or employment success. Counselors often refer students to internal college resources and to community agencies for the assistance they need to enjoy a positive educational experience at the college.

Each of CVTC's associate degree and technical diploma programs is assigned a counselor who is available to address students' questions and concerns. Students considering dropping a course, withdrawing from college, or making other important decisions affecting their college career are encouraged to schedule an appointment with a counselor.

The counselors are located in ECB113 on the Eau Claire-Clairemont Campus and are also available at regional campuses. **To schedule an appointment, call:**

Chippewa Falls ..... 715-723-0261 or 1-800-511-9095  
Eau Claire ..... 715-833-6346 or 1-800-547-2882  
Menomonie ..... 715-232-2685 or 1-800-622-5011  
Neillsville ..... 715-743-4638  
River Falls ..... 715-425-3301 or 1-800-480-0997

## ***Diversity/Equal Opportunity Specialist***

The Diversity/Equal Opportunity Specialist works with multicultural students to help them successfully complete their training program by providing support and advocacy. Information is available regarding financial aid, scholarships, programs and career choices. The Diversity/Equal Opportunity Specialist works cooperatively with the Advisory Council for Diversity Development and other college services to address any concerns or needs and to provide a supportive environment for multicultural students and international students. The Diversity/Equal Opportunity Specialist encourages retention of multicultural students and assists with the recruitment of high school graduates.

CVTC's Diversity Student Organization (DSO) encourages the involvement of all students at the college and enriches our community of learners. Multicultural students and international students are welcome to call the Diversity/Equal Opportunity Specialist at 715-833-6343. International students needing enrollment assistance should see International Student Assistance on page 86.

## Electronic Reference Service

CVTC Technology Resource Library provides an electronic chat reference service through the AskAway Consortium. Librarians from Wisconsin, the U.S., and international locations are available 24 hours a day, 7 days a week. Chat reference services are available through the Library's Ask a Librarian via Chat link from the Library's home page ([www.cvtc.edu/Library](http://www.cvtc.edu/Library)). To ask questions specifically about CVTC, choose our Ask a Librarian via e-mail option. To use the e-mail reference option, fill out the request form, including as much information as possible.

E-mail and chat reference services are available to all students, faculty, staff and the campus community. These services provide brief answers to factual questions, as well as questions about the Technology Resource Library's resources, services, and facilities. All questions will be treated with strict confidentiality. Questions may be submitted 24 hours a day, 7 days a week. E-mail reference questions will be answered within 24 hours, excluding weekends and holidays.

## Email for Students

All important information including registration information, grades and academic status will be distributed to students via their CVTC email account. It is the student's responsibility to open and read their email regularly. Also see the Internet/Email Acceptable Use Policy for appropriate usage of the Internet or your email account.

All students who take credit, Internet or basic skills courses at CVTC are automatically provided an e-mail account within 24 hours of registration. You'll receive important information through your e-mail account—information you'll need to know, like registration, graduation, financial aid, College events, course information from faculty, and much more. The e-mail account will remain active for one year after a student has completed taking credit courses.

**NOTE:** Students are strongly discouraged from forwarding their CVTC e-mail to a personal account as some internet providers view this as spam and block it accordingly.

### VISTA Student Email

- Student will have one place where they can access all their information, services, and applications. Students can conveniently access their e-mail as they check out other items on VISTA.
- VISTA e-mail provides additional features such as spell check and an address book, which will include faculty e-mail addresses.
- Student e-mail is accessed through the College's web portal VISTA at <http://vista.cvtc.edu> (see VISTA sections).
- No special login for VISTA e-mail is required. Need only log on to VISTA.
- Incoming e-mail will be routed automatically to the VISTA e-mail.
- An e-mail filtering service that blocks virus-infected and junk e-mail is provided to students taking at least 8 credits and those enrolled in internet courses.
- This on-line personal message center allows you to review these blocked e-mails and then remove or forward to your e-mail
- A link to the Personal Message Center is available through VISTA.
- Student mailboxes are limited to 10 megabytes, including attachments. Once that limit is reached, students can no longer send or receive messages. Routinely clean out your mailbox to ensure that future messages can be sent or received.
- Student e-mail addresses have a standard naming structure as follows: <first initial><last name>@student.cvtc.edu. A number is added to the e-mail name when two or more students share the same name. Example: [wpooh2@student.cvtc.edu](mailto:wpooh2@student.cvtc.edu). Find your e-mail address by going to the log-in page of VISTA (<http://vista.cvtc.edu>) and clicking on "What is My User Name."
- For help, contact the Information Technology Help Desk at 715-830-5555 or 800-547-2882, extension 5555. or the Help Desk website on VISTA.
- The Help Desk is open 24-hours a day seven-days a week.

**Where can I access my student e-mail account at CVTC?** You may use any computer in one of the labs, the library, or in room ECB114 to access your student e-mail account as well as at home if you have an Internet Service Provider account.

**How can I learn how to use my student e-mail account?** You can learn how to use the CVTC student e-mail account by going to the tutorial at <http://www.cvtc.edu/StudentLife/Email/Contents.htm>. There is also a help file available to you after you have logged into your student e-mail account. The Help file button is located next to the Options button on the toolbar.

**For more information** regarding student e-mail, go to the FAQ on the CVTC web site at <http://www.cvtc.edu/StudentLife/Email/FAQ.htm>

## *Emergency Procedures*

- 1. Dial 9-911 or 911 from any phone in the building.**
  - Describe incident and specific location.
  - "I'm calling from the Chippewa Valley Technical College, at location address \_\_\_\_\_.  
There is an emergency in room \_\_\_\_ on the \_\_\_\_ floor.
  - Is there any other information you need to respond to this call?"
- 2. Procedures for Evacuation**
  - Everyone will leave through the nearest exit and gather at least 100 feet away from the building.
  - Turn off all equipment that may be hazardous if left unattended (equipment such as saws, lathes, etc.). Office equipment may be left on. Close doors, and turn off lights.
  - Do not use the elevator in case of fire.
  - Staff members should escort persons requiring assistance to the nearest exit.
  - Personnel will be assigned to that area to escort handicapped individuals from this area.
  - Staff members should notify persons who may not have heard the emergency announcement (i.e., restrooms).
  - Leadership and instructors will check their areas of responsibility to ensure that all students, staff, and visitors have responded to the evacuation alarm and have left the building.

**Procedures for Seeking Shelter**

  - Turn off all equipment that may be hazardous if left unattended (equipment such as saws, lathes, etc.). Office equipment may be left on. Close doors, and turn off lights.
  - Staff members should escort persons requiring assistance to the designated shelter area. Staff members should notify persons who may not have heard the emergency announcement (i.e., restrooms).
  - Leadership and instructors will check their areas of responsibility to ensure that all students, staff, and visitors respond to the announcement and move to shelter area.
  - Everyone should proceed to the interior corridors and stay away from doors and windows.
  - If possible take a radio to shelter area.
  - For specific campus shelter information' go to the public web site at cvtc.edu, welcome page, safety.
- 3. Re-Enter Building When Instructed To Do So.** When emergency officials determine that it is safe to leave the shelter or re-enter the building, the authorized staff member will inform students, staff, and visitors to return to classrooms and offices.
- 4. Complete Critical Incident Report Form.** The person who reported the emergency situation should complete a Critical Incident Report Form (cvtc.edu, welcome page, safety) and forward it to the Risk Manager. The authorized staff member must verify that a report is completed and filed for the incident. Risk Manager will forward informational copies of this form to the appropriate Campus Administrator and Safety and Security Officer.

## *Employment Services*

Employment Services available to Chippewa Valley Technical College students and graduates include:

- Electronic postings of all current openings listed with Employment Services are located on **TechConnect**.
- Current job vacancy notices are emailed or mailed to those registered through Employment Services. To register, contact Kris Jackson, (715) 833-6255.
- Part-time employment opportunities are posted in a display case located near room M119 and on **TechConnect**.
- Work study positions within CVTC are posted through Financial Aid.
- Salary and placement information of CVTC graduates are posted on the CVTC web site. To locate this information, click on "Programs & Courses" through the CVTC homepage, then "Sorted Alphabetically", and then choose "Graduate Information" located at the top of the page for each program.
- Wisconsin Current Opportunities Bulletins are posted for viewing in Employment Services, Room ECB113 or go to <http://WISCJOBS.state.wi.us>

**Resume Assistance** - CVTC Academic Services staff are available to assist with resumes, cover letters, etc. Stop into Academic Services in Eau Claire (Clairemont Avenue - Room ECB120) or at CVTC Academic Services on your campus.

**Employment Counseling** - If you need individual employment counseling, CVTC counselors are available to help you. Make an appointment in Counseling Services (Room ECB113) or call (715) 833-6346.

## *Financial Aid*

### **Application Process:**

- Apply for a PIN number from the Department of Education at [www.pin.ed.gov](http://www.pin.ed.gov) (One parent of a dependent student must also have a PIN.)
- Complete the Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and use your Department of Education PIN's to electronically sign it. (You are strongly urged to complete your application online. If you do not have access to the internet, you may request or pick up a copy of the paper application at the Financial Aid Office located at 620 W. Clairemont Ave.)

### **Student Eligibility**

To qualify for financial aid from the student aid programs at CVTC, you must:

- have financial need, except for some loan programs,
- have a high school diploma or a GED or HSED certificate, or complete a high school education in a home school setting that is treated as a home school under state law
- be enrolled or accepted for enrollment as a regular student working toward an associate degree or a technical diploma in a financial aid eligible program
- be a U.S. citizen or eligible non-citizen
- have a valid social security number
- make satisfactory academic progress
- sign a statement of the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes
- sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe a repayment on a federal grant.
- register with the Selective Service, if required

### **Student Financial Aid Assistance Programs**

- Federal Pell Grant
  - Federal Supplemental Opportunity Grant
  - Federal Stafford Loan
  - Federal PLUS (Parent) Loan
  - Federal College Work Study
  - Federal Indian Student Assistance Program
  - Wisconsin Higher Education Grant
  - Wisconsin Talent Incentive Program Grant
  - Wisconsin Minority Grant
  - Wisconsin Handicapped Grant
  - Wisconsin Indian Student Assistance Program
- Grants are financial aid that does not have to be repaid except under provisions of the Title IV Return of Funds Policy and attribution.
  - College work-study is employment at the college currently paid at the rate of \$6.00 an hour. Community service jobs are available. Work-study positions are posted in the Financial Aid office.
  - Loans are borrowed money that must be repaid with interest beginning six months after the student is no longer enrolled at least half time.

### **Scholarships**

CVTC Foundation scholarships are offered for students who have established a grade point average by attending at least one full semester. Application forms are available in mid-January each year at [www.cvtc.edu/AlumniFound/Scholarship.Index.htm](http://www.cvtc.edu/AlumniFound/Scholarship.Index.htm).

A list of the current private scholarships that we are aware of can be obtained by also going to the above website and clicking on Current Scholarship Opportunities.

## *Financial Aid Payments*

1. One-hundred percent (100%) of tuition and fee amounts owed to the College will be collected in full from any funds received; any remaining amounts will be mailed to the student in the form of a financial aid balance check.
2. Initial financial aid checks for Federal Stafford loans are mailed seven to ten days prior to the start of the semester. Only students who have received an award letter from the College and who have received a disbursement notice from Great Lakes Higher Education Corporation (GLHEC) will be eligible for release of funds at that time. Students must sign and return a "master promissory note" to GLHEC in order to receive a disbursement notice.
3. Initial financial aid balance checks for the State grant checks will be mailed seven to ten days prior to the start of the semester. Only students who have received an award letter from the College

early enough for the funds to be sent to the College and processed will be eligible for release of funds at that time.

4. Initial financial aid balance checks for the Federal PELL and SEOG grants are mailed the fifth week of the fall and spring semester, and a few days after July 1 for the summer semester.

Books are purchased separately on a “cash and carry” basis. Visa, MasterCard, and Discover are accepted at the Bookstore. Students may also take advantage of a budgeted payment plan through FACTS (see page 98.) A \$25 enrollment fee per term is required to use the budget plan. This fee is NOT applied toward the cost of the books. Each student is responsible to purchase his or her textbooks in a timely fashion.

## *Health Services for Students*

**Accidents and Medical Emergencies.** All accidents and medical emergencies must be reported at once to the staff member in charge and to the Information Center (ECB113, 833-6660). An accident report must be completed and signed by the student and staff member in charge, and submit to the Information Center (ECB113) or Campus Office. Students should be aware that the College is not responsible and will not pay for doctor, hospital, or ambulance bills incurred as a result of accidents or medical emergencies of students while at the College.

**UW Health Services.** CVTC has an agreement with the UW Health Family Medicine Clinic to provide basic health care services to CVTC students who are registered for six or more credits for the fall and spring semester or three or more credits for the summer session. At least one credit must be taken at an Eau Claire or Chippewa Falls Campus. The same services are available to students at the Menomonie Campus (contact the campus office for more details.) At the time of this printing, discussions were taking place regarding health services for students at the River Falls Campus (see the CVTC website at [www.cvtc.edu](http://www.cvtc.edu) under Services/Resources for the most current information or stop at the campus office.)

**Health Insurance.** CVTC does not carry a general health and accident insurance policy covering students. Students are responsible for all medical costs incurred while at CVTC. Arrangements have been made with a local agency for a low-cost health and accident insurance plan. Enrollment procedures and a brochure explaining the program are distributed to students during registration. For written information on the insurance plan, contact the Information Service Center, Room ECB113, 833-6200 or 800-547-2882.

**Nursing Center.** The Nursing Center is located in the Health Education Center (Rm ECH121). Services available include immunizations and TB skin tests to meet health program requirements. Other health testing is available. Contact the Information Center (ECB113 or 833-6200) each semester for the schedule of times the Nursing Center is open.

**Sharps Containers.** Sharps containers are available at one or more restrooms on each of the CVTC campuses or centers. Please see the campus maps on pages (in the back of the handbook) for the locations of these containers. These are provided specifically for the disposal of needles used for health purposes. Needles cannot be disposed of in other trash containers.

## UW Family Medicine Clinic Services for CVTC Students

CVTC has entered into an agreement with the UW Health Family Medicine Clinic to provide basic health care services to CVTC students who are registered for six or more credits for the fall and spring semester or three or more credits for the summer session. At least one credit must be taken at an Eau Claire Campus. UW Health is located in the Health Education Center on the CVTC Clairemont Campus. The definitions of basic health care services are outlined below.

Students will be eligible for student health service from the first day of the semester until the first day of the following semester or term. The cost of this service is \$28 per semester and \$14 for the summer term. The CVTC Student Government will pay half of this cost for each student from the student activity fees. Students will be assessed the fee at the time of registration.

