for choosing Chippewa Valley Technical College as the right college for you. Make the most of your time here. Become involved in Student Life, student clubs, and Student Government. Work hard, study harder, and, most of all, enjoy the experience of learning!

Bruce Barker
President
2019 – 2020 College Calendar

2019 Summer

May 20 – June 7 ......................................................Interim Period
May 27 .....................................................Memorial Day – College Closed
June 10 – August 2 ...................................... 8-Week Summer Session
July 4 .............................................July 4th Holiday – College Closed
August 1 ............................................. Commencement – Eau Claire
August 5 – 23 ......................................................Interim Period

2019-2020 School Year

August 26 ...........................................First Semester Classes Begin
September 2 ...........................................Labor Day – College Closed
October 18 ..............................................End of 8-Week Classes
November 28 – 29 ...........Thanksgiving Holiday – College Closed
December 16 ......................................Last Day of First Semester Classes
December 17 ......................................Commencement – Eau Claire
December 24 – 25 ............Christmas Holiday – College Closed
December 30 ........................................Winter Term Begins
December 31 ...............................New Year’s Holiday – College Closed
January 1 .............................................New Year’s Holiday – College Closed
January 17 ..............................................Winter Term Ends
January 20 ...........................................Second Semester Classes Begin
March 13 ..............................................End of 8-Week Classes
March 16 – 20 .................................................Spring Break
April 10 ..............................................Spring Holiday – College Closed
May 14 ...........................................Last Day of Second Semester Classes
May 14 .............................................Commencement – River Falls, Tentative
May 15 .............................................Commencement – Eau Claire

2020 Summer

May 18 – June 5 ......................................................Interim Period
May 25 .....................................................Memorial Day – College Closed
June 8 – July 31 ............................................. 8-Week Summer Session
July 3 .................................................July 4th Holiday – College Closed
July 30 ............................................. Commencement – Eau Claire
August 3 – 21 ......................................................Interim Period

Chippewa Valley Technical College reserves the right to make changes in dates, regulations, and procedures published in this Student Handbook without obligation or prior notice. For most current information please consult www.cvtc.edu.
Withdrawal/Audit Deadline Dates 2019-2020

**Summer Term 2019**

**Eight Week Courses**  
(June 10 – August 2, 2019)  
June 14 – withdraw with 80% refund  
(no record of enrollment)  
June 21 – withdraw with 60% refund  
July 19 – withdraw or audit (no refund)

**Sixteen Week Courses**  
(June 10 – October 18, 2019)  
June 21 – withdraw with 80% refund  
(June 21 – withdraw with 80% refund  
July 5 – withdraw with 60% refund  
Sept. 20 – withdraw or audit (no refund)

**Fall Term 2019**

**1st Sixteen Week Courses**  
(August 26 – December 16, 2019)  
Sept. 6 – withdraw with 80% refund  
(no record of enrollment)  
Sept. 20 – withdraw with 60% refund  
Nov. 15 – withdraw or audit (no refund)

**2nd Sixteen Week Courses**  
(October 21 – March 13, 2020)  
Nov. 1 – withdraw with 80% refund  
(no record of enrollment)  
Nov. 15 – withdraw with 60% refund  
Feb. 14 – withdraw or audit (no refund)

**1st Eight Week Courses**  
(August 26 – October 18, 2019)  
Aug 30 – withdraw with 80% refund  
(no record of enrollment)  
Sept. 6 – withdraw with 60% refund  
Oct. 4 – withdraw or audit (no refund)

**2nd Eight Week Courses**  
(October 21 – December 16, 2019)  
Oct. 25 – withdraw with 80% refund  
(no record of enrollment)  
Nov. 1 – withdraw with 60% refund  
Nov. 29 – withdraw or audit (no refund)

**Spring Term 2020**

**1st Sixteen Week Courses**  
(January 20 – May 14, 2020)  
Jan. 31 – withdraw 80% refund  
(no record of enrollment)  
Feb. 14 – withdraw 60% refund  
April 17 – withdraw or audit (no refund)

**2nd Sixteen Week Courses**  
(March 23 – July 31, 2020)  
April 3 – withdraw with 80% refund  
(no record of enrollment)  
April 17 – withdraw with 60% refund  
July 3 – withdraw or audit (no refund)

**1st Eight Week Courses**  
(January 20 – March 13, 2020)  
Jan. 24 – withdraw with 80% refund  
(no record of enrollment)  
Jan. 31 – withdraw with 60% refund  
Feb. 28 – withdraw or audit (no refund)

**2nd Eight Week Courses**  
(March 23 – May 14, 2020)  
March 27 – withdraw 80% refund  
(no record of enrollment)  
April 3 – withdraw with 60% refund  
May 1 – withdraw or audit (no refund)

**Summer Term 2020**

**Eight Week Courses**  
(June 8 – July 31, 2020)  
June 12 – withdraw with 80% refund  
(no record of enrollment)  
June 19 – withdraw with 60% refund  
July 17 – withdraw or audit (no refund)

**Sixteen Week Courses**  
(June 8 – October 16, 2020)  
June 19 – withdraw with 80% refund  
(no record of enrollment)  
July 3 – withdraw with 60% refund  
Sept. 18 – withdraw or audit (no refund)
**Winter Term Withdrawal/Audit Deadline Dates 2020**

**December 30 – January 17**
December 31 – withdraw with 80% refund
(no record of enrollment)
January 1 – withdraw with 60% refund
January 14 – withdraw or audit (no refund)

**4 Week Withdrawal/Audit Deadline Dates 2019-20**

### Fall Term 2019

**1\textsuperscript{st} Four Week Courses**
(August 26 – September 20, 2019)
Aug. 28 – withdraw with 80% refund
(no record of enrollment)
Aug. 29 – withdraw 60% refund
Sept. 13 – withdraw or audit (no refund)

**2\textsuperscript{nd} Four Week Courses**
(September 23 – October 18, 2019)
Sept. 25 – withdraw with 80% refund
(no record of enrollment)
Sept. 26 – withdraw with 60% refund
Oct. 11 – withdraw or audit (no refund)

**3\textsuperscript{rd} Four Week Courses**
(October 21 – November 15, 2019)
Oct. 23 – withdraw with 80% refund
(no record of enrollment)
Oct. 24 – withdraw with 60% refund
Nov. 8 – withdraw or audit (no refund)

**4\textsuperscript{th} Four Week Courses**
(November 18 – Dec. 16, 2019)
Nov. 20 – withdraw with 80% refund
(no record of enrollment)
Nov. 21 – withdraw with 60% refund
Dec. 6 – withdraw or audit (no refund)

### Spring Term 2020

**1\textsuperscript{st} Four Week Courses**
(January 20 – February 14, 2020)
Jan. 22 – withdraw with 80% refund
(no record of enrollment)
Jan. 23 – withdraw with 60% refund
Feb. 7 – withdraw or audit (no refund)

**2\textsuperscript{nd} Four Week Courses**
(February 17 – March 13, 2020)
Feb. 19 – withdraw with 80% refund
(no record of enrollment)
Feb. 20 – withdraw with 60% refund
March 6 – withdraw or audit (no refund)

**3\textsuperscript{rd} Four Week Courses**
(March 23 – April 17, 2020)
March 25 – withdraw with 80% refund
(no record of enrollment)
March 26 – withdraw with 60% refund
April 10 – withdraw or audit (no refund)

**4\textsuperscript{th} Four Week Courses**
(April 20 – May 14, 2020)
April 22 – withdraw with 80% refund
(no record of enrollment)
April 23 – withdraw with 60% refund
May 8 – withdraw or audit (no refund)
# Table of Contents