Student family members are not eligible for the student health services; but can be seen at the clinic and will be billed for services rendered. If an insurance carrier is available, the clinic will bill the insurance company for the family member's services or the student's services that are not included in the basic services identified below.

### **Services Offered as Part of Student Fee Including:**

All general outpatient services such as:

- Diagnosis and treatment of medical problems such as respiratory, eye, ear, and throat problems, injuries, skin rashes and acne, bladder infections, stomach/abdominal pain, diarrhea, and constipation.
- Men's general health care – such as health maintenance exams, testicular exams, contraceptive information/counseling.
- Women's general health care – such as pelvic exams, menstrual irregularities/pain, pregnancy tests/counseling, breast exams, and contraceptive counseling.
- General and athletic physical exams as well as foreign travel exams. Immunizations associated with travel are provided at an extra cost. Drug screens for ICC exams are also an additional cost.
- Health Education – Education is provided at each clinical encounter, special wellness/awareness activities throughout campus, and at presentations to classes and campus organizations.
- Immunization – Vaccines provided through the State Vaccine program for those who initiate the series before age 19 will be included.
- Lab tests – Most general lab tests performed on site. Outside processing is required for some lab tests at an additional cost.
- Wart treatment.
- Tuberculosis skin testing (PPD)
- Minor office surgical and orthopedic procedures
  - Excludes pathology fees
  - Excludes casting/splinting/dressing supplies
- Electrocardiograms and interpretation

### **Services Offered at Additional Cost**

The following list may not be all inclusive:

- Immunizations not provided by the State Vaccine Program.
- Outside lab tests including pap smears.
- Sale of contraceptives including condoms, birth control pills and Depo Provera.
- Select medications prescribed on site.
- Professional X-ray interpretation.
- Miscellaneous supplies not routinely used in a medical visit.
- Urine drug screens for various physicals.

**(See the CVTC website [www.cvtc.edu](http://www.cvtc.edu) under Services/Resources for more information)**

## *Help Desk*

The Help Desk provides support to the student body by serving as a first point-of-contact when a computer-related problem or question arises. Help Desk staff answer questions regarding VISTA, Blackboard, computer lab PCs, internet access, system log-ins, etc.

The Help Desk is committed to maintaining all personal information, such as identification numbers and passwords, in strictest confidence. Such information will be shared with the student only after an authentication process has been completed. This process consists of a series of questions with each answer then matched to existing College data.

Students may access the Help Desk by telephone or through a web request form 24 hours a day/7 days a week, including holidays.

**Telephone:** From a College Phone:.....5555  
Local Call (Eau Claire area): .....830-5555  
Long Distance:.....715-830-5555  
Toll Free: .....877-241-1823

**Web:** Submit your question through the web request form located at the VISTA Help Desk at <http://vista.cvtc.edu>.

## *Housing Services*

### **UW-EC, UW-Stout, and UW-RF Partnership**

CVTC has entered into an agreement with the University of Wisconsin-Eau Claire, University of Wisconsin-Stout, and University of Wisconsin-River Falls for on-campus housing. A limited number of CVTC students have the opportunity to reside in these university residence halls each semester. CVTC students are assigned rooms on a first-come/first-served basis. Interested students should contact UW-EC, UW-S, or UW-RF directly for more information on accommodations, cost, meal plans, and housing policies.

- **University of Wisconsin-Eau Claire Housing Link:**  
<http://www.uwec.edu/housing>  
For more information, contact the UW-Eau Claire Housing Office at (715) 836-3674
- **University of Wisconsin-Stout Housing Link:**  
<http://www.uwstout.edu/housing/>  
For more information, contact Martin Fritz, Assistant Director of Housing and Residence Life, at (715) 232-3703
- **University of Wisconsin-River Falls Housing Link:**  
<http://www.uwrf.edu/student-services/rs/welcome.php>  
For more information, contact Larry Testa, Director of Residential Services, at (715) 425-4663, ext. 108

**Apartments Available:** CVTC can provide you with a list of apartments available in Eau Claire for student housing. Go to our website at [www.cvtc.edu](http://www.cvtc.edu) – look under Services for Students, Housing. You may also stop at the Information Service Center at the Clairemont Campus or call 715-833-6200 for this information.

## *ID Cards for Students*

Photo identification cards are available at Student Life Office, ECB115. Credit students providing a current semester class schedule, complete with name and student ID number, may receive a photo identification card free of charge. Also, a student supplying an expired CVTC ID and a current semester schedule will be issued a free replacement. CVTC ID cards are good for a period of two (2) years.

There is a five dollar (\$5.00) fee to replace lost, stolen, or damaged cards

## *International Student Assistance*

Students from other countries wishing to enroll as an F-1 student at CVTC should contact the Admissions Office, Room ECB113, 715-833-6246.

## *Library*

The Technology Resource Library provides an array of resources and services to meet the information and research needs of students, faculty, and staff. Students and other library users are encouraged to investigate and use the many resources and services available. Students can access the Internet, a variety of periodical databases with full-text articles, reference sources, and check their e-mail accounts. The book, periodical, and audiovisual collections support the academic program areas and provide information for recreational and cultural enrichment.

Library staff is available to assist students with checking out materials, intercampus and interlibrary loans, library tours and instruction, reference and information retrieval, use of the Internet, and web-based databases.

The library is located at the Business Education Center in room ECB101. Library hours are Monday through Friday throughout the year, with Monday through Thursday evening and Saturday hours during the academic year. For additional information regarding library services, call 715-833-6285.

Students with any outstanding fees or other financial obligations to the library will have a “hold” placed on their academic records until the obligation is met. Students with a hold will not receive grade reports or be able to access grades and unofficial transcripts on SIS until the fees are paid.

## *Lockers*

**Clairemont Campus** - You can request a locker at the Student Life Office (ECB115). A payment of a nonrefundable, nontransferable five dollar (\$5.00) fee entitles you sole use of a locker through the second Friday in May.

Locker availability, due to maintenance, may be limited during the months of May, June, and July.

**At campuses other than the Clairemont Campus** - For locker availability, contact on-site office personnel.

## *Student Information System (SIS)*

**What is SIS?** The Student Information System (SIS) is a web product available to students at CVTC and can be accessed through your favorite web browser (Netscape, Internet Explorer, etc.) on a PC.

This service allows you to view and print your 1) schedule of classes, 2) unofficial transcript, 3) grade report, 4) register for classes on-line. All you need to get started is your student ID# and a PIN (personal ID#).

Go to our website or vista for specific information about SIS.

## *Telephone Messages*

Messages for students will be delivered only in case of emergency. Call the Information Service Center at 715-833-6200.

## *Veterans Educational Benefits*

**Veterans In Training, G.I. Bill.** Most programs at CVTC have been approved for veterans' benefits under Public Law 815. Eligible veterans should apply for Educational Benefits through CVTC's Office of Veterans' Affairs, Room ECB113A, 715-833-6272.

**Veterans' Responsibility.** It is the responsibility of the veteran to report any change in enrollment or training time that would affect monthly benefit payments. Change of address should also be reported promptly. Veterans are governed by the school's policy on probation, retention and suspension as set forth in this handbook and also by VA regulations concerning enrollment and satisfactory pursuit of the educational program.

## *VISTA (<http://vista.cvtc.edu>)*

VISTA is a one-stop web center for students to access the information and tools they need throughout their educational career at CVTC. By logging on VISTA, students will have access to their e-mail, Blackboard, SIS (Student/Staff Information System), College Announcements, Library, forms, and much more. Instead of remembering log-ins for each system, students only have to remember the VISTA log-in to get them access to what they need.

All students who take credit, internet or basic skills courses are automatically assigned a VISTA account within 24 hours of registration. This account is active while students are enrolled in their program of study and is inactivated one year after their last day of enrollment.

To log on VISTA, students need to know two items—user name and password. The user name is their e-mail name without the @student.cvtc.edu (example: wpooh2). Students are required to complete the account activation form before they log into VISTA the first time. The account activation form is located on the main Vista page at <http://Vista.cvtc.edu>. The Account Activation Form Link will be located at the bottom of the main Vista Page. After you complete the account activation form, you can then gain access to VISTA.

Students may use any computer in any of the labs at any CVTC campus, the library or room 114 at the Eau Claire Business Education Center to access VISTA as well as at home through their own Internet Service Provider. Some adjustments may need to be made to browser settings when accessing VISTA from home. The Help Desk website on VISTA has specific information should students encounter problems.

# *Student Life*

## *Alcohol and Other Drug Guidelines for Student Life Activities*

Working together, we assist students in planning activities that are legal, provide enjoyable social interaction, and promote a positive image of the organization and CVTC. Questions regarding these guidelines should be referred to the Student Life Specialist (Room ECB115-Eau Claire Business Education Center).

**Banquets.** If student organizations schedule a banquet at an off-campus site that has a liquor license, the group sponsoring the activity and the Student Life Specialist will send the proprietor a letter providing information that minors may be in attendance. The letter will request that the establishment check I.D.'s when serving alcoholic beverages.

**Educational Field Trips.** Field trips are scheduled learning activities. All disciplinary procedures in existence on campus apply to field trips. Illegal drug use at any time, and alcohol use during the scheduled part of the trip, is prohibited and is cause for dismissal from the trip. The consumption of alcoholic beverages on educational field trips is forbidden during the scheduled part of the trip or in a school vehicle or chartered bus. Disciplinary action upon return to the campus will be taken according to district policy.

**Social Trips.** Social trips, such as ski trips, baseball games, theater trips, concerts, etc., are scheduled during the school year by student organizations. The consumption of alcoholic beverages in motor vehicles during such trips is strictly prohibited. Groups permitting the consumption of alcoholic beverages in motor vehicles forfeit subsidy from the Student Government. Furthermore, violating student(s) or group(s) may be denied the privilege of scheduling or participating in future trips. The consumption of alcoholic beverages is permitted, but not advised, once the group reaches the destination.

**Fundraisers.** Fundraisers (such as silent auctions or other sales) by student organizations must be in compliance with the policy prohibiting advertisement of alcoholic beverages by NOT offering alcohol or drug related paraphernalia or promotional items (such as neon bar signs, mirrors, or articles of clothing with beer logos, etc.) as available prizes or purchases.

## *Alumni Association*

The CVTC Alumni Association unites the graduates of the College in a common bond. This organization supports and promotes recognition of the value of post-secondary vocational/technical education. The mission of the Alumni Association is to "act as ambassadors for the College, provide services and recognition to alumni, and support the CVTC vision and the missions of the Foundation and the College." A board of directors oversees the events and activities of this organization. Alumni participate in college activities such as awards programs, graduation exercises, and serve as members of CVTC advisory committees. Each year the Alumni Association presents its Distinguished Alumni Award (the highest form of recognition for a CVTC alumnus/alumna) and its Alumni Association Endowment Scholarship (a student scholarship), sponsors professional development seminars, and conducts a phonathon fundraiser. The "Alumni in Motion" newsletter provides alumni of CVTC a connection with the CVTC Alumni Association and the happenings at CVTC. For more information on the CVTC Alumni Association, contact the Foundation Office, Eau Claire Clairemont Campus, Room ECB100, or call 715-833-6479. Website: [www.cvtc.edu](http://www.cvtc.edu).

## *Clubs*

Enhance your educational training by joining a CVTC club; the majority of programs at CVTC have one (see list below).

ADNS/EC – *Associate Degree Nursing Students*

AODA - *Alcohol/Other Drug Abuse Assoc*

ASHRAE - *American Society of Heating, Refrigerating and Air-Conditioning Engineers*

Auto Body

Barber/Cosmetology

BPA/EC - *Business Professionals of America*

BPA/RF - *Business Professionals of America*

CLT - *Clinical Laboratory Technician-Alpha*

CLT - *Clinical Laboratory Technician-Lambda*

CNC

CNS - River Falls

COMDEX

Criminal Justice  
 Diesel  
 DMS - *Diagnostic Medical Sonography*  
 DSO - *Diversity Student Organization*  
 Electromechanical  
 Electronics  
 Fire/Medic  
 GIS - *Geographical Information Systems*  
 HIT - *Health Information Technology*  
 Hospitality Industry  
 IMAGERS/*Radiography Technician*  
 IT - *Information Technology*  
 KIDS Club  
 Nanoscience  
 Paralegal/Association of/Students  
 Paramedic  
 PAS - *Postsecondary Ag Students*  
 Pride Alliance  
 RC - *Respiratory Care*  
 Refrigeration  
 SADHA - *Student American Dental Hygienists'*  
 SME - *Society of Manufacturing Engineers*  
 SNAC/RF - *Student Nursing Association*  
 SOC - *Student Outdoor Club*  
 Structural Drafting  
 Student Impact - *Campus Crusade for Christ*  
 Students for Democratic Process  
 Veterans  
 Welding  
 Wisconsin Student Nurses Association  
 WMMA/DEC-EC - Wisconsin Marketing and Management Association  
 WMMA/DEC–MEN - Wisconsin Marketing and Management Association  
 Woods-EC  
 Woods–RF

### ***Student Government***

It is the philosophy of the CVTC Student Government to promote academic achievement, citizenship, leadership, student participation in worthwhile activities, and to serve as a liaison among administrative, faculty, and students. Student Government is the voice of the students.

Functions of the Student Government include representing CVTC students; providing educational, cultural, and social activities; subsidizing the cost of program field trips; allocating financial support to student organizations; working on legislative activity; serving on CVTC and state-wide committees; and promoting education and leadership opportunities for all students.

All students who pay student activity fees are automatically part of the Student Government Association. As a member of SGA, students influence how student activity fees are spent to enhance student life at each CVTC campus or center.

Participation in Student Government is highly encouraged. Elections for Executive Board take place at the start of the fall semester and end of the spring semester. Campus and Club Representative positions are also available. Contact Student Life for more information (Eau Claire Business Education Center, 115, 715-833-6267).

### ***Student News***

E-Notes is a CVTC newsletter created to inform you of information and events happening at the college. E-Notes is produced approximately every week. A notice and web link will be sent to your CVTC e-mail when a new issue of E-Notes is produced. E-Notes is located in VISTA (under Student Life → Information) and on the CVTC website (under Services/Resources → Student Life). CVTC Students are able to submit information to E-Notes by contacting the Student Life Office (Eau Claire Business Education Center, 115, 715-833-6267).

# *Scholastically Speaking*

## ***Advanced Placement***

Advanced placement allows students to enroll in advanced courses based upon an evaluation of their high school records, postsecondary record, work experience, or other documentation of competency attainment. Grades of less than “C” will not be considered for advanced placement. A grade of “C-” is too low to award credit. The college reserves the right to determine advanced placement by written and/or practical performance examination. No credit is granted, and students are required to earn the minimum number of credits for graduation. Contact the Registrar’s Office at 715-833-6256 for more information.

## ***Advanced Standing***

Advanced standing is the granting of credits towards an associate degree or technical diploma program for knowledge and skills the student has previously mastered and which directly relate to the program curriculum. The attainment of these skills may be the result of prior work or volunteer experiences, or through courses completed at another accredited institution. This advanced standing opportunity enables students to accelerate the completion of their educational goals.

A minimum of 25% of graduation credit requirements must be directly earned through graded coursework at CVTC. Advanced standing for courses may be obtained through the following methods: testing out (see Proficiency Exams on page 97), national standardized exams, credit for experiential learning, articulation agreements, apprenticeship training, youth apprenticeship coursework, and transfer of credit. Contact the Registrar’s Office at 715-833-6256 for additional information

**Proficiency Exams.** A student is considered proficient in a given area when she/he has achieved a high level of competency in a specific skill or field of knowledge. On occasion, students may have already acquired the knowledge and skills that are actually the intended outcomes of a particular course. For these individuals, CVTC offers proficiency exams. Successful completion of such exams results in the granting of credit for the course. A non-refundable exam fee of 25% of tuition for the course is assessed for each proficiency exam taken.

**Challenge Exams.** This is a practical/performance assessment in which a student demonstrates proficiency in the competencies of a course. The instructor sets up and administers the exam.

The instructor of the challenged course completes a competency checklist on the challenge exam performance completed by the student and submits it to the Registrar’s Office (ECB113) as record of verification of student achievement. The date of the challenge exam is to be recorded on the documentation submitted. The instructor gives approval for the student to be officially dropped from the class effective the date of the exam.

Registration and Records will record the challenge exam results as vocational credit for the student’s transcript. A grade of “VE” will be assigned, student earns credit toward graduation requirements; but, a “VE” grade is not calculated into the student’s Grade Point Average (GPA).

**National Standardized Examinations.** Students may also receive CVTC credits by earning appropriate scores on national standardized examinations such as CLEP or AP tests. For more information, contact the Registrar’s Office at 715-833-6256.

**Credit for Experiential Learning.** Credit may be granted for previous work experience, previous military education or work experience, or other prior learning experiences. Skills and knowledge gained through experiential learning must relate directly to the program course. Competency must be documented and reviewed by the program instructor. Contact department chair/program director for further information.

**Credit through Articulation Agreements.** CVTC has established articulation agreements with many area high schools to grant advanced standing credit to recent high school graduates who have successfully completed appropriate course work. This is a formal process to coordinate instructional programs, enabling students to move from one instructional level to another without unnecessary duplication. In order to be eligible for advanced standing credit, students must enroll at CVTC within 27 months after high school graduation (consistent with WTCS/DPI guidelines). Contact the School-to-Work Office at 715-833-6298 for current agreements.

**Associate Degree Advanced Standing for Apprenticeship Training.** Apprentices who have completed a minimum of 400 hours of related instruction and obtained journey-level status are eligible for 32 credits of advanced standing to meet the occupational-specific course requirements of an Associate Degree in Technical Studies-Journey Worker.

**Advanced Standing for Youth Apprenticeship Course Work.** Students who complete youth apprenticeship instruction receive advanced standing in related associate degree or technical diploma programs. Consistent with the timeframe for articulated agreements, students must enroll at CVTC within 27 months after high school to be eligible for advanced standing credit.

**Transfer of Credit to CVTC.** CVTC will award transfer of credits from other regionally accredited institutions of higher education. Credit may be granted to students transferring from other technical colleges, colleges, and universities, provided that:

- The course is identified on an official college transcript;
- The course being transferred is equivalent in content and meets or exceeds the credit value of the CVTC course;
- The credits accepted as transfer do not exceed CVTC's credit value assigned to the course;
- The course is directly applicable to the degree or diploma program being pursued; and
- A grade of "C" or above was earned in the course within the last five years. A grade of "C-" is too low to award transfer credit. The CVTC earned GPA must be 2.0 for graduation eligibility. Therefore, CVTC will not transfer in grades lower than a "C" or 2.0 equivalent. This "C"/2.0 transfer standard is in compliance with established graduation eligibility policy.

Students seeking advanced standing should check at the Information and Service Center for the procedure to follow. Official transcripts must be on file from all schools involved. Transfer credits are recorded as credits only and are not included in determining grade point averages.

### *Attendance Procedures*

1. Students may not attend and participate in classes for which they are not registered. The instructor will ask the unregistered student to return with proof of registration before participation in the class will be allowed.
2. Instructors will take roll at all sessions of all classes and record such in the class record book.
3. Attendance cannot be used as criteria for awarding a grade. Instructors may choose to require class participation as part of a grade, and lack of class participation due to absences may negatively affect the grade.
4. Classroom (course) attendance requirements are at the discretion of each instructor except for school approved activities such as student government, field trips, participation in student organization activities (provided the instructor has received prior notification), requested accommodation for religious beliefs, and mandated attendance required by outside agencies.
5. Classroom attendance requirements will be communicated to the student at the beginning of each course and will reflect the assumption that students will attend on a regular basis with the only exceptions being illness or personal emergency. Instructor's method of acceptance of excuses should be clearly communicated.
6. Instructors are to report all students with excessive absences to the appropriate counselor on a referral form. A copy of the referral form will be returned to the instructor with a follow-up report.
7. It is the responsibility of the student to contact the instructor and make the necessary arrangements to complete missing assignments or tests.
8. If an instructor does not get to class on time, the students are to remain in the class at least 15 minutes. If 15 minutes have elapsed without an instructor present, the class is dismissed. Students should report this occurrence to the Information and Service Center or regional campus office.

**Attendance Disputes.** The college grade appeal procedure (see page 94) should be used if a student disputes a final grade that he/she thinks is unfairly awarded because of attendance.

**Attendance - Notification of Instructors.** It is the student's responsibility to notify instructors when he/she is absent from class.

### *Auditing Classes*

Students may audit a credit course if they choose to attend and participate in class activities but do not want to receive credit or a grade. As auditors, students are not required to complete out-of-class assignments and examinations. However, fees and attendance requirements are identical to those of credit students. Audited courses may not be used to satisfy course prerequisites. Current policies do not allow financial aid or veterans' benefits for audited courses. In cases where demand for a course exceeds class size limitations, preference will be given to credit students over auditors. (Also see page 93 "Grading Procedures.") Non-credit and continuing education (CEU) courses may not be taken with audit status.

**Fee Exemption for Auditors Age 60 and Older** - In compliance with 1999 Wisconsin Act 154, CVTC shall permit a person who is 60 years of age or older to audit a credit course, other than a community-based service program (CEU), without paying tuition for the course.

**Eligibility** - A person interested in auditing a course and receiving tuition exemption may do so if all of the following conditions are met:

- The person verifies that he or she is, or will be, 60 years of age or older on the date the course begins.
- The person provides evidence of Wisconsin residency according to provisions under Wisconsin Administrative Code section 10.03.
- There is space available in the course. (CVTC will continue to use established policies and procedures in place for determining course capacity.)
- The person has completed all course prerequisites.
- The course is not a community-based service course. This excludes all non-program courses, and non-credit courses that are not eligible for state aid.
- The course is not an apprenticeship.

**Fees Exempt:**

- Eligible students will not be required to pay course tuition
- Eligible students will pay cost-based charges associated with the class. This includes activity fees, materials fees and other miscellaneous fees.

**Enrollment Priority**

- Enrollment priority will be given to fee-paying students who want to take the course for credit.
- Fee-exempt auditing students will not be allowed to enroll in a course until seven days prior to the start date of the term.
- Once a student is allowed to enroll in a course as an auditor, another student wanting to take the course for credit may not bump the auditing student from that course.

**Demand for Additional Course Sections**

- CVTC is not required to establish an additional course section to accommodate persons age 60 and over who attempt to register for a course as fee-exempt auditors.

**Eligible Courses**

- Currently, all CVTC credit program courses are considered appropriate for auditing.

## *Challenge Examination*

A Challenge Exam is a practical/performance assessment in which a student demonstrates proficiency in the competencies of a course. The course instructor sets up and administers the exam.

A student must be accepted into a program before a challenge exam request can be honored. No more than twenty-five percent (25%) of the credits required for graduation from a program can be earned through challenge exams.

An individual requesting a challenge exam for a given course will need to adhere to the following process:

- Request in writing a challenge exam from the instructor of the course. Use the Challenge Exam Request Form. See a program counselor to initiate the Challenge Exam process.
- No separate fee will be assessed as long as the student has already enrolled in the course. If the exam is administered prior to registration for the course, then a fee of twenty-five percent (25%) of the course tuition will be assessed.
- The instructor completes a competency checklist on the challenge exam performance completely by the student and submits it to the Registrar's Office (Room ECB113) as record of verification of student achievement. The date of the challenge exam is to be recorded on the documentation submitted. The instructor gives approval for the student to be officially dropped from the class effective the date of the exam.
- Tuition will be refunded based on established state refund policies.
- Registration and Records will record the challenge exam results as vocational credit for the student's transcript. A grade of "VE" will be assigned, student credit toward graduation requirement; but, a "VE" grade is not calculated into the student's Grade Point Average (GPA).

## *Dropping Courses*

See "Withdrawals or Dropping Courses" on page 102.

## Field Study Trips

Students are to participate in all field study projects or, by special arrangement with the instructor, perform some special study at the college in lieu of the field study project. If the field study trip is scheduled during the regular class hour(s), students must either be in school working on the special assigned project or on the field study trip. If the field study trip is scheduled outside the regular class hour(s), the instructor will check if the students are available.

Expenses in reference to a field study trip are in addition to the regular laboratory class fee and become a personal obligation of each student involved. Money may be available through the Student Government Association to assist with the expense of the trip. Funding request forms are available on the CVTC website under Services/Resources → Student Life → Student Clubs.

All students participating in the field study trip must fill out the Acknowledgement of Risks/Acceptance of Responsibility/Waiver of Liability/Hold Harmless Agreement located on the CVTC website on the Student Clubs page. This form is to be turned into the Student Life Office prior to the trip. Any student who chooses not to sign this agreement will not be allowed to attend the trip.

## Grading Procedures

There are five grading periods during the year, each consisting of eight weeks. Midterm grades for the fall and spring semesters are available from the instructor or from the Student Information System (SIS). Midterm grades are informational only and neither figure in the GPA nor appear on the academic transcript. Students sponsored by government agencies will have both midterm and final grades sent to their sponsoring agency.

Semester grades will be entered on the student's final record and used in the computation of grade point averages (GPA). The GPA is obtained by dividing the total points earned by the total number of credits attempted.

Students who have financial obligations to the College will not receive grade reports or have access to grades on SIS until the obligations are met. A "hold" will be placed on the academic records until all outstanding fees are paid.

Beginning with the Spring 2003 term, final grades will no longer be mailed to students. Students may access final grades through the Student Information System (SIS) on the web. Students who need official copies of grade reports should contact the Academic Records Office in the Information Center on the Clairemont Campus.

| Grade | Quality Points |
|-------|----------------|
| A     | 4.00           |
| A-    | 3.67           |
| B+    | 3.33           |
| B     | 3.00           |
| B-    | 2.67           |
| C+    | 2.33           |
| C     | 2.00           |
| C-    | 1.67           |
| D+    | 1.33           |
| D     | 1.00           |
| D-    | 0.67           |
| F     | 0              |

GPA = total points earned divided by total credits attempted.

| Special Circumstances Grades |                         |
|------------------------------|-------------------------|
| I                            | Incomplete              |
| P*                           | Passing with Credit     |
| NC*                          | No Credit               |
| W                            | Withdrawn               |
| AU                           | Audit                   |
| SC*                          | Project SERVE Credit    |
| PE                           | Proficiency Exam Credit |
| MG                           | Missing Grade           |

\*Restricted to Certain Courses and Programs

**"I" - Incomplete Grades.** The Incomplete (I) grade is assigned when a student in good standing cannot complete course assignments due to extenuating circumstances. The "I" grade allows the student six weeks of additional time beginning with the first week of the next term to complete the coursework. The decision to issue a grade of incomplete rests with the instructor and may apply to any delivery format (traditional classroom, open lab, distance education, ITV).

The student does not pay for the additional six weeks allowed for course completion. When the student completes the coursework, the instructor submits the earned grade to the Information and Service Center (Room ECB113).

The "I" grade is not calculated into the student's Grade Point Average (GPA). When a final grade is submitted, the student's GPA reflects that grade.

If the student does not complete the coursework, the Registrar's Office automatically changes all I grades to F and notifies the student.

**“AU” - Audit** - Audit (AU) status means the student attends class but does not receive a grade for the course. All prerequisites for the audited course must be passed prior to enrollment in the audited course. The tuition for auditing a credit course is the same as taking it for credit. The student receives an “AU” on the transcript. Audited classes do not count as credits for determining financial aid status, for veterans benefit recipients, nor do they count toward graduation.

Students who wish to audit credit classes must inform the Registration Office before 75% of total course hours have been completed (for example, week 12 of a 16-week term). To audit a course, the student informs the Information and Service Center (Room ECB113 on the Clairemont Campus) or regional campus staff who then notifies instructors of the student’s audit status. Students do not need instructor permission to audit.

The audit (AU) is not an option for non-credit or continuing education (CEU) courses.

**“MG” – Missing Grade** – The Missing Grade (MG) is used when no final grade has been submitted for a course after one (1) year has passed after the course ended. The MG does not affect the cumulative grade point average.

## ***Grade Appeal Procedure***

Students who believe they are being unfairly evaluated in a course should take the following actions:

1. The student should discuss the situation with the instructor and attempt to reach a mutually agreeable solution.
2. If the situation is not resolved to the student’s satisfaction, he/she should meet with the program counselor to discuss the nature of the disagreement. The counselor may recommend one of the following options:
  - a. If the situation arises during the semester in which the student is currently enrolled in the course, the counselor may refer the student to the campus administrator.
  - b. If the student disputes a final grade, the counselor will describe the formal grade appeal process and refer the student to the Enrollment Management Administrator.

### **Step I: Grade Appeal Process**

- A. If a student believes a final grade is unfair or discriminatory, he/she must contact the Enrollment Management Administrator within six weeks of the recording of that grade.
- B. The student should submit a written statement to the Administrator that provides specific examples of unfair or discriminatory evaluation practices. An unfair and discriminatory grade is defined as one that is inconsistent with the course syllabus description of the evaluation procedure or inconsistent with stated college policy.
- C. The Administrator will interview the student and the course instructor to determine whether the grade was unfair/discriminatory. The student and instructor will receive written notification of the Administrator’s decision within ten school days.