2019 – 2020 College Calendar ................................................................. 2
Withdrawal/Audit Deadline Calendar ....................................................... 3
Where to Go for Help ........................................................................... 9
CVTC Mission, Vision, & Values ........................................................... 10
Campuses and Centers ....................................................................... 11
Monthly Calendars ............................................................................. 12
Weekly Calendars .............................................................................. 38

## Registration & Academic Records

Registration ..................................................................................... 146
  - Registration Schedule .............................................................. 146
  - Service Member Priority Registration .................................... 146
  - How to Register for Classes in SIS ......................................... 147
  - Paying for College .................................................................. 147
  - Late Course Registration ......................................................... 147
  - Course Cancellations ............................................................... 147
  - Auditing Classes ..................................................................... 147
  - Fee Exemption for Auditors Age 60 and Older ....................... 148
  - No Show (Beginning Attendance) ........................................... 149
  - Withdrawals from College or Dropping Courses .................. 150
  - Refund Policy ......................................................................... 151
  - Re-Enrollment after Voluntary Interruption in Program (Break in Service) .... 153

Academic Records ............................................................................ 153
  - Transcript of Academic Records .......................................... 153
  - President’s Honor List ............................................................... 153
  - Student Rights to Records ....................................................... 154
  - Change of Name/Address/Phone Number ............................ 154
  - Credit for Prior Learning .......................................................... 154
  - Transfer of Credit ................................................................... 158
  - Grading Procedures ................................................................. 158
  - Repeating Classes ................................................................... 159
  - Attendance Procedures ........................................................... 160

## Paying for College

Tuition and Other Fees ...................................................................... 162
  - Payment Policy ....................................................................... 162
  - Payment Due Dates ................................................................ 162
  - Payment Options ..................................................................... 162
  - Drop for Non-Payment Policy ................................................. 162
  - Payment Methods and Acceptable Forms of Payment ............ 163
  - Cashier Connection ................................................................. 163
  - Delinquent Account Penalties ................................................. 163
  - Refund Policy ......................................................................... 164
  - Financial Aid Refund Information .......................................... 164

CVTC Foundation Scholarships ......................................................... 165

Financial Aid .................................................................................... 165
  - Application Process ............................................................ 166
  - Eligibility ............................................................................... 167
  - Financial Aid Assistance Programs ....................................... 168
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education Services</td>
<td>188</td>
</tr>
<tr>
<td>Diversity Resources</td>
<td>188</td>
</tr>
<tr>
<td>Disability Services</td>
<td>189</td>
</tr>
<tr>
<td>Diversity/Multicultural Student Services</td>
<td>189</td>
</tr>
<tr>
<td>Library &amp; Technology Services</td>
<td>190</td>
</tr>
<tr>
<td><strong>Steps to Success</strong></td>
<td>191</td>
</tr>
<tr>
<td>Resources for Planning, Initiating, &amp; Sustaining in College</td>
<td>191</td>
</tr>
<tr>
<td>Academic Advising and Student Success Services</td>
<td>194</td>
</tr>
<tr>
<td>Career Planning Workshop</td>
<td>195</td>
</tr>
<tr>
<td>GradReady Financial Resource</td>
<td>195</td>
</tr>
<tr>
<td><strong>Student Life &amp; Public Safety</strong></td>
<td>196</td>
</tr>
<tr>
<td>The Shops of CVTC</td>
<td>196</td>
</tr>
<tr>
<td>Automotive Repair</td>
<td>196</td>
</tr>
<tr>
<td>Bookstore</td>
<td>196</td>
</tr>
<tr>
<td>Dental Clinic</td>
<td>198</td>
</tr>
<tr>
<td>Duplicating Services</td>
<td>198</td>
</tr>
<tr>
<td>Food Pantry</td>
<td>198</td>
</tr>
<tr>
<td>Shear Inspirations Salon &amp; Spa</td>
<td>198</td>
</tr>
<tr>
<td>Valley Café</td>
<td>199</td>
</tr>
<tr>
<td><strong>Student Life Services</strong></td>
<td>199</td>
</tr>
<tr>
<td>Bus Passes</td>
<td>199</td>
</tr>
<tr>
<td>Clinical Badges</td>
<td>199</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>199</td>
</tr>
<tr>
<td>Housing</td>
<td>200</td>
</tr>
<tr>
<td>ID Cards</td>
<td>200</td>
</tr>
<tr>
<td>Lockers</td>
<td>200</td>
</tr>
<tr>
<td>UWEC &amp; UWRF Recreational Facilities</td>
<td>200</td>
</tr>
<tr>
<td><strong>Campus Involvement</strong></td>
<td>201</td>
</tr>
<tr>
<td>Clubs</td>
<td>201</td>
</tr>
<tr>
<td>Student Association</td>
<td>202</td>
</tr>
<tr>
<td>Student Leadership Recognition Banquet</td>
<td>202</td>
</tr>
<tr>
<td>Club Resources</td>
<td>202</td>
</tr>
<tr>
<td>Bulletin Board/Wall Postings</td>
<td>202</td>
</tr>
<tr>
<td>Alcohol and Other Drug Guidelines for Student Life Activities</td>
<td>203</td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td>203</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>203</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>204</td>
</tr>
<tr>
<td>Prevea Health</td>
<td>204</td>
</tr>
<tr>
<td>Vibrant Health Family Clinics</td>
<td>205</td>
</tr>
<tr>
<td><strong>Department of Public Safety Information</strong></td>
<td>207</td>
</tr>
<tr>
<td>Injuries and Medical Emergencies</td>
<td>207</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>207</td>
</tr>
<tr>
<td>Procedures for Evacuations</td>
<td>207</td>
</tr>
<tr>
<td>Procedures for Seeking Shelter</td>
<td>207</td>
</tr>
<tr>
<td>Incident Report Form</td>
<td>208</td>
</tr>
<tr>
<td>Security Policy</td>
<td>208</td>
</tr>
<tr>
<td>Campus Violence Policy</td>
<td>208</td>
</tr>
<tr>
<td>Weapons possession Policy</td>
<td>209</td>
</tr>
<tr>
<td>Prohibition</td>
<td>209</td>
</tr>
</tbody>
</table>
Where to Go for Help…

**CVTC Student Central**
715-833-6200 or 1-800-547-2882
StudentCentral@cvtc.edu | WI Relay: 711

CVTC Student Central is a full-service, one-stop center designed for the convenience of CVTC customers. The Student Central is located in room 113 of the Business Education Center on the Clairemont Campus.

---

**Academic Advising, Student Success & Career Development**
Eau Claire .......... 715-833-6346
River Falls ............ 715-426-8200

**Academic Services**
Chippewa Falls .... 715-738-3845
Eau Claire ............ 715-833-6201
Menomonie ........... 715-233-5344
Neillsville .......... 715-743-3965
River Falls ........... 715-426-8208

**Admissions** ........ 715-833-6200

**Alumni Association** . 715-831-7299

**Assessment** ........ 715-833-6200

**Bookstore** .......... 715-833-6240

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

**Dental Clinic** ........ 715-833-6271

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

**Diversity Resources** .................. 715-833-6234

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

**Facilities** ............. 715-833-6207

**Financial Aid** ........ 715-833-6200

**Learning Center/Library** ...........
................................. 715-833-6285

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

**Prevea, (Eau Claire Campuses Student Health Services)** .............. 715-839-5175

**Public Safety (non-urgent)** ................
................................. 715-833-6202

**Records & Registration** ................
................................. 715-833-6200

**River Falls Office** ...... 715-425-3301

**Security** (urgent assistance from an on-campus phone) .............. 1111

**In case of Life Threatening Emergency Dial 911**

**Shear Inspirations, CVTC Salon & Spa** ................. 715-833-6320

**Student Life/SA** ...... 715-833-6267

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

**Valley Café Food Service** ............
................................. 715-858-1828

**Veteran Services** ...... 715-833-6272

**Vibrant Health Family Clinics (River Falls Campus Student Health Service)** ........
................................. 715-425-6701

**Vice President Student Services** ...........
................................. 715-852-1355
CVTC’s Mission, Vision, & Values

Mission Statement
Chippewa Valley Technical College delivers innovative and applied education that supports the workforce needs of the region, improves the lives of students, and adds value to our communities.