### **Step II: Grade Appeal Process**

- A. If either the student or the instructor believes the Enrollment Management Administrator’s decision was unreasonable, he/she may submit a written complaint to the Vice President-Education, within ten school days after receiving the Administrator’s report.
- B. If unable to resolve the dissatisfaction, the Vice President-Education will convene an impartial closed hearing on the matter with the special committee defined below within ten school days. If either the instructor or the student involved submits a written request, the hearing will be open.
- C. The special committee shall be made up of the Vice President and four other members chosen from the list consisting of five faculty members (to be elected by the full faculty at the beginning of each school year) and five students (selected by the Student Government randomly). The four will be chosen by having the student and the instructor involved alternately strike names from the list of ten, with the first strike decided by the flip of a coin. The five committee members shall have equal voice in the committee’s decision.
- D. The committee shall evaluate the documents and/or testimony as presented by the student and/or his/her representative and as presented by the instructor and/or his/her representative. If, through documentation and evidence presented, the committee finds that the grade has been assigned unfairly or discriminatively, the committee will recommend a grade change to the instructor. An unfair and discriminatory grade is defined as one that is inconsistent with the course syllabus description of the evaluation procedure or inconsistent with stated school policy.
- E. The decision of the committee shall be submitted in writing to both parties within ten school days. A verbal decision will be available immediately following the hearing.

## ***Health Student Grading Standard***

Chippewa Valley Technical College Health students will adhere to all CVTC's grading policies and procedures as described in the *Student Handbook*. Grading criteria will be described in each course syllabi. In addition, the following standards have been adopted to assure both safe clinical practice and success on licensure exams for all health students.

1. Students must achieve a minimum of a C in all courses required in the curriculum, including general education courses.
2. Students who are unsuccessful in achieving a C in any course that is required in the curriculum are encouraged to see the program director or health counselor to determine how that grade affects the student's ability to proceed in the program.
3. If a student is unable to proceed in the program, the student must see a health counselor and apply to the "Return List" (R-List). Re-entry into a course will be based on the date the R-List was completed and space availability.
4. Students who receive a total of three unsuccessful grades (less than a C), or have enrolled in a class and do not complete the class, will receive a dismissal from the health program.
5. All grades, including C-, D, F, W, I's, and audits are included in this policy.
6. Students may appeal their program dismissal through the program director.

## ***Hold Policy***

Students with any outstanding fees or other financial obligations to the College will have a "hold" placed on their academic records until the obligation is met. Students with a hold will not receive grade reports or be able to access grades and unofficial transcripts on SIS until the fees are paid. No official transcript will be processed for students with a hold. In addition, students with "holds" will not be allowed to register for future terms until outstanding fees are paid.

## ***Honor Lists***

A President's Honor List is posted outside the Information and Service Center (Room ECB113, Eau Claire-Clairemont Campus) and in a prominent place at all regional campuses after the end of each semester and summer school term. This list will also be posted on the CVTC Website located at [www.cvtc.edu](http://www.cvtc.edu). Honor lists include all declared program students who complete 6 or more credits with a semester grade point average of 3.5 or higher. Summer school honor lists include all students who complete six or more credits with a grade point average of 3.5 or higher.

Students who have a final cumulative Grade Point Average of 3.5 or above are recognized for scholastic honors at the graduation ceremony.

## ***Implementation of Behavioral Probation, Suspension, and Dismissal***

(Pending administrative action, the status of a student should not be altered, or his/her right to be present and to attend class suspended, except for reasons relating to his/her physical or emotional safety and well being, or for reasons relating to the safety and well being of students, faculty, or school property.)

1. An instructor or other CVTC staff member reports the unacceptable behavior to the Enrollment Management Administrator for further assessment, referral, or immediate disciplinary action, if warranted. The Enrollment Management Administrator will report the incident to the Vice President-Education, Campus Administrator, or Affirmative Action Officer.
2. Students who demonstrate abuse of alcohol and/or other drugs while on CVTC property may be required to leave for the remainder of the day. The Enrollment Management Administrator will report this temporary suspension to the Vice President-Education and Campus Administrator.
3. The Enrollment Management Administrator will meet with the student to review the violation and allow the student to respond. The Administrator will identify conditions for continued enrollment in the course or program and will explain these conditions in writing to the student. For violation of the AODA policy, these conditions may include proof of successful completion of the recommended course of remediation up to and including an AODA treatment program.
4. When the Enrollment Management Administrator has reasonable cause to believe that a student's conduct merits suspension or dismissal, the student will be informed in writing of the following:
  - a. The specific charges.
  - b. The possibility of suspension or dismissal if the charges are found to be true.
  - c. The opportunity to appeal the action within five days with the appropriate administrative personnel.
  - d. The opportunity to present any and all evidence in his/her behalf.
  - e. Notification that the decision will be final, if the student does not appeal the decision within five days.
5. When the student engages in unacceptable behavior of a very serious nature, immediate suspension and ensuing dismissal may take place in lieu of the preceding progressive discipline

procedure. Law enforcement personnel will be called if necessary. The student will be informed in writing by the Enrollment Management Administrator of the action being taken. The written notice will indicate that the student has five days to request a hearing. Following the appeal, the student will be advised in writing (within five (5) days) of the action taken by the Enrollment Management Administrator.

6. A student whose appeal is not granted by the Enrollment Management Administrator may further appeal the action by petitioning the Vice President-Education in writing within five days of the date of suspension or dismissal. Failure to appeal the decision within five days will result in the decision becoming final. After the appeal with the Vice President-Education, the student shall be notified as to the decision.

### **Re-enrollment After Dismissal**

Dismissal shall be for a period of not less than one (1) semester. If a dismissal occurs during the course of an instructional term, the dismissed student will not be eligible to re-enter the college for the balance of that instructional term and for the following semester.

Students who have been dismissed must meet with the Enrollment Management Administrator to discuss conditions of re-enrollment. Dismissed students will be placed on probation when re-enrolled. If the student's behavior continues to be unsatisfactory, either probation may be continued or the student may be permanently dismissed from the program and/or the college.

### ***Personal Protective Equipment***

In compliance with the Occupational Safety and Health Standard 1910.132, personal protective equipment shall be used when there are hazards in the environment such as chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. This includes all areas at Chippewa Valley Technical College that fit this description.

Personal protective equipment includes: safety glasses, goggles, face shields, hard hats, safety shoes/boots, gloves, hearing protection, protective clothing, respirators, etc.

All employees must have knowledge of when and where personal protective equipment is required. This information must be shared with students and visitors via signs and verbal instruction.

At CVTC the following labs and shops are designated as areas requiring Personal Protective Equipment.

Designated by signs on the door: Auto Body, Auto Mechanics, Diesel Truck Mechanic, Industrial Mechanic, Metal Fabrication, Machine Tool, Refrigeration Servicing, Small Engine and Chassis Mechanic, Welding, Wood Technics.

Designated by signs in the lab room: Chemistry, Electrical Power Distribution, Electronics, Metallurgy, and Precision Inspection.

Note: Anyone entering these hazardous areas when they are in operation must wear approved personal protective equipment. Offices and storerooms in these areas are classified as non-hazardous and personal protective equipment is not required in these areas. However, if it is necessary to pass through a hazardous area while in operation to get to an office or storeroom, personal protective equipment must be worn at that time.

Students and employees in these hazardous areas may be required to purchase approved personal protective equipment. Some personal protective equipment may be provided. If you have personal protective equipment that is defective, you are required to repair or replace the equipment. If the defective equipment was provided to you by CVTC, you must inform your supervisor and Safety and Security Officer, so that the defective equipment can be repaired or replaced.

If a student fails to wear the proper personal protective equipment while in the lab, the following disciplinary procedure will be followed.

1. On the first offense, the instructor will send the student to a college counselor, who will stress the importance of personal protective equipment and the policies for personal protective equipment at CVTC. The student will be admitted back to class only if he/she has a written statement that he/she has met with a college counselor.
2. For the second offense, the student will be suspended from that class for one day. Before returning to class, the student must present written documentation that he/she has met with a college counselor.
3. For the third offense, the student will be suspended from class for three days. In order to return to class, the student must see the Enrollment Management Administrator, Room ECB116, and receive permission to return to class.
4. Upon the fourth offense, the student will be dismissed from the class by the Enrollment Management Administrator for failure to follow school safety policies.

## *Proficiency Examination*

On occasion, students may have already acquired the knowledge and skills that are actually the intended outcomes of a particular course. For these individuals, CVTC offers proficiency exams. A student is considered proficient in a given area when she/he has achieved a high level of competency in a specific skill or field of knowledge. A minimum "B" grade is required to pass most exams. Successful completion of such exams results in the granting of credit for the course.

### **Exam Information**

- Proficiency examinations are administered every Wednesday at 10:00 a.m.
- Students must pre-register at least 24 hours prior to taking the exam
- Pre-registration is completed by calling 1-800-547-2882, ext 6476 or locally at (715) 833-6476
- On the date of the test, the student reports to the Information Service Center at the Clairemont Campus prior to the 10:00 a.m. start time
- A photo ID is required
- A non-refundable fee equal to 25% of tuition for the course is required. Some exams are assessed an additional fee for software licensing rights. Check the website ([www.cvtc.edu](http://www.cvtc.edu)) for fees specific to each exam.
- The minimum charge per exam is the equivalent of the fee for a 2 credit course.
- Proficiency exam results are released only through the U.S. mail (Privacy Act).
- No letter grade is assigned; PE (proficiency exam) is recorded on academic transcripts
- Credits obtained through the proficiency process are not included in the student's overall grade point average.
- Credits earned through proficiency exams are not included in the active credits for the term and, therefore, cannot be used when determining financial aid eligibility or enrollment status.

### **Please Note:**

- Tests cannot be previewed prior to taking the exam or upon completion of the exam.
- Proficiency exams may be taken **only during the first week of the semester** for courses in which the student is currently enrolled. If the student is successful, a withdrawal from the class will be processed. The withdrawal date and tuition refund amount will be based on the exam date. No full refunds (100%) will be given if withdrawal results from passing the proficiency exam.
- Students enrolled in a course (beyond week one of the semester) must withdraw from the course **prior to** taking the exam. A tuition refund (if any) will be given in compliance with the Wisconsin Technical College System Refund Policy. If the student does not pass the proficiency exam, he/she will not be allowed to be reinstated in the class if it is past the registration deadline for the term. The student must re-register and pay tuition for the class in an upcoming term when registration opens for that term.
- Exams may be taken at any time the student is not enrolled in the course.
- Students may retest for the same exam after one year from the date of the first attempt.
- Students are ineligible to test for a course for which they have previously earned a failing grade.
- Arrangements for accommodating students will be made as required by the Americans with Disabilities Act.
- A list of current proficiency exams is available on the college web site at [www.cvtc.edu](http://www.cvtc.edu) or by calling (715) 833-6476 or toll free at 1-800-547-2882.

### **National Standardized Exams**

- Students may also receive CVTC credits by earning appropriate scores on national standardized examinations such as CLEP or Advanced Placement (AP) tests.
- For more information, contact the Registrar's Office at 715-833-6256.

## *Re-Enrollment After Voluntary Interruption in Program*

Students who have not registered for a course for three consecutive terms in an academic year will have their program record inactivated and their program status changed to undeclared (undeclared students are not eligible to receive financial aid funding.)

Students ready to resume taking classes and pursue a degree in a program, should contact the Admissions office at 715-833-6246 or 1-800-547-2882, extension 6246 to be reinstated in a program.

Students who remain undeclared are not eligible to receive financial aid.

## *Registration and Fee Payment*

The act of registering for a class at CVTC creates an obligation to pay. **Non-payment will result in your classes being dropped.** Payment (see below) is due within 14 days of your registration date or by the first day of class, whichever is earliest. Students registering for classes during the first week of the term must make payment (see below) the same day they register. Anyone who registers once classes begin and is dropped for non-payment will still be responsible for partial payment.

Students may make the payment by:

- Cash, check, or money order
- Visa, MasterCard, or Discover
- Participation in the “FACTS” budgeted tuition payment plan (see below)
- Deferring against “agency” funding. An authorization form must be on file at the Cashier’s office
- Deferring against financial aid. Applicants may defer payment of their tuition and fees if they have submitted a Free Application for Federal Student Aid (FAFSA), the College has received a record from this application and all documents requested from the student by the College have been submitted.
- Students may not attend and participate in a class for which they have not registered and paid.
- No registrations will be allowed after the first week of a term once the add deadline has passed.
- Book charges are **solely the responsibility of the student**. Books are purchased separately on a “cash and carry” basis or by signing up for the “FACTS” budgeted payment plan. Book charges cannot be deferred against financial aid awards. Visa, MasterCard, and Discover are accepted at the Bookstore. Each student is responsible to purchase his or her textbooks in a timely fashion.
- The student is responsible for payment of any tuition and fees that exceed the amount of financial aid offered for the specific term of registration.
- Be sure you are aware of the CVTC “No Show” Policy.
- Students who have financial obligations to the College will not be allowed to register for courses until the obligations are met. A “hold” will be placed on the student’s record until all out-standing fees are paid.
- More information is available from Financial Aid staff by calling 715-833-6252 or toll-free at 1-800-547-2882.

### **FACTS Tuition Payment Plan**

FACTS is an arrangement to allow payments to be taken automatically from your checking account, savings account or credit card account. FACTS is NOT a loan. FACTS is not a SOURCE of funds. On the 5<sup>th</sup> of each month, the payment is automatically taken out of YOUR account. This occurs for three consecutive months or until your student balance is paid in full for the semester. Enroll in FACTS online. Facts Management Company charges a \$25 fee per semester. Expect the fee to be charged to your account within two days. FACTS will also charge you a \$25 NSF fee for not having available balance in your account on the due date. For more information on the FACTS budgeted tuition payment plan, please pick up a brochure on your campus, or click on the “eCashier” link at [www.cvtc.edu/SIS](http://www.cvtc.edu/SIS) or visit the cashier’s office.

### **Disputed Fee Assessment**

Disputes regarding registration, withdrawals, and related fee assessments or refunds MUST be brought to the attention of the Business Office and/or the Registrar during the semester in which the registration and related fee assessment occurred. CVTC’s obligation to follow-up on such disputes does not extend beyond the term the alleged error took place.

## *Repeating Classes*

If a student repeats a course and receives a higher grade, the new grade is used to calculate the cumulative grade point average. All classes attempted are shown on the permanent record, but the final cumulative grade point average reflects only the higher of the two grades.

In changing from one major to another, a student may be scheduled to repeat all classes in which he/she received less than a “C” grade. The cumulative grade point average in the new major includes all repeated courses and lists all courses attempted.

Courses repeated at other institutions are treated as transfer credit and do not affect the grade point average. The transferred credit(s) will satisfy program requirements but will not result in the failing grade being excluded from calculations of the CVTC cumulative GPA.