Vision Statement
Chippewa Valley Technical College is a dynamic partner for students, employers, and communities to learn, train, and succeed.

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.

Core Abilities
In keeping with our mission and vision, CVTC promotes the development of four key core abilities. These core abilities address the broad-based skills that will prepare a student to become a productive member of the work force, a civic-minded citizen of the community, and a life-long learner ready to grow with her/his chosen profession. The core abilities are:

- Models Integrity
- Thinks Critically
- Communicates Effectively
- Values Diversity

These core abilities are woven throughout the student’s avenue of study not becoming the sole responsibility of any one course but rather integrated into all curriculum as appropriate, thus building a strong base for academic and personal success.

Diversity Mission
CVTC welcomes, values, and respects differences and commonalities of all people. By valuing differences, we demonstrate our commitment to treating everyone with fairness and respect.
Campuses and Centers

**Eau Claire Campuses**

Clairemont Campus

**Business Education Center**
620 W. Clairemont Ave.
Eau Claire WI 54701
715-833-6200
1-800-547-2882
WI Relay Number: 711

**Health Education Center**
615 W. Clairemont Ave.
Eau Claire WI 54701
715-833-6417
1-800-547-2882

**Diesel Education Center**
2710 Arbor Court
Eau Claire, WI 54701
715-833-6200

**Gateway Campus**

**Applied Technology Center**
2322 Alpine Road
Eau Claire WI 54703
715-874-4672

**Manufacturing Education Center**
2320 Alpine Road
Eau Claire WI 54703
715-874-4600

**West Campus**

**Emergency Service Education Center**
3623 Campus Road
Eau Claire WI 54703
715-855-7500

**Energy Education Center**
4000 Campus Road
Eau Claire WI 54703
715-855-7502

**Regional Campuses**

**Chippewa Falls Campus**
770 Scheidler Rd
Chippewa Falls WI 54729
715-738-3841
1-800-511-9095

**Menomonie Campus**
403 Technology Drive East
Menomonie WI 54751
715-232-2685
1-800-622-5011

**Neillsville Center**
11 Tiff Avenue
Neillsville WI 54456
715-743-3965

**River Falls Campus**
500 S Wasson Lane
River Falls WI 54022
715-425-3301
1-800-480-0997
Chippewa Valley Technical College reserves the right to make changes in regulations, policies, and the procedures in this Student Handbook without obligation or prior notice. For the most current information please consult www.cvtc.edu.
**Registration & Academic Records**

**Registration**

**Registration Schedule**
Students must register for a course before attending. Students are responsible for registering for classes according to the registration timeline as communicated by the College.

Continuing program students are notified of exact dates and procedures through email and an announcement on My CVTC. New program students are notified by letter.

The general public (undeclared students) is permitted to register for classes after program student registration days. An announcement of open registration is made on the public website at [www.cvtc.edu](http://www.cvtc.edu).

Students are strongly encouraged to register on the date and time assigned to them to ensure greater class availability. To ensure a successful registration, students should pre-determine the course sections in which they would like to register by reviewing:

- Program requirements by semester (see “Degree Evaluation” available in the Student Information System (SIS) on My CVTC > SIS > Student Records > Degree Evaluation). This will show the courses left to take prior to graduating and the semester in which they should be taken.
- Program blocks (sample schedules available in My CVTC > SIS > Registration > under Add or Drop Courses). Students in many programs must follow a particular sequence of courses each semester. The sample schedules will display the course sections/course numbers for which students should register.
- Available course sections can be viewed at My CVTC > Registration > Search Course Offerings or through SIS on the My CVTC portal. Students are encouraged to review course prerequisites and other registration restrictions to ensure that they are eligible to register for the course. Students whose academic record does not show the completion of prerequisites or fulfillment of other restrictions will not be allowed to register for the course.

All students, with some exceptions, register online through SIS so it is important for them to know their My CVTC username and password. New students are invited on campus to participate in student orientation, advisement, and registration at which time assistance is provided. Continuing students may register online from any location.

**Service Member Priority Registration**
In accordance with Wis. Stat. Sec. 36.11(47m), service members will be given priority to register for their courses at CVTC. Eligible service members will have priority registration over other students within their designated registration group. CVTC’s registration groups include continuing program/certificate, new program, continuing pre-program, new certificate, new pre-program, and open registration students. Service members will be required to present documentation 14 days prior
to their designated registration date. Service members will not be allowed to bump other students who are already registered in a course.

**How to Register for Classes in SIS**

**Step 1:** Login to My CVTC using your user name and password  
**Step 2:** Select Add/Drop Classes under Student Information (SIS)  
**Step 3:** Select a Term  
**Step 4:** Indicate the CRNs (Course Reference Numbers) of the courses you want and select submit changes. To find the CRNs, click Class Search or use the Search Course Offerings section of the website.  
**Step 5:** View total fees by selecting Cashier Connection from the registration page. Register online for the Payment Plan or to confirm tuition due dates  
**Step 6:** Print your detailed schedule from the registration page

**Paying for College**
It is also important for students to determine their method of payment prior to registering for classes [www.cvtc.edu/payforcollege](http://www.cvtc.edu/payforcollege).

After registration, and just prior to starting classes, students should:
- Print a copy of their schedule from SIS.  
- Review class locations (building and rooms), days, and times.

**Late Course Registration**
Students are encouraged to register for classes prior to the class start date as attendance is important to a student’s academic success. For classes that begin at the start of each semester, students may register for certain courses through Friday of the first week of the semester. Students who wish to register for a class after this deadline may only do so with the approval of the Instructor, Dean, and Registrar.

**Course Cancellations**
The College reserves the right to cancel any class. Students will receive a 100% refund in the event the class is canceled. All course times, locations, and instructors are subject to change.

**Auditing Classes**
Students may audit most credit courses if they choose to attend and participate in class activities but do not want to receive credit or a grade. Auditors are not required to but may 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.

Students who registered for a course with the intent to receive a grade, began attending the course, and then changed the status to an audit, will have the credits counted as attempted credits for academic purposes. “Counted as attempted” means the credits will count toward the 67% completion rate in the “completion rate requirement” category for satisfactory academic progress.
Current policies of external agencies do not allow financial aid or veterans benefits for audited courses. Non-credit and continuing education (CEU) courses, apprenticeship, and clinical/internship classes may not be taken with audit status.

**Audit Grades**

AU Audit grade means the student registers for a course as an audit prior to the start of the class and attends class but does not receive a letter grade for the course. An AU grade is recorded on the transcript. Audited classes do not count as credits for determining financial aid status, nor do they count toward graduation. Enrollment priority is given to fee-paying students who want to take the course for credit. Auditing students will not be allowed to enroll in a course until seven days prior to the start date of the term. Space must be available in the course and all course prerequisites, if any, must be met.

AX Audit status is given when a student registers for a course with the intent to receive a letter grade, begins attending the course, and then changes the status to an audit. The student receives an AX grade on the transcript and the audited class will be counted as attempted credits for academic purposes. All other procedures related to the AU audit grade (above) apply to the AX grade. Students who wish to change from credit status to audit status must do so before 75% of the total instruction of the course has been delivered.

**Fee Exemption for Auditors Age 60 and Older**

In compliance with 1999 Wisconsin Act 154, CVTC permits Wisconsin residents 60 years of age or older to audit a course without paying tuition for the course. A person interested in auditing a course and receiving a tuition exemption may do so if all of the following conditions are met:

- The person verifies the individual 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.
- The course is not an internship/clinical.

**Fee-exempt Eligible Students:**

- Are not required to pay course tuition.
- Are required to pay cost-based charges associated with the class. This includes activity fees, material fees and other miscellaneous fees.

**Enrollment Priority:**

- Enrollment priority is given to fee-paying students who want to take the course for credit.
- Fee-exempt auditing students are not 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 students age 60 and over who attempt to register for a course as fee-exempt auditors.

No Show (Beginning Attendance)
Course attendance is a key factor in student success, and verification of such attendance ensures that the College is distributing financial aid to individuals who have begun to attend classes. This policy applies to all CVTC students to ensure student success and to comply with Title IV federal legislation which is intended to limit financial aid overpayment and fraud.

Students who do not attend classes or begin courses during the first week of the semester are reported to the Registrar’s Office by their instructor as a “no show” and are dropped from the course. In accordance with Title IV, the College must cancel any financial aid that has been processed for students who fail to begin attendance in all of their classes.

The College defines “beginning attendance” as attending class or beginning the course by the end of the first week of a term. Such attendance is not based on qualitative performance in the course but rather on attendance as follows:

Attendance Requirements for Online or MyChoice Courses
Students enrolled in an online course must complete coursework as follows:
• Those registered before the course started must complete one assignment by the end of week one or equivalent based on course length.
• If registered during the first week of the course, the student must complete one assignment no later than noon of the second Friday or equivalent based on course length.

Attendance Requirement for all delivery methods with a face-to-face component
Students enrolled in any course with a face-to-face component such as traditional, hybrid, web conferencing, telepresence or MyChoice must meet the following attendance requirements:
• Those registered before the semester started must attend class during the first week of the semester or equivalent based on course length.
• Those registered during the first week of classes must attend the next scheduled meeting of the class.

In the case of extenuating circumstances, for all class types, the student must notify the instructor in writing (email or letter) if unable to attend class in week one as defined above. Without exception when a student’s extenuating circumstances prevents him/her from attending in week one, the student must begin the course no later than Friday of week two. The student who does not attend by the extended date will be reported as a “no show” even if a prior written contact was made.
For all situations, students reported as not beginning the course are considered “no shows” and

- Receive a refund of 80% of tuition and fees for any course from which they were cancelled as a “no show.” Federal financial aid recipients reported as a “no show” may owe a repayment to the College. Students wishing to appeal the refund due to extenuating circumstances may do so by completing and submitting a “Student Account and Refund Appeal” form found in My CVTC.
- May be reinstated into a class due to extenuating circumstances upon approval of the Registrar. The Registrar collaborates with instructors and deans, where appropriate, in determining whether reinstatement is appropriate.

The “no show” is not part of a student’s academic history and does not appear on the transcript.

Withdrawal from College or Dropping Courses
Students are responsible for officially dropping classes or withdrawing from CVTC prior to the start of the class or if they stop attending.

- Students who do not officially drop or withdraw will receive failing grades at the end of the term.
- The official withdrawal date is based on the date the student formally notifies the College of his/her intent to withdraw. Withdrawals are permitted during the first 12 weeks of the semester for a 16 week course, or 75% of class sessions for other course lengths. Withdrawals beyond that point due to extenuating circumstances may be approved by the Registrar with collaboration of the instructor and dean.
- If less than 25% of the scheduled hours of instruction remain, no changes to audit status, no class drops or complete withdrawals will be allowed.
- Refunds are issued in accordance with guidelines established by the Wisconsin Technical College System, see refund policy below.
- Withdrawals and dropped courses may affect the academic standards completion rate requirement which requires successful completion of 67% of the credits attempted. A “W” grade is counted as attempted credits but not as earned credits. Refer to the academic standards available in My CVTC > Records & Registration > Academic Policies for more information.

To officially withdraw from the College, students are strongly encouraged to meet with an academic advisor to discuss the consequences of dropping a class(es) and/or withdrawing from a program. Such consequences include losing financial aid or jeopardizing progression in or graduation from their programs. To schedule an appointment, call 715-833-6346.

Students who choose not to meet with an academic advisor may complete the withdrawal form themselves, sign and return it to the Registrar’s Office. Forms may be obtained from CVTC Student Central in the Business Education Center in Eau Claire or any regional campus office. Exception: Students enrolled only in online courses and do not come on site may call an academic advisor (715-833-6346), CVTC Student Central (715-833-6200), or regional campus office to request a drop. An email from the student’s CVTC student email address containing the student’s
name, student ID number, course name, and CRN will be required to process any drop that is not completed face-to-face.

Students who withdraw in the first term of a program are moved to undeclared status and must reapply for future program admission.

The following financial aid implications should be considered when making the decision to withdraw from the College or when dropping classes:

- 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 Federal Title IV Return of Funds, under Financial Aid).
- Failure to formally withdraw from the College is considered an unofficial withdrawal and will result in the recording of failing grades on the student’s permanent record for all classes attempted. See “Federal Title IV Return of Funds” regarding repayment obligations.

**Calendar for Course Drops or Withdrawal from CVTC**

**16-Week Courses:**
- Weeks 1-2 (No record of enrollment; course does not appear on student’s transcript)
- Weeks 3-12 (“W” grade issued indicating withdrawal and no letter grade)
- Weeks 13-16 (No withdrawals or drops allowed)

**8-Week Courses:**
- Week 1 (No record of enrollment; course does not appear on student’s transcript)
- Weeks 2-6 (“W” grade issued indicating withdrawal and no letter grade)
- Weeks 7-8 (No withdrawals or drops allowed)

**Courses Other Than 8 or 16 Weeks:**
- If less than 11% of the course’s total potential hours of instruction has been completed, then no record of enrollment; course does not appear on student’s transcript.
- If 11% through 75% of the course’s total potential hours of instruction have been completed, then “W” grade issued indicating withdrawal and no letter grade.
- After 75% of the course’s total potential hours of instruction have been completed, then no withdrawals or drops allowed.

**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 drops a course(s) or completely withdraws from the College.
• 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 decide to withdraw from a course should do so immediately as a single day can make a difference in the refund. Requests for refunds must be received during the term of enrollment. Students registering for a course after its start date are subject to the refund policy guidelines as stated.

• Students who cease to attend classes after the first week without officially withdrawing will not receive a refund. Students are obligated for full payment of tuition and fees.

• 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 of equal or greater credit value 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 new registrations will be allowed after the Friday of the first week of the term.

Refunds for all courses scheduled to meet a semester or longer:
• 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.

Refunds for all courses scheduled to meet less than a 16-week semester:
• 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% 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.

Refund Appeal Procedure – All student refunds are made in compliance with the Wisconsin Technical College System refund policy. Students who dispute refund decisions may appeal by submitting a “Student Account and Refund Appeal” form available in My CVTC. CVTC is not obligated to review disputed fees if the appeal is not submitted within the same term the fees were incurred.
Re-Enrollment after Voluntary Interruption in Program (Break in Service)
Students who have not registered for a course for two 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 must reapply to the program and meet the current admissions requirements.