## Satisfactory Academic Progress Requirements for Financial Aid Recipients

Continued eligibility for financial aid for each academic term is based on the following satisfactory progress standards of Chippewa Valley Technical College.

- Successfully complete 67% of the total term credits attempted
- Successfully maintain a term grade point average of 1.5
- Successfully maintain a minimum cumulative grade point average based on the following cumulative attempted credits

| Number of attempted cumulative credits for 2 year program | Required cumulative GPA for 2 year program |
|---|--|
| 0.00 – 5.99   | None required                              |
| 6.0 – 14.99   | 1.5  |
| 15.00 – 29.99   | 1.5  |
| 30.00 – 44.99   | 1.75                                       |
| Greater than 44.99  | 2.0  |

| Number of attempted cumulative credits for 1 year program | Required cumulative GPA for 1 year program |
|---|--|
| 0.00 – 5.99   | None required                              |
| 6.0 – 14.99   | 1.5  |
| Greater than 14.99  | 2.0  |

- Successfully complete the program by the time you have attempted 150% of the published credits.

Students are put on probation the first time they do not meet these requirements – students on probation can receive financial aid for the term. Students are dismissed that do not meet these requirements for two consecutive terms of enrollment – dismissed students can not receive financial aid.

The written policy is available upon request from the Financial Aid Office or may be accessed at [www.cvtc.edu](http://www.cvtc.edu) on the Admissions/Financial Aid page.

**Unsatisfactory Progress Appeals.** Students may appeal an unsatisfactory progress determination by requesting an interview with a member of the Academic Review Team. A condition of financial aid reinstatement may include meeting with a program counselor and developing a reinstatement plan that will enable the student to once again meet satisfactory progress standards. The student may be monitored throughout the semester to ensure they are making progress. The reviewer has the right to set aside the satisfactory progress standards for individual student if the reviewer determines that an unusual situation affected the student's progress. These circumstances include documented illness or injuries, unusual temporary family situations or a death of a close relative.

### Other Issues for Financial Aid Recipients.

1. **Definition of Enrollment Status**
  - a. Full time (12 credits or more for a 16-week term; 6 credits or more for an 8-week term)
  - b. Three-quarters time (9-11 credits for a 16-week term; 5 credits for an 8-week term)
  - c. One-half time (6-8 credits for a 16-week term; 3-4 credits for an 8-week term)
  - d. Less than half time (fewer than 6 credits for a 16-week term, fewer than 3 credits for an 8-week term)
2. **Repeating Courses.** Students may repeat a course and include the credits in their current enrollment status as long as the original grade in the course was not an Incomplete.
3. **Proficiency Exam Credits.** Credits earned from proficiency examinations are not included when determining financial aid enrollment status for the term.
4. **Audited Class Credits.** Credits are not included when determining financial aid enrollment status for the term.
5. **Extension Class Credits.** Credits are not included when determining financial aid enrollment status for the term.

## *Scholastic/Behavioral Standards and Procedures*

### I. **Definitions**

- A. **Probation** - Status reflecting poor academic performance or unacceptable behavior. A student can be placed on probation any time during an instructional term.
- B. **Suspension** - A disciplinary action whereby a student may not attend CVTC for a specified period of time.
- C. **Dismissal** - Formal action that results from a student's failure to maintain scholastic standards or to observe generally accepted standards of conduct.

### II. **Types of Probation, Suspension, and Dismissal**

- A. **Scholastic** - A student may be placed on probation or dismissed for one instructional term if she/he receives a cumulative grade point average of less than 1.5 at the end of a semester.
- B. **Attendance** - A student may be placed on probation or dismissed for a poor attendance record in accordance with the attendance regulations set forth in the Student Handbook (see page 91).
- C. **Behavioral** - Students who fail to observe general standards of good conduct or fail to act in the best interest of fellow students are subject to disciplinary action. (See Student Conduct on page 101).

### III. **Procedures for Implementation of Scholastic or Attendance Probation, Suspension, and Dismissal**

#### A. During the Instructional Term

- 1. Upon the recommendation of an instructor or other CVTC staff member, the student will develop a plan with a college counselor to resolve the academic or attendance problem.
- 2. If the problem is not resolved, the instructor will refer the student to the campus administrator.
- 3. If the problem is not resolved, the instructor will submit a written recommendation to the Enrollment Management Administrator to place the student on probation.
- 4. The Enrollment Management Administrator will review the student's attendance and academic record to determine whether the student should be placed on probation. If the Administrator concludes that probation is warranted, the student will be formally notified of the decision.
- 5. If the student does not correct the problem, the instructor will submit a recommendation in writing to the Enrollment Management Administrator that the student be suspended, dismissed from school, or removed from a class or classes.
- 6. The Enrollment Management Administrator will notify the student of the disciplinary action and give notice that the student has three days to appeal the decision with the Vice President-Education.
- 7. If, following the appeal, the Vice President-Education concludes that suspension, dismissal, or removal is warranted, the decision will be final.

#### B. End of Instructional Term

- 1. Student academic records will be reviewed at the end of each instructional term and students with grade points below the required minimum will be dismissed by the Enrollment Management Administrator.
- 2. Students will be notified of this action by letter indicating that they have five days to schedule an academic appeal with the Enrollment Management Administrator.
- 3. The student will be notified whether he/she is reinstated or the appeal for reinstatement is denied.
- 4. The student may appeal the decision of the Enrollment Management Administrator with the Vice President-Education.

- C. CVTC Health programs have academic standards unique to those programs. Preprogram and program students accepted in any Health program should refer to the Health Student Handbook for specific information regarding scholastic rules, standards and procedures for their program.

### V. **Re-enrollment After Scholastic or Attendance Probation/Suspension/Dismissal**

Dismissal shall be for a period of one academic year. Students that are academically dismissed will have all future admissions applications cancelled and be removed from any waiting lists. Students who chose to re-apply and re-establish program eligibility will go to the end of any wait list. Student will be prevented from having an application processed until at least eight weeks before the term of their eligibility to re-enter (after having sat out for an academic year.).

Any student dismissed for unsatisfactory academic progress will be placed on probation when re-enrolled. If the student's record continues to be unsatisfactory, either probation may be continued or the student may be permanently dismissed from the training program and/or the college.

## ***Student Conduct***

Students at CVTC are expected to demonstrate behavior appropriate to a learning environment. Students who fail to observe general standards of acceptable conduct or disrupt the educational process may be suspended, dismissed, and or subject to legal action for offenses including, but not limited to the following:

1. Physical or verbal abuse, threats, intimidation, harassment or detention of any person on CVTC property or at CVTC activities which endangers his/her health, safety, or rights.
2. CVTC has a zero tolerance for bomb threats. Any such actions will result in immediate dismissal.
3. Interference with the learning process of other students or failure to follow behavior and safety rules identified for the learning environment, including classrooms, labs, clinics, or other areas.
4. Theft or damage to CVTC property, including abuse of computer time and/or equipment.
5. Theft of any funds, including forging documents for financial gain.
6. Possession of firearms, dangerous articles, incendiary devices, explosives, or other potential weapons and/or violation of CVTC's Weapons Possession Policy.
7. Violation of CVTC's Alcohol and Drug Policy for Employees and Students, Internet/Email Acceptable Use Policy-Student, or any CVTC policy.
8. Dishonesty, including cheating and plagiarism, or knowingly furnishing false information to CVTC.
9. Violation of federal, state, or local laws while on CVTC premises or at CVTC-sponsored activities.
10. Any other activity considered harmful to students, the college community, or the learning process.

## ***Transfer Credit***

### **Transfer of Credit to Other Colleges**

Receiving institutions determine acceptable credit transfers, either on a course-to-course basis or program-to-program transfer. CVTC associate degree credits are widely accepted by private four-colleges and University of Wisconsin campuses.

Most colleges review transcripts on an individual basis to determine which credits will transfer. Students should check with the Admissions Office at the educational institution they plan to attend for more details or visit the following Website: <http://www.uwsa.edu/tis>.

### **Transfer of Credit to University of Wisconsin System Colleges**

Students enrolled in CVTC who wish to continue their education in the University of Wisconsin System may be eligible to transfer credits toward their bachelor's degree in the following ways:

- Students are eligible to transfer up to 30 credits of general education course work.
- Students who have successfully completed an associate degree may be eligible to transfer certain technical support and/or occupational credits when there is a direct relationship between the associate degree program and the program offered at a UW System institution.
- Students transferring from CVTC may be eligible for credit by earning appropriate scores on national standardized examinations (e.g., College-Level Examination Program) or examinations developed by the UW System transferring institution.
- Students can take advantage of articulation agreements between CVTC and specific UW institutions for some programs. For more information about transfer opportunities, students should consult with their college counselor or advisor or the Admissions Office at a UW System institution.

### **Transfer of Credit to Franklin University**

Franklin University and Chippewa Valley Technical College have agreed to a unique partnership that offers CVTC alumni an online bachelor's degree completion program. Along with the credits already earned for an associate degree, graduates can return to CVTC to take preparatory courses called "bridge" courses while taking online classes through Franklin. After completing approximately 40 credit hours online with Franklin, students will receive a Bachelor of Science degree in one of nine high demand fields: Accounting, Business Administration, Computer Science, Digital Communication, Health Care Management, Information Technology, Management Information Science, Public Safety Management, and Technical Management. Franklin also offers an innovative 17-month online MBA program.

For more information or to register for classes, contact Franklin University at 888-341-6237, visit [www.alliance.franklin.edu](http://www.alliance.franklin.edu), or contact your CVTC program counselor for more information.

## *Transcript of Academic Records*

Academic records are kept on permanent file in the Registrar's Office at the Business Education Center. All requests for an official transcript must be signed and can be submitted in person, mailed, or faxed; telephone requests will not be honored. Requests by relatives or friends of a student will not be honored. The current charge for official transcripts **per each request** is \$5.00 or \$8.00 for same-day service with each additional copy at \$3.00 per copy. Financial obligations to the college must be cleared before an official transcript will be issued, or before students can access unofficial transcripts on SIS. A hold will be placed on academic records until fees are paid.

Students can obtain a free unofficial transcript from the Student Information System (SIS) on the CVTC public website located at [www.cvtc.edu](http://www.cvtc.edu) (see page 87).

No official transcripts will be processed during the final week of each term or during the two weeks following the end of the term.

## *Withdrawals or Dropping Courses*

- Students are responsible for officially dropping classes or withdrawing from CVTC if they stop attending. Refunds are issued in accordance with guidelines established by the Wisconsin Technical College System.
- Students who do not officially drop or withdraw will receive failing grades at the end of the term.
- Forms are available from the Information and Service Center, Room ECB113, at the Business Education Center or regional campus locations for students who want to add, drop, or change sections of a course, or withdraw completely from CVTC.
- Students must request a Drop Form in person as the student's signature is required on the form. EXCEPTION: Students enrolled in distance learning courses (internet, video based, print based, compact disc.) can call a counselor or registration to request a drop.
- A Drop Form with the instructor's signature must be returned with five business days from the day the form was obtained for that date to be honored as the official drop date. For forms returned after five days, the date the form is returned and submitted becomes the official drop date.
- To **officially withdraw** from the college, students must contact a staff person at the Information and Service Center at the Business Education Center or the administrative office at a regional campus location. Students are encouraged to schedule a conference with a counselor to complete the withdrawal process.
- Reasons to see a counselor before dropping a class or classes.
  - Students need to be aware of the consequences of dropping a class, such as:
    - losing financial aid
    - no longer qualifying to remain on their parents' insurance plan,
    - jeopardizing progression in or graduation from their program, etc.
- Students who are unable to go to a CVTC campus for a personal contact to drop/withdraw may request a drop/withdrawal by calling 715-833-6200 or 1-800-547-2882, ext. 6347.
- The official withdrawal date is based on the date the student notifies the college of his/her intent to withdraw.
- Students receiving federal Stafford loans must be enrolled at least half time to remain eligible. Students dropping below half-time status may owe a repayment to the college.
- Federal financial aid recipients who do not stay enrolled for more than 60% of the payment period will incur a repayment obligation. See page 104, Title IV Return of Funds Policy information.
- Failure to formally withdraw from the college, which is considered an unofficial withdrawal, will result in the recording of failing grades on the student's permanent record for all classes attempted. See Title IV Return of Funds Policy for Federal Financial Aid Recipients on page 104 regarding repayment obligations.
- If less than 25% of the scheduled hours of instruction remain, no changes to audit status, no class drops or complete withdrawal will be allowed. In extenuating circumstances, exceptions may be approved by the Registrar.

### **NO SHOW**

- Students who do not attend classes or begin the course during the first week of the term, or do not make the required contact, will be reported to the Registrar's Office as a "no show" and cancelled from the class.
- If the student is unable to begin the course in the first week, the student must contact the instructor prior to the start of the class. In the case of extenuating circumstances, when a student cannot make prior contact, contact must be made **before** the end of the first week.
- Students in any distance learning class including Internet, Hybrid, ITV, compact disc, videocassette, and print based, must begin the course as defined in the course syllabus with the timelines stated above.
- Students who have been reported as "no show" cannot withdraw from the course.

- Students who have reported as “no show” cannot be reinstated in the class.
- Once a student is cancelled as a “no show”, the instructor cannot authorize the reinstatement of the student into the class, allow the student to attend or participate in the class, or accept course work for the student.
- In the case of extenuating circumstances when a reinstatement is allowed, the student can not later drop the course.
- “No show” students are not entitled to a refund and are obligated for full payment of tuition and fees. Federal financial aid recipients reported as a “no show” may owe a repayment to the College.

The following time line refers to both dropping from courses and withdrawals from the college. The student’s record of enrollment will determine if the drop/withdrawal is allowed as well as the grade earned or other notation, if any, that will be recorded on the academic transcript.

## *Course Drops or Withdrawal from CVTC*

### **16-Week Courses:**

Weeks 1-2 (No record of enrollment)

Weeks 3-12 (W; withdrawal/no grade)

Weeks 13-16 (No withdrawals/drops allowed)

### **8-Week Courses:**

Week 1 (No record of enrollment)

Weeks 2-6 (W; withdrawal/no grade)

Weeks 7-8 (No withdrawals/drops allowed)

### **Courses Other Than 8 or 16 Weeks:**

1. No record of enrollment - If less than 12.5% of the course’s total potential hours of instruction has been completed.
2. W; withdrawal/no grade - If 12.5 through 75% of the course’s total potential hours of instruction have been completed.
3. No withdrawals/drops allowed - If over 75% of the course’s total potential hours of instruction have been completed except in extenuating circumstances communicated to the Enrollment Management Administrator.