Academic Records

Transcript of Academic Records
Transcripts are permanent records kept on file in the Registrar's Office, Business Education Center, 620 West Clairemont Avenue, Eau Claire, Wisconsin. A transcript includes a complete list of all College courses, credits, and grades for which the student was registered, as well as transfer and advanced standing courses.

Students may obtain copies of their transcript by following the directions available in My CVTC > Records & Registration > Academic Records and paying the transcript fee. $6 per transcript for a 48-hour processing time or $15 per transcript when service must be provided within 24 hours during normal business hours.

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

Official transcripts – An official transcript is printed on security paper and bears the signature of the Registrar and College seal. The official transcript should remain in the unopened, sealed envelope until it is presented to the employer, institution or scholarship provider.

Advisement copy of transcript – An unofficial copy of the transcript, usually used for personal planning and advisement, does not contain the Registrar's signature or the College seal. Students can obtain a free unofficial transcript by printing from their SIS account within My CVTC.

Transcripts of other educational institutions on file at CVTC will not be copied by the Registrar's Office for student use. The College cannot act as an agent for another institution.

President’s Honor List
CVTC is proud to give recognition to students who demonstrated commitment to their education and have displayed academic excellence. The President's Honor List includes students who complete six (6) or more credits with a semester grade point average (GPA) of 3.5 or higher.

A President's Honor List and a letter acknowledging honor status is available for students in My CVTC. Students can access and print the information to use when applying for job openings, creating a portfolio, etc. The President's Honor List is generally posted within three weeks after the end of the semester.
Students who have a final program GPA of 3.5 or above are recognized for scholastic honors on the diploma and official transcript. Honors for the graduation ceremony are determined by the program GPA established prior to the term of graduation.

**Student Rights to Records**
The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of educational records and governs the release and access of student educational records. The primary rights protected under FERPA include:
- Students' rights to review and inspect their educational records.
- Students' right to challenge or seek to amend or correct educational records.
- Students' rights to control disclosure of certain portions of their educational records.

Students have the right to file complaints with the US Department of Education concerning alleged failure by the institution to comply with this act. All requests to review, amend, or correct educational records must be made in writing to the Registrar.

FERPA allows for the release of specified items of information not generally considered harmful or an invasion of privacy if disclosed. In complying with FERPA guidelines, CVTC may release the following directory information without the consent of the student: name, address, email address, telephone number, past and present classes enrolled in, major field of study, participation in officially recognized activities, dates of enrollment, degrees and awards received (including honors), and other similar information as defined by the institution.

Students have the right to restrict the release of all directory information without their prior consent. Students who wish to do this must complete the necessary form revoking any of the public information listed. Forms are available at CVTC Student Central, Eau Claire Business Education Center.

Non-directory information (private records) are items which are considered private, or protected, and cannot be identified as directory information. Such information includes social security number, race, religion, national origin, gender, grades, and GPA.

Questions or concerns regarding FERPA should be directed to the Registrar's Office.

**Change of Name/Address/Phone Number**
Address changes can be processed by students through My CVTC > Update Contact Information under Student Information (SIS). Be sure to enter an end date for the old information and a start date for the new information.

**Credit for Prior Learning**
Students may be granted course credits towards associate degree or technical diploma programs for knowledge and skills previously mastered and which directly relate to the program curriculum. The attainment of these skills may be the result of prior work, volunteer experiences, previous military training/experience, or through
courses completed at regionally accredited institutions. This opportunity may enable students to accelerate the completion of their educational goals. Students should contact an academic advisor or visit the CPL website for further information, www.cvtc.edu/CPL.

Students must take 25% of their credits at CVTC in order to graduate from a program at the College. Students whose request for credit for prior learning is denied may appeal the decision through the Vice President of Instruction.

Credit for Prior Learning may be obtained through the following methods:

1. **Prior Learning Assessment (PLA)**
   Credit may be granted for previous work experience, military education/experience, or other prior learning experiences. Skills and knowledge gained through prior learning must be comparable to the competencies provided through the college course competencies. Prior learning credit may be earned through assessments such as a test developed by a CVTC subject matter expert, through documentation of competencies in a portfolio to be reviewed by a faculty member, or through a formal demonstration of competencies to a faculty member. Prior learning assessments may not be developed if there is already a National Standardized Examination, such as CLEP, for the course equivalency.

   Students are ineligible to earn prior learning credit for a course that appears on their CVTC transcript. (i.e. a failure or withdrawal)

   Prior learning assessments may take 2 – 4 weeks to be evaluated. In order to receive college credit, the student must demonstrate mastery of at least 80% of the current course competencies for the portfolio and demonstration assessments. A score of 80% or better must be achieved on tests.

   If the student is enrolled in the class the prior learning assessment must be completed and evaluated by the end of week one. If the student is successful he/she will receive a 100% refund for tuition. If unsuccessful, the student should remain in the class to receive credit.

   Credit is awarded in the form of Verified Experience (VE) credit for successful completion. Credits awarded in this method are not included in the student’s grade point average and are not included in the active credits for the term. Therefore, these credits cannot be used when determining financial aid eligibility or enrollment status.

   A non-refundable fee is charged for each prior learning assessment. A payment form will be issued by the Credit for Prior Learning Coordinator (CPLC) or their designee. The assessment fee must be paid before the student can be assessed. The fees are based on the assessment methods listed below.

   - Test $50
   - Portfolio $90
   - Demonstration $90
2. Credit through Articulation Agreements. CVTC has established articulation agreements with 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 earn a minimum grade of B (3.0 on a 4.0 scale) in the equivalent high school course. The course must have been taken within the same timeframe as identified for transfer credit, see below.

Students must present appropriate documentation to support their requests of credit for prior learning for credits earned while high school students. CVTC accepts technical college credit awarded through an advanced standing articulation agreement by another Wisconsin Technical College System (WTCS) college for similar courses or those courses adopted as part of state-wide curricula.

3. 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 up to 39 credits of advanced standing to meet the Technical Studies requirements of an Associate Degree in Technical Studies-Journey Worker.

4. Transfer of Credit to CVTC. CVTC will award transfer of credits from other regionally accredited institutions of higher education. CVTC will evaluate these credits to determine the extent to which the credits apply to program requirements, general education requirements, or other program-specific graduation requirements. Exceptions may be considered if (1) 80% of the college course competencies are met and credits and lab components are equivalent and (2) occupational accreditation is equivalent.

Transfer credit is recorded as earned credit only on the student transcript and is not calculated in a student's grade point average.

Credit may be granted to students transferring from other technical colleges, colleges, and universities provided that:

- course is identified on an official college transcript
- course is equivalent to a course within the current student curriculum
- course being transferred meets or exceeds the credit value of the CVTC course; the credits accepted as transfer are given the credit value assigned to the CVTC course
- course is directly applicable to the degree or diploma program being pursued
- grade of “C” (2.0 on a 4.0 scale) or above was earned in the course
- transfer credits have been taken within the age of credit for the program. See age of credit policy. Other restrictions may apply due to licensure, certification, or accreditation requirement.

Students who intend to transfer credits from a Wisconsin Technical College System (WTCS) program with statewide curriculum into the same program at CVTC must be
in good academic standing in their previous program. Academic standing is evaluated in accordance with CVTC’s academic standards. Students who are not in good academic standing must participate in CVTC’s academic appeal process prior to admission in the CVTC program. The academic appeal process can be found at www.cvtc.edu/academicappeals

6. General education credit awarded for students with a Bachelor degree or higher. Following WTCS CPL policy, CVTC will award up to 21 general education credits toward the completion of their program. Students who meet the required general education credits may need to complete some additional general education core courses based on documented program-specific requirements. For example, a student with a business degree seeking to enroll in a health occupations program may need to complete additional general education science courses like General Anatomy & Physiology.