## **Refund Policy**

- Refunds are processed according to the Wisconsin Technical College System Refund Policy for program, material and activity fees. Refunds are applicable only from the date the student formally notifies the Information Service Center or a regional campus office of their intent to drop a course(s) or completely withdraw from the college.
- Students who decide to withdraw from a course should do so immediately as a single day can make a difference in the amount of refund. Requests for refunds must be received during the term of enrollment. Students registering for a course after the start date are subject to the refund guidelines as stated. In the event of extenuating circumstances, students should meet with the registrar.
- A full refund will be given if the drop/cancel is done prior to the first **day** the class meets. The “first class” is defined as the first **day** the class meets and **not** the time of day a class meets.
- Students who are reported by instructors as “**no shows**” or students who cease to attend classes without officially withdrawing **will not receive a refund**. Students are obligated for full payment of tuition and fees. Federal financial aid recipients reported as a “no show” may owe a repayment to the College. There is NO appeal process for “NO SHOWS.”
- If the college cancels the course, the refund is 100%. If the college discontinues the course during the 80% refund period, the refund is 100% of all fees paid. After this period or after consumable materials have been issued to the student, the refund will be a proportionate amount of the total fees paid.
- A student who drops one course and adds another during the first week of the term shall receive 100% credit for tuition and fees paid, provided this amount is applied toward the course added. The course added must be in the same term as the course dropped. Courses beginning the first eight weeks of a term are **not** considered to be in the same term as courses beginning in the second eight weeks. If the fees for the course dropped exceed fees for the course added, refunds will be made according to the guidelines listed below. No adds/new registrations will be allowed

after the first week of the term. **Absolutely no schedule/section changes will be allowed after the first week of the term.**

- For all courses which are scheduled to meet a semester or longer, the refund is:
  - 100% before the first day the class meets. The day the class meets and not the time of day defines the first class meeting.
  - 80% during the first 14 calendar days from the first instructional day of the term.
  - 60% during the 15th through the 28th calendar days from the first instructional day of the term.
  - Zero after the 28th calendar day from the first instructional day of the term.
- For all courses that are scheduled to meet less than a 16-week semester, the refund is:
  - 100% before the class meets.
  - 80% if less than 11% of the course's total potential hours of instruction have been completed.
  - 60% if 11-20% of the course's total potential hours of instruction have been completed.
  - Zero after more than 20% of the course's total potential hours of instruction have been completed.
- For non-credit, continuing education (CEU) courses, the tuition and fees are non-transferable to another section of the same course or to a different course

**Appeal Procedure for Refunds.** All student refunds are made in compliance with the Wisconsin Technical College System refund policy. Students who dispute refund decisions may appeal to the Enrollment Management Administrator.

### **Refund Distribution for Financial Aid Recipients**

Financial aid is considered to be used first for institutional charges; therefore, if a student officially withdraws or unofficially withdraws and is scheduled to receive a tuition and fee refund, this refund will be applied to the financial aid program(s).

Order of refund distribution as prescribed by Federal Regulation:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV programs
- Other federal, state, private or institutional aid

Any funds remaining after the above distribution are returned to students.

### **Federal (Title IV) Return of Funds**

- If you withdraw from the college before more than 60% of the payment period is completed, you will be required to repay "unearned" federal financial aid.
- Applies to students who receive federal Title IV funds and either officially withdraw from the college before more than 60% of the term has passed, or cease to attend classes and become "unofficial withdrawals"
- Title IV funds include federal Pell Grant, federal Supplemental Opportunity Grant (SEOG), federal Stafford Loans, federal PLUS (Parent) Loans and Talent Incentive Grants
- The official withdrawal date is the date the student officially notifies the appropriate office of the college of his/her intent to withdraw.
- For "unofficial withdrawals" the withdrawal date is the midpoint of the enrollment period.
- The college determines the amount of Title IV funds the student earned based on the number of days enrolled compared to the number of calendar days in the term. The unearned portion must be returned to the federal programs by the school/student.
- The written policy is available upon request from the Financial Aid Office or may be accessed at [www.cvtc.edu](http://www.cvtc.edu) on the Admissions/Financial Aid page.

# Things You Need To Know

## *Alcohol and Other Drug Policy and Procedures*

CVTC is committed to maintaining a drug-free learning environment. The CVTC Board, administration, and staff recognize that the abuse of alcohol and other drugs interferes with a person's ability to learn and retain new information and increases the risk of accidents and serious health problems. All drugs chemically influence a person's motor skills, body function, and brain processes, interfering with judgment, perception, reaction time, and other skills necessary to produce a safe and effective learning climate.

**Alcohol and Other Drug Policy.** The possession, use, sale, transfer or purchase of alcohol or controlled substances on college property is strictly prohibited. This applies to all college sites and facilities including leased property and clinical sites.

All students and employees are prohibited from being under the influence of alcohol or controlled substances while on college property or while conducting college business or receiving instruction. Violations of this policy will be reported to law enforcement agencies as well as being the basis for disciplinary action, up to and including dismissal or termination from the college.

This policy shall not apply to substances prescribed by a physician, ingredients in food preparation, or utilized as part of the Field Sobriety Testing Program.

The consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip.

The advertising of alcoholic beverages is prohibited on CVTC property and in college publications.

All College student social events must be sponsored by a student organization or a recognized class of CVTC. Such events must be approved by the Student Life Office and follow the College's alcohol and other drug policies.

**Procedures.** Students may be suspended, dismissed, and/or subject to legal action for violation of CVTC's Alcohol and Drug Policy.

Students, who demonstrate abuse of alcohol and/or other drugs while on CVTC property, may be required to leave for the remainder of the day. The Enrollment Management Administrator will report this temporary suspension to the Vice President-Educations, Campus Administrator, or Instructional Dean.

The Administrator will meet with the student to review the violation and allow the student to respond. The Administrator will identify conditions for continued enrollment in the course or program and will explain these conditions in writing to the student. For violation of the AODA policy, these conditions may include proof of successful completion of the recommended course of remediation up to and including an AODA treatment program.

## *Call-Up for Active Military Service*

In the event that students serving in the Military Reserves or National Guard are activated for military service, the college will provide a 100% refund of all program fees, material fees, and special fees (excluding tools and/or miscellaneous purchases). See Title IV Return of Funds Policy for Federal Financial Aid Recipients on page 104. Upon return, the college will attempt to re-enroll students at the same level of completion in courses and programs. However, it should be recognized that factors such as the time lapse and availability of courses might affect re-enrollment.

If the call-up occurs at a time when students can possibly complete a course early, the students may do so on a course-by-course basis with the instructor's permission. These students will not be withdrawn from the college, but will be withdrawn from the courses they cannot complete.

## *Campus Security Policy*

**Security of Buildings and Grounds/Safety and Security on Campus.** CVTC is concerned about the safety and security of staff, students, and visitors in any building or on property owned by the college, and the safeguarding of college property against theft, loss, and damage.

**Reporting of Criminal Actions.** All crimes occurring on campus property are to be reported directly to local law enforcement agencies and the safety and security office. If students are involved in perpetrating a reported crime occurring on campus property, they are subject to disciplinary action under Student Probation, Suspension and Dismissal Policy, IHE. Employees are subject to Sequential Discipline Policy, GAM.

**Access to Campus Facilities.** Campus buildings are accessible to students and staff including visitors during the normal hours of business Monday through Friday, and on weekends depending on usage demand. This excludes holidays and most Sundays.

**Security of Campus Facilities.** Periodic surveys of campus property will be requested of local law enforcement for the purpose of reporting any deficiencies. Parking lots of the College are monitored for parking violations only.

**Relationships with Law Enforcement Agencies.** CVTC maintains a close working relationship with local law enforcement agencies. Meetings will be held on an as-needed basis. Crime-related reports and statistics are exchanged upon request.

**Security Awareness and Crime Prevention Programs.** Crime prevention activities and literature coordinated through Student Life and the Student Government will be provided to students and staff on a regular basis.

**Reporting Crime Statistics to Students/Employees.** Periodic reports will be made to advise students, staff, and the public on a timely basis about campus crime and crime-related problems. The number of crimes occurring on campus will be provided yearly to all students in compliance with the Crime Awareness and Campus Security Act of 1990 and available to prospective students upon request.

### ***Campus Violence Policy***

Chippewa Valley Technical College is committed to providing students, employees, and visitors with an environment that is safe, secure, and free from threats, intimidation, and violence.

All threats and acts of aggressive or violent behavior are to be taken seriously. It is the responsibility of every student and every employee to immediately report all threats, acts of intimidation, harassment, violence (physical and verbal), and any other questionable behavior.

Chippewa Valley Technical College views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive, and supportive learning and work environment. Such behavior will not be tolerated. Any person who exhibits such behavior will be held accountable under college policy, as well as local, state, and federal law. Any student or employee who commits a violent act or threatens to commit a violent act towards other persons or property will be subject to disciplinary action, up to and including expulsion for students and termination of employment for employees.

### ***Cell Phone/Pager Use***

In consideration of your instructor/classmates, cell phones/pagers must be turned off while in class.

### ***Change of Name or Address***

Any changes in a student's legal name, legal address, mailing address, and telephone number must be reported to the Registrar's Office. If the Registrar's Office is not notified of name and/or address changes, the college cannot be responsible if the student does not receive official information.

### ***Children In School***

Children are prohibited from classes (unless they are part of the instructional activities) and shall not be left unattended in CVTC facilities.

### ***Class Cancellations***

The college reserves the right to cancel a class in cases of insufficient enrollment, and to close registrations for a class section that has reached its capacity. Course times, locations, and instructors as published in class schedules are subject to change.

### ***Class Cancellations Due to Weather***

It is the intention of the College that all classes will be held as scheduled. In the event extreme weather conditions force the closing of the College, the President or his designee will officially announce the closing to local television and radio stations and to district and regional stations (especially WAXX 104.5 FM and WEAU TV-13). If no announcement is made, it should be assumed that the College would be open.

If inclement weather occurs during the night, every effort will be made to make the announcement between 5:30 and 6 a.m. and no later than 7 a.m. If the inclement weather occurs during the day, the announcement will be made to the media and a general announcement made to each College campus by the President or his designee.

Where classes are held at a high school, the high school cancelled procedure will be followed.

Students and staff are advised to use their own judgment regarding local road and weather conditions in any weather emergency.

Students experiencing problems with staff due to missing class for reasons due to extreme weather conditions should contact the Enrollment Management Administrator.

## ***Discrimination/Harassment Policy***

Discrimination or harassment in any service, program, course or facility of CVTC or in any CVTC employment practice on the basis of race, color, national origin, ancestry, religion, creed, sex, disability, age, arrest or conviction record, marital status, parental status, military status, veteran's status, pregnancy or sexual orientation is prohibited and in violation of federal and state laws and CVTC policies.

Discrimination means any action, policy or practice, including bias, stereotyping and harassment, which is detrimental to a person or group, which differentiates or distinguishes among persons, or which limits or denies a person or group of person's opportunities.

Harassment means behavior which is pervasive, severe, and which substantially interferes with a person's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions or enrollment, rating or grading of a student; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic progress, or creating an intimidating, hostile or offensive work or academic environment.

Sexual harassment is explicitly forbidden, be it between staff, between students, or between staff and students.

Harassment of individuals in other protected classes (race, color, national origin, ancestry, religion, creed, disability, age, arrest or conviction record, marital status, parental status, veteran's status, pregnancy or sexual orientation) is also contrary to CVTC policy when it (1) has the purpose or effect of creating an intimidating, hostile, or offensive academic or working environment; (2) has the purpose or effect of unreasonable interference with an individual's academic or work performance; or (3) otherwise adversely affects an individual's academic progress or employment opportunities.

Any individual who engages in discrimination or harassment will be subject to disciplinary action.

**Accommodations for Religious Beliefs.** In compliance with Wisconsin Law, students with sincerely held religious beliefs can request a reasonable accommodation with regard to scheduling an examination and other academic requirements. The student request must be in writing and submitted to the instructor five working days prior to the date or dates of the anticipated absence. The student request will be kept confidential. Instructors will provide a means by which a student can perform the make-up examination or other academic requirement in a timely manner without any prejudicial effect.

**Accommodations for Students With Disabilities.** Reasonable accommodations and auxiliary aids will be available for students with documented disabilities, in accordance with the Americans with Disabilities Act standards. In Eau Claire, students should contact the Disabilities Services (formerly Special Needs) Assistant at (715) 833-6234 or the Manager of Special Services, (715) 833-6280. In the Chippewa Falls region call (715) 723-0261; in the Menomonie region call (715) 232-2685, in the River Falls region call (715) 425-3301.

CVTC buildings are handicapped accessible.

**Grievance/Complaint Procedures.** Complaints or grievances dealing with discrimination or harassment should be directed to the Diversity/Equal Opportunity Specialist, Room ECB113B, 715-833-6343. The Diversity/Equal Opportunity Specialist will meet privately with anyone having questions or complaints and will explain the school's policy, investigate the complaint, and determine whether a finding of discrimination or harassment is warranted.

## ***Duplicate Class Schedules***

Duplicate schedules can be requested at the Information and Service Center or from the Cashier for a \$3 fee. Payment is due to the Cashier. Students can also obtain a free schedule of classes from the Student Information System on the CVTC public web site [www.cvtc.edu](http://www.cvtc.edu).

## ***Food and Beverages in the Classroom***

Food and beverages may be consumed in the cafeteria, commons/vending machine areas, and student lounge. Food and beverages are not allowed in classrooms or labs.

## ***Graduation/Program Completion Requirements***

### **Program Completion/Determination of Eligibility to Graduate.**

Student Support staff will review individual student records to determine program completion, candidacy for graduation, certification of graduation, and/or certification of attendance at CVTC.

It is the student's responsibility to make certain he/she has satisfied all required courses in his/her program.

Students who interrupt their education and then re-enter will be required to meet current program requirements.

The student is eligible for program completion/graduation when he or she has fulfilled the following requirements:

1. Attain passing grades in all required courses and complete sufficient electives to meet the approved curriculum for the specific program.
2. Complete program courses with a cumulative grade point average of 2.0 or better ("C" average).
3. Fulfill all financial obligations to CVTC.
4. Earn at least 25% of the total required credits at CVTC.

**Application for Program Completion/Graduation.** There is no graduation fee. The Registrar's Office will do an automated audit of records for all students in the final semester of their program to determine program completion or graduation eligibility. At the point a student meets graduation requirements, as identified by the College's automated degree audit process, he/she will be considered a graduate. The student's name will appear on the graduate listing and the individual's transcript will be so noted. The Registrar's Office will publish a list of all eligible candidates on the CVTC public website ([www.cvtc.edu](http://www.cvtc.edu)) by mid-term of each semester. All students who believe they are eligible for graduation by the end of the term are responsible for ensuring their name is included in the list of candidates. All potential graduates must complete and submit the electronic form on the CVTC web site by the established deadlines.

**Commencement.** Commencement exercises are held in May, July and December of each year. The student confirms his or her intention of attending the graduation ceremony when he or she completes the electronic form on the CVTC website (under Registration & Records – Graduation. Additional information regarding the ceremony are located on the CVTC Website). Students who complete an associate degree or technical diploma are eligible to participate in the commencement ceremony.

## ***Guaranteed Student Retraining Policy***

A graduate of an associate degree program or vocational diploma program who is a resident of this state is exempt from the tuition and material fees for up to 6 credits within the same occupational program for which the degree or diploma was awarded if the graduate applies for the exemption within 6 months of graduation and any of the following apply:

- (a) Within 90 days after his or her initial employment, the graduate's employer certifies to the district board that the graduate lacks entry-level job skills and specifies in writing the specific areas in which the graduate's skills are deficient.
- (b) The graduate certifies that all of the following apply:
  1. The graduate has not secured employment in the occupational field in which he or she received the degree or diploma.
  2. The graduate has actively pursued employment in that occupational field.
  3. The graduate has not refused employment in that occupational field or in a related field.
  4. The graduate has actively sought the assistance of the district placement office.

## ***Hours of Operation***

### **ACADEMIC SERVICES (formerly STUDY SKILLS/LEARNING CENTER) - Eau Claire Clairemont Campus**

Hours vary by semester and by center. Please check with your local campus for current information.

### **BOOKSTORE**

Monday-Thursday, 7:30 AM to 7 PM

Friday, 7:30 AM to 4:00 PM

Changes in hours for holidays and summers will be announced.

### **CASHIER**

Monday-Friday, 7:30 AM to 4:30 PM

**FINANCIAL AID**

Monday-Thursday, 7:30 AM to 5:00 PM  
 Friday, 7:30 AM to 4:30 PM

**HEC OUTTAKES (food service-Health Education Center)****School Year:**

Monday-Thursday, 7:30 AM to 2 PM  
 Friday, 7:30 AM to 1:30 PM

**INFORMATION AND SERVICE CENTER****School Year:**

Monday-Thursday, 7:30 AM to 7 PM  
 Friday, 7:30 AM to 4:30 PM  
 Saturday, 7 AM to 1 PM

**Summer:**

Monday-Thursday, 7:30 AM to 5:30 PM  
 Closed Saturdays May 13 – August 27, 2005.

**LIBRARY****Fall/Spring Semester:**

Monday-Thursday, 7:30 AM - 8 PM  
 Friday, 7:30 AM - 4:15 PM  
 Saturday, 9 AM - 3 PM

**Summer & Interim schedules as posted****STUDENT LIFE**

Monday-Friday, 7:30 AM to 4 PM

**UPPER CUTS**

Monday-Thursday, 1:15 to 4:00 PM (last appt at 3:30)  
 Tuesday & Wednesday evenings, 5:30 to 9:30 PM  
 (while school is in session)  
 Appointment phone: 833-6320 (1:15 – 4 PM)

**VALLEY CAFE****School Year:**

Monday-Thursday, 7 AM to 8:30 PM  
 Friday, 7 AM to 2 PM  
 Holiday & break schedules as posted.

**Summer:**

Monday-Friday, 7:15 AM to 1:00 PM  
 (Hours subject to change)

***Internet/Email Acceptable Use Policy***

The use of the College Internet/e-mail is a privilege, not a right; and the College maintains the right to limit access. E-mail is NOT guaranteed to be private. The Chief Information Officer (CIO) or his/her designee has the right to monitor and track Internet usage and access information stored in any user directory, on the current user screen, or in e-mail. The CIO or his/her designee may deny, revoke, or suspend specific user accounts.

**Acceptable Use.** It is acceptable to use the College Internet and e-mail access for purposes relating directly to education, research, or job seeking.

**Unacceptable Use.** It is not acceptable to use the College Internet/e-mail in such a way as to interfere with or disrupt network users, services, or equipment. The College's Internet/e-mail resources may not be used for:

- Distributing unsolicited advertising;
- Downloading, accessing, creating, displaying, transmitting and storing:
  - Obscene, profane, abusive, defamatory, derogatory, threatening, or sexually explicit language or graphic representation;
  - Statements or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria;
- Propagation of computer worms or viruses;

- Downloading entertainment software or games or playing games against opponents over the Internet;
- Downloading of any copyrighted material, including music, movies, games and/or software;
- Downloading or installing any software unless directly instructed to do so by your instructor;
- Uploading any software licensed to the College or data owned by the College without the express authorization of the administrator responsible for the software and data;
- Commercial activities and other activities conducted for personal gain;
- Religious causes;
- Solicitations not approved by the College;
- Political fundraising or lobbying;
- Making unauthorized entry to computational information, communications devices, or resources; Chippewa Valley Technical College
- Vandalism and mischief that incapacitates, compromises or destroys College resources and/or violates federal and/or state laws;
- Violating software copyrights and usage licensing agreements; or
- Violating any federal, state, or local law/regulation, or College policy/procedure.

**Enforcement.** Violations of this policy may result in disciplinary action, including dismissal, revocation of the user's account, and any appropriate legal action.

NOTE: At the time of this printing, changes to this policy is being discussed. Please check the website for the most current/accurate information.

## *Parking and Traffic Regulations*

CVTC shares with other schools of higher education across the country the problem of providing adequate parking. The college continually seeks to improve its parking situation and tries to be flexible in adjusting space to meet needs whenever possible. The full cooperation of vehicle owners and drivers is also needed if parking problems are to be kept within manageable limits.

CVTC, with the high cost of parking, vehicle identification, and safety, must assess fees paid by those who operate vehicles on campus. Parking regulations and vehicle registration are strictly enforced and penalties are assessed for violations. **It is the responsibility of students and staff who use motor vehicles on all campuses to acquaint themselves with the regulations and observe them with care.** CVTC assumes no responsibility or liability for loss or damage to any vehicle (or its contents) operated or parked on campus. It is suggested students, staff, and visitors keep cars locked at all times.

**Parking Registration.** All vehicles that are parked on campus by students and staff must be registered by completing a parking permit application, obtaining a parking permit, and properly displaying the permit on the vehicle. Obtaining a parking permit does not guarantee a place to park; it simply allows parking in designated CVTC parking lots if space is available. All parking permit applications and payment of parking permit fees are to be made at the Office of Safety and Security (Room ECB113C) or the campus office. Parking permit applications must be completed before a permit can be issued. The nonrefundable parking permit fee is \$50 for the school year or \$30 per semester. A special cycle parking permit is available for \$10 for those students who have previously obtained a regular parking permit.

### **Special Parking Areas.**

**Handicapped Students.** A special area is so marked in the southeast part of the west parking lot at the Business Education Center (Eau Claire Clairemont Campus). Students seeking special parking because of a physical handicap must contact Parking Enforcement for further information. Handicapped stalls at the east of the Business Education Center (Eau Claire Clairemont Campus) are for visitors only (not permit holders). All campus locations have handicapped parking spaces available and clearly marked.

**Long-Term Visitor Parking.** A lot in front and just west of the Business Education Center and the designated stalls to the south of the Health Education Center are for visitors on official business only. A visitor permit/sign-in/code are required for there use. Students and staff are not eligible for a long-term visitor permit.

**Short-Term Visitor Parking.** A short-term lot (30 minutes or less) is located on the east end of the Business Education Center (adjacent to the attendant-controlled lot). Sign-in is required and is available at the Information and Service Center. Students and staff are not eligible for short-term visitor parking. Visitors at campuses other than Clairemont should register at the Campus Office.

**Attendant-Controlled Parking.** An attendant-controlled parking lot is available on the east end of the Business Education Center. Persons using this facility will be charged a parking fee based on the length of stay.

**Motorcycle or Other Two-Wheeled Vehicle Parking.** A small area north of the Business Education Center (Eau Claire Clairemont Campus) is reserved for motorcycles and a second area is located in the northwest corner of the large student lot. A proper sticker must be displayed.

Bicycle racks are provided near the southeast and west entrances to the Business Education Center (Eau Claire Clairemont Campus) and one is located near the front of the Health Education Center (Eau Claire Clairemont Campus). All bicycles are to be parked in these areas and not chained to trees, shrubbery, or other stationary objects near buildings.

All campus locations have provisions for bicycle parking.

**Staff Parking.** Staff parking is for college staff personnel only – not for students.

**No Parking Zone.** Areas marked by a continuous yellow curb designate no parking.

**Regulations in reference to special parking areas are strictly enforced. Please observe all signs and markings.**

No trailers are allowed in any parking lots.

**Parking and Traffic Code.**

1. Students and staff shall park in designated lots.
2. All vehicles parked in student and staff lots must display a registration permit according to the following directions:
  - a. Permits are of the hanging type, except for motorcycles. The permit must be clearly displayed while in college parking lots. The permit must be hung on the rear view mirror with the colored, printed side facing the front of the vehicle.
  - b. Motorcycles should follow the directions given at the time the permit is purchased.
3. You are responsible for all violations by a vehicle displaying a permit issued to you.
4. If for any reason you drive an unregistered vehicle, you can obtain a special one-day permit to park south of Clairemont Avenue (Eau Claire-Clairemont Campus). You can obtain a permit from the Office of Safety and Security (ECB113C) or in the Health Education Center (HEC101). Special permits are available at all campus locations. Check with the campus office.
5. No vehicle shall in any way impede the normal flow of traffic on any college street, roadway, or parking area. Park only in marked stalls. Do not park in the middle of two stalls, even if someone else has parked irregularly.
6. Vehicles must yield to pedestrians walking on campuses.
7. No vehicles, except those being repaired, shall be parked overnight on campuses. If an emergency situation arises, notify the Office of Safety and Security.
8. No vehicle shall exceed the fifteen (15) mph speed limit on campuses or be operated in a hazardous manner.
9. There will be disciplinary action taken against anyone using abusive language or being disrespectful to the Parking Enforcement staff.
10. The right is reserved to close a campus parking area for college purposes. In such instances, advance notice will be given when possible.
11. Parking and traffic regulations are effective twenty-four (24) hours a day.
12. Vehicles must be parked by driving up to the curb. *Backing in or pulling through to a stall is forbidden* as it will damage lights and plantings and make walking on the sidewalk hazardous.
13. Any falsification of information or any misrepresentation of any kind made with regard to parking permits is subject to revocation of the parking permit and/or other disciplinary action.

**Parking Enforcement Procedures**

1. The Parking Enforcement staff will patrol the parking areas to ensure compliance with all regulations and issue parking tickets to violators of college parking regulations. Tickets for parking violations are based on the following forfeiture schedule:

| Violation              | Original Fine Amount | If Paid After 5 Days, But Within 20 Days | If Paid After 20 Days, But Within 28 Days | If Paid After 28 Days                      |
|------------------------|----------------------|--|---|--|
| Prohibited/ No Parking | \$20.00              | \$25.00                                  | \$30.00                                   | Applicable state filing fees will be added |
| Handicapped            | \$55.00              | \$60.00                                  | \$65.00                                   |  |

2. If the scheduled forfeiture is not paid or the citation is not contested in court within twenty-eight (28) days, the vehicle registration will be suspended and renewal of registration refused. **To contest a citation, call 833-6202 to schedule a court appearance within 3 days of ticket issue date. Court fees of up to \$300 may apply if case is lost.**
3. Notices will be sent to the last known address of the registered owner after each change in forfeiture.
4. Vehicle without college parking permits or those failing to display Wisconsin license plates) that are in continual violation, or vehicles without license plates, and warrants for unpaid parking tickets may be towed at owner’s expense.

5. Vehicles that are blocking drives, doorways, or creating any other situation, which affects the safe operation of the college, may be towed away with all costs paid by the owner of the vehicle that was removed from the college property.

No student academic records including grade reports and transcripts will be released or accessible on SIS until financial obligations to the College are cleared. A “hold” will be placed on the academic records until all fees are paid.

### ***Sex Offender Registry***

In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims and the general public. The state web site is <http://offender.doc.state.wi.us/public/home.jsp>.

### ***Student Complaint Process***

The following chart will help students connect with the correct person when they have a concern or a complaint.

| <b>Complaint</b>  | <b>Contact</b>  |
|---|---|
| General student concerns; formal grade appeals, college service complaints, or concerns regarding other students. | Enrollment Management Administrator, Clairemont Campus, Room ECB116, Phone: 715-833-6341 or Email: <a href="mailto:ldoyle@cvtc.edu">ldoyle@cvtc.edu</a> |
| Complaints concerning the quality of instruction  | Campus Administrator  |
| Incidents of discrimination harassment.   | Diversity/Equal Opportunity Specialist, Phone: 715-833-6343 or Email: <a href="mailto:kvang@cvtc.edu">kvang@cvtc.edu</a> .                              |
| Accommodations for disabilities.  | Classroom instructor or Disabilities Services, Phone: 715-833-6234 or Email: <a href="mailto:vdeford@cvtc.edu">vdeford@cvtc.edu</a> .                   |

### ***Student Financial Obligations***

Students who have a financial “hold” on their record will not receive diplomas, transcripts, grade reports, or be allowed to register for future classes until their financial obligations to the college have been met.

### ***Student Identification Numbers***

As of January 1, 2000, Wisconsin Act 128 limits the disclosure and release of student social security numbers. In order to comply with Act 128, CVTC will assign a unique identification number to each student. This identification number will not incorporate the student’s social security number. However, CVTC will continue to collect and report student social security numbers for state and federal reporting requirements. CVTC will ensure that student social security numbers remain confidential.

### ***Student Rights to Records***

(Family Educational Rights and Privacy Act of 1974)

CVTC annually informs students of the Family Educational Rights and Privacy Act of 1974.

This act protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failure by the institution to comply with the act. Students have the right to the following:

1. Inspect and review information contained in educational records.
2. Challenge the contents of their educational record.
3. Request a hearing if the outcome of the challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. Prevent disclosure with certain exceptions of personally identifiable information.
6. Secure a copy of the institutional policy that includes the location of all educational records.
7. File complaints with the Department of Health, Education and Welfare concerning alleged failures by institutions to comply with the act.

All requests to review educational records must be made in writing to the Registrar.

Local policy explains in detail the procedures to be used by the institution to comply with the provisions of the act. Copies of the policy can be found in the Information and Service Center, Room ECB113.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Information and Service Center.

In complying with FERPA guidelines, CVTC will release the following directory information without the consent of the student: name, address, email address, telephone number, date and place of birth, past and present classes enrolled in, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of enrollment, degrees and awards received (including honors), educational institutions attended, other similar information as defined by the institution.