7. Military Transfer Credit. CVTC honors ACE recommendations for military training and may award credit for those courses that match credit level and competencies for courses within a student’s program of study. Students should supply their JST transcript for review. The Air Force Academy transcript should also be submitted for review as a college transcript.

8. Transfer of CVTC credits from program to program. CVTC will evaluate these credits to determine the extent to which the credits apply to program requirements, general education requirements, or other program-specific graduation requirements. Exceptions may be considered if 80% of the college course competencies are met and credits and lab components are equivalent.

9. National Standardized Examinations. Students may also receive CVTC credits by earning appropriate scores on national standardized examinations such as CLEP, AP, and DANTES tests. Students must achieve the required score on the AP exams to qualify for credit for prior learning. Required scores and equivalent CVTC courses are available on the college website.

High School Articulation Agreements – CVTC offers opportunity for high school students to earn advanced standing and transcripted credit through articulated agreements with district high schools.

1. **Advanced Standing** – Students who complete the approved secondary course(s) with an A or B final grade will qualify to receive transfer credit upon admission at CVTC. This may be done at the time of application to CVTC without paying additional fees. Students will present appropriate documentation to support their requests for credit earned while in high school. CVTC accepts technical college credit awarded through an advanced standing articulation agreement by another Wisconsin Technical College System (WTCS) college for similar courses or those courses adopted as part of a system-wide curriculum.

2. **Transcripted Credit** – CVTC courses, using college textbooks and materials, are taught in our local high schools by their WTCS certified high school teacher. An agreement is in place to allow for dual enrollment. College credits are awarded and recorded on a CVTC transcript immediately upon successful completion of the course. Courses taken for College credit appear on the
transcript and shall be transferable to other technical colleges who have the same course. Courses vary by high school. An agreement between CVTC and the high school outlines the conditions a student must meet to successfully complete the course.

**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. Visit the University of Wisconsin Transfer Information System (TIS) at www.wisconsin.edu/transfer for course-by-course transfer information. Program-to-program agreements with the University of Wisconsin System campuses may be found in My CVTC > Records & Registration > Transfer.

**Grading Procedures**

CVTC uses a standard 4.0 scale for grading and calculating quality points. There are five grading periods during the year, each consisting of eight weeks. Final grades are recorded to students’ official transcript and used in the calculation of grade point average (GPA). Midterm grades for each semester are available on the Student Information System (SIS). Midterm grades are informational only and neither figure in the grade point average (GPA) nor appear on the academic transcript.

Students may access final grades through the Student Information System (SIS) on My CVTC. Students who have financial obligations to the College will not have access to grades on SIS or an official/unofficial transcript until the obligations are met. A “hold” will be placed on the academic records until all outstanding financial obligations are paid.

Grade point average (GPA) is calculated using the total quality points earned divided by total credits attempted. For example, a student who receives an “A” in a 3-credit course receives 12 quality points (4.00 x 3 = 12). Add the quality points of all courses taken in a term and divide it by the total credits attempted to obtain the term GPA. A GPA calculator is also available on My CVTC.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
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<tr>
<td>C+</td>
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**Special Circumstance Grades**

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<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P*</td>
<td>Passing with Credit</td>
</tr>
<tr>
<td>FP*</td>
<td>Failing (Pass/Fail Grade Scale)</td>
</tr>
<tr>
<td>NC*</td>
<td>No Credit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

158
“I” – Incomplete Grades
The Incomplete “I” grade may be assigned if a student is otherwise meeting course expectations but cannot complete required assignments by the end of the course due to extenuating circumstances. The “I” grade allows the student six weeks of additional time beginning with the first week of the next term (fall or spring) to complete the coursework. The instructor may set an earlier deadline for the student coursework completion that is reasonable. Students should be in immediate contact with the instructor to develop a timeline and plan. 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).

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 Registrar’s Office in the Business Education Center.

The “I” grade is not calculated into the student’s grade point average (GPA) or attempted credits. When a final grade is submitted, the student’s GPA, academic standing, and Financial Aid SAP 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.

Repeating Classes
Students may take a course and repeat it a maximum of one time regardless of the grade received, course withdrawal, or course audit. Those wishing to take a course a third time must get approval from the academic dean responsible for the course. Repeated courses may only be included in financial aid credits once after a course is passed.

In changing from one major to another, a student may be required to repeat all classes in which he/she received less than the new program requirements. If a student repeats a course, the new grade is used to calculate the cumulative GPA, including AX audits. The exceptions to this include course withdrawals or AU audits that will not be considered as the last course taken. The graded class will be calculated into the student GPA and be eligible to meet program requirements. All classes attempted are shown on the transcript, but the final cumulative GPA reflects only the last attempted course grade.

Courses repeated at other institutions are treated as transfer credit and do not affect the GPA. The transferred credit(s) may satisfy program requirements but will not result in the previous grade being excluded from calculations of the CVTC cumulative GPA.
Students may repeat a class once and on the third attempt will need to complete the course repeat – student request form located in My CVTC under forms. With the completed form, they must meet with the Dean of that course to seek approval to allow for a third attempt registration. Once approved, they may contact CVTC Student Central to request to be registered in the specific class.

**Degree Progression**

A student must meet all requirements as published in the official CVTC catalog at the time of matriculation for their specific program to graduate. If a student has a voluntary break in education that extends more than one academic year, the student will have their program record inactivated and their status changed to undeclared. Students ready to resume their education, will reapply to the program and meet current program requirements.

**Course Age of Credit:**

CVTC is committed to updated skill training for the current workforce. Due to this, program specific courses may have an age at which they will no longer be valid in degree completion. Students will be required to retake those courses due to updated industry standards and course competencies. Age of credit is valid both for institutional and transfer credit. The following age requirements are listed below:

- All program specific courses, excluding the programs below = 10 years
- All IT program courses = 7 years
- All health programs, except HIMT and AODA = 5 years

*If there is a break in education, courses will have the following age requirement and will be monitored by the program. Degree audits will be set at 5 years.
  - 1-3 years competency assessment
  - 3 and above, students must retake the course

- All general education courses = do not expire, although specific programs may require updated courses based on program standards.

**Attendance Procedures**

- It is recommended that instructors take roll and record attendance at all sessions of all classes.
- 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.
- 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.
- 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.
- 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 reasons.
emergency. Instructor’s method of acceptance of excuses should be clearly communicated.

- It is the responsibility of the student to contact the instructor and make the necessary arrangements to complete missing assignments or tests.
- 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 CVTC Student Central or regional campus office.

**Attendance Disputes** – The College Grade Appeal Procedure should be used if a student disputes a final grade the individual thinks is inaccurately awarded because of attendance.

**Attendance /Notification of Instructors** – It is the student’s responsibility to notify instructors when the individual is absent from class.
Paying for College

Tuition and Other Fees
The Wisconsin Technical College Board annually establishes a per-credit tuition rate and course material fees. The CVTC Board of Trustees annually establishes student activity and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction.

Incidental fees include, but are not limited to:
- Special course fees to cover such items as assessment exams, books, safety glasses, malpractice insurance, uniforms, and other course-specific materials.
- Processing fees in the areas of admissions application, pre-entry assessments, pre-clinical criminal background checks, testing, transcripts/certificates, duplicate student and clinical identification cards, printing, lockers, payment plans, returned checks, duplicate class schedules, and replacement diplomas.
- A per-credit course fee to support online instruction.
- Health service fee.
- Public Safety Service Fee.

Payment Policy
The act of registering for a class creates an obligation to pay. All classes at CVTC have a limited number of seats available. Students are responsible for the financial obligation to pay, subject to the published refund schedule, regardless of the student’s class attendance.

Payment Due Dates
Tuition and fees are due prior to the semester by the specified dates. For payment due dates, by semester, refer to My CVTC > Pay for College > Tuition, Fees and Due Dates.

Payment Options
There are four payment options, one of which must be in place by the payment due date or classes will be dropped for non-payment.

1. Pay tuition & fees in full online in Cashier Connection.
2. Enroll in a payment plan in Cashier Connection. A $25 non-refundable enrollment fee per semester is required at the time of setup.
3. For awarded financial aid students, finish all required loan steps. Refer to My CVTC > Pay for College > Financial Aid > Loans.
4. For employer or third party sponsored, submit to the Cashier’s Office a company check, purchase order, or third party billing authorization form My CVTC > Payment Methods > Employer Agency Sponsor.

Drop for Non-Payment Policy
A payment option, listed above, must be in place by the payment due date to avoid having a hold placed on the student’s account and either classes dropped or a late fee of $100.00 assessed. If a student’s classes are dropped, a student will lose all class seats that were reserved. Students who register on or after the last payment
due date are not subject to the drop policy and will not be dropped from classes. However, non-payment may result in late fees and past due hold restrictions.

Payment Methods and Acceptable Forms of Payment

**Online** – In Cashier Connection, students can sign up for the automated payment plan or make a one-time payment with a credit or debit card (MasterCard or Visa), checking account, or savings account.

**By Mail** – Students can mail a check or money order to CVTC Cashier’s Office, 620 W. Clairemont Avenue, Eau Claire, WI 54701. Please include student identification number with payment.

**In Person** – Students can pay in person with a credit or debit card (MasterCard, Visa, or Discover), check, or cash at Student Central Room 113 in the Business Education Center. Please check their web page for current office hours.

**By Employer/Third Party Billing** – The College accepts company checks or purchase orders as payment. A completed third party billing authorization (found on My CVTC > Pay for College > Payment Methods > Employer-Agency Sponsor) must be received in the Cashier’s Office prior to the end of the payment due date. Students are responsible for their unpaid balance if the employer/third party payment is not received after 30 days of the invoice date.

Cashier Connection

Cashier Connection offers a way for students to manage their student financial account activity. To get started in Cashier Connection log on to My CVTC > My Balance > Cashier Connection.

Features of Cashier Connection include:
- Authorized Users – allow others to access & pay account.
- E-statements – view current and past account activity.
- Refunds – sign-up for refunds to be deposited into a bank account.
- Payment Plans – pay bill in scheduled automatic installments.
- Payments – make an online payment.
- E-1098Ts- elect to receive annual IRS tuition statement

Delinquent Account Penalties

**Late Fee** – A $100 non-refundable late fee is accessed if the account is not paid in full or a payment option is not completed by the last payment due date.

**Hold** – Students with an account balance or other financial obligations to the College will have a “hold” placed on their academic records until all obligations are paid in full. Students with a hold will not be able to enroll in future semesters, receive grade reports or be able to access grades and unofficial transcripts on SIS until the account is paid in full. No official or unofficial 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.
Non-Sufficient Funds (NSF) Policy – CVTC will attach a $30 fee to any NSF paper or electronic check returned because of insufficient funds, closed account status, or incorrect account number. The balance and the fee will be considered outstanding and included in normal account collection procedures.

Past Due Account Policy – After the payment due date, all balances are considered past due. CVTC utilizes two services to collect past due accounts.
- Accounts may be turned over to the Wisconsin Department of Revenue Taxpayer Refund Intercept Program.
- Accounts may be turned over to a commercial collection agency. Active collection efforts by an agency can have negative effects on personal credit ratings. Additional costs may be accessed by the collection agency.

Refund Policy
Refunds are issued to students as a result of a credit balance due to overpayment by a student on their account, withdrawal during the refund period at the start of the semester, or excess financial aid funds applied to the student’s account. Any subsequent charges posted to the student’s account after a refund is issued will be due and payable by the student before registration for the next semester. Refunds will be directly deposited to a bank account designated by the student in Cashier Connection, or a paper check will be mailed.

To prevent delays in receiving a refund check by mail, **it is imperative that students keep their address information up-to-date.** This may be done by contacting Student Central in the Business Education Center or by logging onto My CVTC > SIS > Personal Information. Failure to do so may result in a delay in receiving the refund.

If a refund check has already been issued and mailed to an old address, it is important that the student update their address information immediately with Student Central. By doing this, when the check is returned, the College will have a valid address in which to redirect the check. Students with a forwarding address may experience additional mailing delays.

If a refund check is returned by the post office as undeliverable, the check will be held at the Cashier’s Office and the student will be contacted. If a student refund check is not claimed within ten business days, a reissue of the funds can be prepared; however, requests for replacement refund checks will not be accepted by the Cashier’s Office until ten business days after the date the original check was issued.

**To avoid refund check mail delays, the College highly recommends students use the direct deposit electronic refund process to receive refunds.** Setup an electronic refund account in Cashier Connection. Log on to My CVTC > My Balance > Cashier Connection.

Financial Aid Refund Information
A credit balance may result from financial aid funds such as grants, scholarships, or loans applied to the student’s account. After financial aid funds are posted to student accounts, refunds of excess aid are issued to the student.
Students **must be aware that their enrollment status** may affect the amount of financial aid received. Learn more about enrollment status at My CVTC > Pay for College > Financial Aid > Financial Aid Guide.

Disbursement of financial aid funds vary from program to program. To determine how funds will be disbursed, it is necessary to know what type of financial aid is being received, such as, Pell Grant, SEOG, loans, scholarships, etc.

The chart below provides estimated financial aid refund information for eligible students. Students must submit all necessary documents to the Financial Aid Office before any disbursement of financial aid. Receipt of financial aid may be delayed if the necessary documentation has not been received. Refunds are issued weekly and posted to student accounts as funds are received.

<table>
<thead>
<tr>
<th>Financial Aid Program</th>
<th>1st Round Refund Posting Scheduled Date *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stafford Loans, State Grants, etc.</td>
<td>Applied to student account approximately 10 days prior to the start of the semester</td>
</tr>
<tr>
<td>Federal Pell Grant, SEOG</td>
<td>Applied to student account approximately the 5th week of the semester</td>
</tr>
</tbody>
</table>

*Refunds are issued within 14 days from financial aid posting to the student’s Cashier Connection account. Log on to My CVTC, click “SIS”, then “Student.”

E-refunds are sent to student’s designated bank account every Friday.

*Please allow up to 10 business days for paper refund checks to arrive.*

*Unexpected computer problems and delays in the mail system cannot be predicted. *The Financial Aid Office or the Cashier’s Office cannot authorize early disbursement of checks.

Students receiving unexpected or unwanted refunds, or who have questions regarding refund checks, should contact the Cashier’s Office immediately.

**CVTC Foundation Scholarships**

CVTC Foundation Inc., offers scholarships to CVTC students each year acknowledging academic excellence and student need at CVTC. Thanks to the generosity of numerous donors, more than 200 scholarships are awarded to CVTC students annually. CVTC students apply for all Foundation scholarships using an online application. Scholarship application assistance is offered to all students at the beginning of the spring semester. For more information about scholarships, contact the CVTC Foundation by phone 715-833-6479, email foundation@cvtc.edu, or visit My CVTC > Pay for College > Scholarships.