Students have the right to inform CVTC that any or all of the above information should not be released without their prior consent. Students who wish to do this must complete the necessary form revoking any or all of the public information listed. Revocation remains in effect until the student notifies CVTC of a change. Forms are available at the Information and Service Center, Room ECB113, Eau Claire Clairemont Campus.

### ***Tobacco Free Policy***

Chippewa Valley Technical College recognizes a responsibility to provide a safe and healthy learning environment. Because of this commitment the use of tobacco in any form is prohibited in all campus facilities and vehicles of the Chippewa Valley Technical College.

In accordance with our tobacco-free campus policy, smoking is not allowed inside buildings, entryways, or on the walk bridge. Each campus has a designated tobacco use area. The Information Center/Office at each campus has information regarding designated tobacco use areas.

See the campus maps, at the back of this Handbook, for designated tobacco use area on your campus.

### ***Tuition and Fees***

Tuition is charged on a per credit basis and may vary each year depending upon state legislation, which is based upon operational costs. In addition to tuition, each course is assessed a material fee. Material fees vary from year to year and from course to course. Current tuition and material fee rates can be obtained in the Information and Service Center, ECB113, 715-833-6200. Tuition and Fee information is also on the website [www.cvtc.edu](http://www.cvtc.edu) under Getting Started – Admissions or Registration and Records – Tuition and Fees. There may be additional special fees for some majors for such items as books, supplies, tools, coveralls, safety glasses, uniforms, etc.

Also, students in Short-Term Training Certificate programs will be assessed a processing fee for the certificate. The \$5.00 fee must be paid at the time the student notifies Registration and Records the certificate requirements have been met and requests (applies for) the certificate. The \$5.00 will be assessed for each certificate requested.

**Fee exemption for Auditors Age 60 & Older.** In compliance with 1999 Wisconsin Act 154, CVTC shall permit a person who is 60 years of age or older to audit a credit course, other than a community-based service program (CEU), without paying tuition for the course. See page 91 for eligibility.

### ***Activity Fee***

An activity fee of 5.5% of the per credit tuition rate is assessed on credit and some non-credit classes. Student Government determines how this money is spent. Participation in Student Government is encouraged.

# *Campus Profiles*

## *Chippewa Campus*

770 Scheidler Road • Chippewa Falls, WI 54729 • Phone: 715-738-3841 (Voice and TTY)  
or 1-800-511-9095

Chippewa Valley Technical College's Chippewa Falls Campus is located in the northeastern portion of the city of Chippewa Falls. The location is easily accessible to the city and also on a major highway leading to the other communities in the county.

The Chippewa Falls Campus provides a myriad of services through programs and other services. Currently, we are also the site for the Barber/Cosmetology, Electrical, and Plumbing Apprenticeship Programs. As of January 2005, the campus also became a Job Center, housing Workforce Resource, Department of Vocational Rehabilitation and the Job Service. We are also pleased to have Lakeland College and Economic Development housed in our facility.

The Business Technology Program is offered at the campus, along with Accounting, Administrative Assistant Child Care Services, Office Assistant, and the Supervisory Management Program. Also offered are the following certificates: Business Software, Customer Service Representative, General Studies, Records and Information Management Specialist, Small Business Accounting, Small Business Marketing, and Transcriptionist. Additionally, students can take many general education courses, delivered in several formats: Interactive Television, traditional classroom delivery and online. The campus also fulfills, through the latest in technological communications, customized training needs of businesses and other local organizations. Two conference centers are designated for this purpose, along with a computer lab. Supporting all of our students and the community is Academic Services. This program offers free help via individual and group instruction, for reading, math, writing, basic computing, preparation for HSED and GED preparation.

Students can access admissions and student support services directly from the Chippewa Falls Campus. Student access to the CVTC web page Student Information System makes it convenient to view and print class schedules, grades, unofficial transcripts, account information, etc. Class registration, withdrawals, drops, or class refunds are all processed at the Chippewa Campus. The online services of the library are available in any computer lab. An academic counselor is schedule twice a month, an admission specialist daily, and a Disabilities Services counselor is here twice weekly.

A full assortment of continuing education classes, including agriculture, computer software, health, trade and industry, are offered as requested.

The Campus Administrator is Sherry Chambers. The Campus Assistant is Jean Alcantar and the Office Assistants are Linda Loew and Tina Sommerfeld. They welcome the opportunity to serve you.

## *Clairemont Campus*

Chippewa Valley Technical College's Clairemont Campus is located on the south central side of Eau Claire, on Clairemont Avenue, and consists of four buildings: Business Education Center, West Annex, and East Annex, and the Health Education Center. The Clairemont Campus is the largest of the Chippewa Valley Technical College campuses and, in addition to the several programs listed below, houses the following college function team offices: human resources, staff development, institutional effectiveness, instructional design, college advancement, information services, registrar, counseling center, registration, admissions, placement services, college library, central building and grounds, financial aid, student life, bookstore, news and publications, computer services, audio visual, cafeteria, parking, and college business office. The college president and vice presidents are also located at the Clairemont Campus.

### **Business Education Center, West Annex & East Annex**

620 West Clairemont Avenue • Eau Claire, WI 54701 • Phone: 715-833-6200 (Voice) or 1-800-547-2882  
715-833-6234 or 715-852-1344 (TTY)

The following programs are offered in the Business Education Center. Accounting, Administrative Assistant, Automotive Maintenance Technician, Barber-Cosmetologist, Child Care Services, Civil Engineering Technician-Structural, Computer Information Systems, Computer Network Specialist, Farm Business and Production Management, Geographic Information Systems Technician, Hospitality and Tourism, Marine and Outdoor Power Products, Marketing, Office Assistant, Paralegal, and Wood Technics. Welding is offered in the West Annex and Agriscience Technician, Air Conditioning, Heating, and Refrigeration Technology; Auto Collision Repair and Refinish Technician; Landscape Horticulture; and Refrigeration, Air Conditioning, and Heating Service Technician are offered in the East Annex.

The Business Education Center includes classrooms and laboratories for all of the program and general education areas (Communications Skills, Mathematics, Science, and Social Studies). There is a

Basic Skills Education (BSE) center that welcomes students who need extra help especially in reading, mathematics, and science. Tutoring help is also available through the BSE center. The Disabilities Service (formerly Special Needs) lab is staffed and available for students who have special learning needs. In addition to the programs named above, contracted training and continuing education are offered at the Clairemont Campus.

### **Health Education Center (HEC)**

615 West Clairemont Avenue • Eau Claire WI, 54701 • Phone: 715-833-6200 (Voice) or 1-800-547-2882  
715-833-6234 or 715-852-1344 (TTY)

The Health Education Center (HEC) is located on the south side of Clairemont Avenue. A recent expansion to the HEC allowed for the establishment of professional partnerships between CVTC, Marquette University School of Dentistry, UW Health Eau Claire Family Medicine and area health care and dental care providers. Two clinics in the Center provide dental and medical care to low-income and uninsured residents of the Chippewa Valley as well as educational and clinical sites for health program students.

For every level of patient care education, hands-on experience is the best teacher. Housed within the HEC is The Virtual Medical Center which includes the Human Patient Simulation (HPS) Lab. The Virtual Medical Center features computer-model-driven, full-sized mannequins that provide students with experiences in true-to-life scenarios. The sophisticated and highly versatile patient simulators blink, speak and breathe, have heartbeats and pulses, and accurately mirror human responses to specific medical procedures. The patient simulators exhibit clinical signs so lifelike that students have been known to respond emotionally when a patient “dies”. This safe learning environment allows students to practice again and again, until the highest quality patient care becomes second nature.

Visit the Health Education Center...changing the way people learn to save lives!

## ***Gateway Campus***

### **Manufacturing Education Center**

2320 Alpine Road • Eau Claire, WI 54703 • Phone: 715-874-4600 (Voice)

The Gateway Campus of Chippewa Valley Technical College is located at Eau Claire's, Gateway Industrial Park. One of CVTC's newest campuses, it is located approximately six miles Northeast of the Eau Claire Clairemont Campus. It is accessible from the North via the North Crossing, Highway 124; the West via Interstate 94 to the Highway 12/124 exit; and from the East via Interstate 94 to the Highway 12/124 exit, to Clairemont Avenue, West to Alpine Road, and East to the Campus.

The primary focus of the Gateway Campus is to provide the Chippewa Valley Technical College District with state of the art manufacturing technology. The application of concepts, processes, and technology is at the forefront of the programming available at this site. Creation of the campus in the Gateway Industrial Park has been done to foster industrial development through availability of training, technology and a continuous supply of technical diploma and associate degree graduates with specific skills.

This 60,000 square foot facility has been placed on a ten-acre site in the heart of the Gateway Industrial Park. Labs for computer network systems, machine tool and tool & die operations, nanoscience technology, industrial mechanics, electromechanical technology and electrical engineering technology support the learning environment. These labs cover over half of the total square footage and are designed to be flexible and open. Smaller labs are provided for off-line programming, physics, and audio/video viewing. Three 32 seat conventional classrooms with multi-media capabilities are provided along with two interactive television classrooms.

In addition, a Conferencing Center, consisting of two state of the art seminar rooms and a 2300 square foot commons also exist on the campus. The primary purposes of this area are training, promotion of economic development and to provide educational opportunities not currently available to the community.

## ***Menomonie Campus***

403 Technology Drive East • Menomonie, WI 54751 • Phone: 715-232-2685 (Voice and TTY) or 1-800-622-5011

CVTC's Menomonie Campus, approximately 70 miles from the Twin Cities, is located in the Stout Technology Park in Menomonie, Wisconsin, and is adjacent to the Dunn County Job Center that features a complete workforce development center. CVTC and the Dunn County Job Center are co-located, sharing parking and sidewalks, to provide “one-stop” employment and training services.

The Menomonie Campus facility has 12 classrooms/labs for credit and noncredit programs and classes. In addition to five general classrooms, there are two ITV classrooms, a computer lab, a business

and accounting lab, technology education lab, and a basic skills education center. A large commons area provides study and lunch space for students.

Students can access admissions, and transcripts from Menomonie. Class registration, withdrawals, drops, class refunds and book sales are all processed on site. Students also have access to UW-Stout's recreational facilities at reduced rates. The online services of the library are available at dedicated library stations or in any computer lab. An academic counselor is on campus two days a month and a Disabilities Services (formerly Special Needs) counselor is on campus as needed. There is an enrollment management specialist on campus to assist students.

Programs offered on campus are Accounting, Marketing, Office Assistant, Supervisory Management, Farm Business and Production Management, Insurance and Real Estate. Up to 15 credits in general education classes are available on campus and over the ITV system per semester. Credit/program classes are also available in the Business Technology Lab where students can take as many as 20 credit classes in accounting and business in a self-paced, instructor-assisted environment. A full assortment of continuing education classes, with emphasis on computer software skills, is offered in the evenings and Saturdays.

### ***Neillsville Center***

11 Tiff Street • Neillsville WI 54456 • Phone: 715-743-3965, Ext 4320

The Neillsville Center opened its new building in December 2004. Located in the Neillsville Industrial Park off Highway 10, the Center currently supports the Accounting, Business Technology Program, Child Care, and Medical Assistant Programs.

Community members may also take general education and other educational offerings via Interactive Television and online delivery. Supporting all of our students and the community at large is Academic Services. This program offers free help via both individual and group instruction, for reading, math, writing, basic computer instruction, preparation for HSED and GED, and English as Second Language.

Customized training is also delivered to local businesses and organizations at the center as well as at sites determined by our customers.

The Campus Administrator is Sherry Chambers. The Office Assistant is Linda Danzinger. Admissions support is available on campus. We welcome the opportunity to serve you.

### ***River Falls Campus***

500 South Wasson Lane • River Falls, WI 54022 • Phone: 715-426-8200 or 1-800-480-0997, ext. 8200

The programs/certificates offered at the River Falls Campus include: Administrative Assistant, EMT Paramedic-Advanced, Instructional Assistant, Marketing, Medical Assistant, Medical Coding Specialist, Nursing- Associate Degree, Office Assistant, Paralegal, Phlebotomy, Records and Information Management, Small Business Accounting, and Wood Technics. There are also up to 24 general education credits from which students may choose.

Admissions and student support services are available at the River Falls Campus. Student access to the Student Information System (SIS) on the CVTC web page makes it convenient to view and print class schedules, grades, unofficial transcripts, account information, etc. Class registration, withdrawals, and class refunds are all processed on site. The online services of the library are available at dedicated library stations. There is a Program Counselor and Disabilities Services Counselor on campus. The Academic Services Center is staffed with professionals to assist students with course work, study skills, and GED/HSED preparation.

The CVTC River Falls Campus is approximately 25 mile from the Twin Cities (8 minutes south of Interstate Hwy 94).

### ***West Campus***

Chippewa Valley Technical College's West Campus was developed in 1977, with the construction of the Grudem Center. The West Campus is located on the west side of Eau Claire, southwest of the intersection of Clairemont Avenue (U.S. Hwy. 12) and State Hwy. 124. The campus includes the Emergency Service Education Center (ESEC) and the Transportation Center (formerly Grudem Center).

#### **Emergency Service Education Center**

3623 Campus Road • Eau Claire, WI 54703 • Phone: 715-855-7500

The Emergency Service Education Center (ESEC) opened its doors on the West Campus in 1999 to house Law Enforcement, Fire Service, and Emergency Medical Service training.

The ESEC is a 24,000 square foot building designed to meet the training needs of emergency service personnel in western Wisconsin. It includes 8 classrooms, a computer lab, an interactive television room, firearms range, and commons area. Through a cooperative agreement with the City of Eau Claire, the facility includes a working fire station, with equipment bays for the city's fire department and for the

college's equipment. Adjacent to the building is a fire-training tower and burn tower to allow realistic training for firefighters. A driving range for emergency vehicle operations is also part of the west campus

The offices are open 7:00 a.m. until 10:00 p.m. daily. Classes are held until 10:00 p.m. Monday through Thursday. Saturday Weekend College for law enforcement is beginning in the fall of 2006.

Counseling and study-skills training is available on the campus during posted hours. The Library collection can be accessed electronically.

**Transportation Center** (formerly Grudum Center)

4000 Campus Road • Eau Claire, WI 54703 • 715-855-7534

The Transportation Center houses programs in Truck Driving, Diesel/Heavy Equipment Technicians, and Electrical Power Distribution. The facilities are also used for motorcycle safety classes.

The Transportation Center contains three classrooms, which are capable of multi-media presentations. Indoor laboratory facilities serve the Diesel/Heavy Equipment Technician program and the Electrical Power Distribution program. The outdoor facilities include the Driver Safety Range, which is used to teach low-speed maneuvers and collision-avoidance techniques for truck drivers, and the Electrical Power Distribution field, in which students learn to install and service above-ground and underground systems. The College Library collection can be accessed electronically.