**Financial Aid**

Students may be eligible for financial aid in the form of federal and state grants, federal loans, scholarships and/or the work-study program by completing the Free
Application for Federal Student Aid (FAFSA) and following the steps below. Information is also available at www.cvtc.edu/financialaid.

Step One:
Submit a Free Application for Federal Student Aid (FAFSA)
- Get a FSA ID (Federal Student Aid ID) – Students and Parents (if the student is dependent) need the FSA ID to sign the FAFSA electronically. Apply now: https://fsaid.ed.gov.
- Get organized. Gather the following documents: Social Security number, driver’s license, income tax return for student and parent (if student is a dependent), bank statements and investment records.
- Submit FAFSA online at www.fafsa.gov. CVTC's federal school code is 005304.

Apply for Admissions
Students must be accepted into a financial aid eligible program at CVTC to receive Financial Aid.

Step Two:
Return any forms or documents requested by the Financial Aid Office as soon as possible. Make sure to include the student's CVTC ID number (@00******) on all documentation.

Step Three:
Award letter notification. Students receive their financial aid award notification via their CVTC student email account. The award is based on a student's eligibility: Most students are eligible for federal loans, but also may be a combination of work-study, state and/or federal grants, and scholarships. Students will receive their award notification by the end of July for fall entry and by late November for spring entry if steps 1-2 above are completed by CVTC’s priority filing date.

CVTC's Priority filing date for the FAFSA is April 30. The Priority filing date is not a deadline, but a goal date for students to receive the maximum amount of funding they are eligible, and in time for course registration/book purchase. FAFSA information received after the priority filing date will still be accepted and processed, but award information may not be in time for students to charge tuition, fees and/or books to financial aid when registering for courses. Other payment options are available for students in this situation.

Step Four:
Receive Financial Aid. If an award package included loans, the student must complete the following steps online at www.studentloans.gov and sign-in with their FSA ID:
- Loan Entrance Counseling (required once for direct loans)
- Master Promissory Note (MPN) (required once every ten years)
Accept or decline loans by logging onto My CVTC and selecting Student Information System (SIS). Under the Financial Aid Tab, click My Award Information, Award for Aid Year, select current school year from the drop down box, click submit and then click the Accept Award Offer Tab.
Financial aid awarded funds are applied toward unpaid balance first, which includes charges on the automatic payment plan. If credited aid exceeds CVTC charges, the Cashier's Office will refund the student within 14 days of the applied credit. If charges exceed aid, the student must pay the balance. The total loan award for the aid year is disbursed equally among enrolled terms. Pell and SEOG funds are applied to accounts the fifth week of the term.

Eligibility
There are several things students need to understand to ensure they are eligible and continue to be eligible to receive financial aid throughout their programs.

- Students who are accepted in a financial aid eligible program at CVTC and are considering taking one or more courses at another school that apply towards their degree at CVTC or are part of an interwoven program may request a consortium agreement between the schools from their CVTC academic advisor.
- Drug convictions may impact eligibility. Students convicted of drug offenses committed while receiving federal financial aid may be ineligible for federal financial aid for one (1) or more years from the date of conviction.
- Enrollment status is based on the number of financial aid eligible credits in which a student is enrolled.
  - Full time (12 credits or more)
  - Three-quarter time (9-11 credits)
  - Half time (6-8 credits)
  - Less than half time (5 or less)
- Some programs (generally those one semester or shorter in length) are not eligible for financial aid.
- Some courses are not eligible for financial aid and cannot be included in the enrollment status. A list of courses not eligible is located at My CVTC > Pay for College > Financial Aid.
- Students must make satisfactory academic progress for each term of enrollment to remain eligible for financial aid the following term. Visit the Academic Policies page in My CVTC > Records & Registration for the most current satisfactory progress standards.
- Repeated courses may only be included in financial aid credits once after a course is passed.
- Audited credits and credit for prior learning credits are not included when determining financial aid enrollment status for the term.
- Students must complete their educational program before attempting 150% of credits required for graduation from the program. When the student can no longer complete their program within the 150% timeframe, they become ineligible.

Grants are financial aid that does not have to be repaid except under provisions of the Title IV Return of Funds policy and attribution.

Work Study employment is available at the College. Paid community service jobs are also available. Positions are posted at My CVTC > Pay for College > Work Study/Part-Time Employment.
Loans are borrowed money that must be repaid with interest. An excellent repayment calculator is located at www.studentloans.gov under managing repayment. Visit My CVTC > Pay for College > Financial Aid > Loans for more information.

- Direct Subsidized Loan: interest is paid by the government while the student is enrolled in 6 or more credits, or in deferment.
- Direct Unsubsidized Loans: interest accrues starting the date of disbursement.
- Parent Plus Loans: interest accrues starting the date of disbursement.

Financial Aid Assistance Programs

- Federal College Work Study
- Federal Indian Student Assistance Program
- Federal Parents Direct PLUS (Parent) Loans
- Federal Pell Grant
- Federal Subsidized Direct Loans
- Federal Supplemental Educational Opportunity Grant
- Federal Unsubsidized Direct Loans

- Wisconsin Covenant Scholars Grant
- Wisconsin Fund for Scholars
- Wisconsin Hearing/Visually Handicapped Student Grant
- Wisconsin Grant
- Wisconsin Minority Retention Grant
- Wisconsin Native American Grant
- Wisconsin Nursing Student Loan
- Wisconsin Talent Incentive Program

Financial Aid Payments

- One hundred percent (100%) of tuition and fee amounts owed to the College is collected in full from any funds received; any remaining amounts are either deposited electronically in the account identified by the student in Cashier Connection or mailed in paper check form.
- Initial financial aid checks for Federal Direct Loans and State grants are disbursed before the start of the semester. Only students who have received an award notification from the College and completed all requirements will be eligible for release of funds at that time.
- Federal Pell and SEOG Grants are initially dispersed the fifth week of each term.
- Prior to the start of the term students may charge their textbooks to excess financial aid.

Withdrawal and Return to Title IV (R2T4) Policy

The Federal Title IV Return of Funds Policy applies to students who have received federal financial aid assistance (Title IV Funds) and have officially or unofficially withdrawn from CVTC. The official withdrawal date is defined as the actual date the student begins the College withdrawal process or the student’s last date of academically related activity as identified by the instructor.

The amount of federal financial aid assistance that a student earns is determined on a prorated basis. Once the student has completed sixty percent (60%) of the term, all financial aid is considered to be earned. If a student (1) withdraws from school before 60% of the term has been completed, (2) drops a class before the start date, and/or (3) does not officially withdraw and receives all failing grades for the term, the Financial Aid Office calculates the amount of unearned financial aid and returns financial aid funds in refund distribution order. The student is billed for funds CVTC is required to repay. Account balances not paid by the end of the withdrawn term
may be turned over to a collection agency and the Wisconsin Tax Refund Intercept Program.

When a student receives federal financial aid in excess of earned financial aid (for R2T4 purposes):

- the school returns the lesser of
  - College charges multiplied by the unearned percentage, or
  - Title IV federal financial aid disbursed multiplied by the unearned percentage; and
- the student returns
  - any remaining unearned financial aid not covered by the College;
  - any loan funds are repaid in accordance with the terms of the promissory note; that is, scheduled payments to the holder of the loan over a period of time;
  - any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.

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 refund of tuition and fees, all or part of this refund will be used to reimburse financial aid program(s).

The 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.

**Veterans Educational Benefits**

The Veterans Office at CVTC certifies enrollment of veterans and eligible dependents who utilize educational benefits while attending CVTC. The Veterans Service Office is located at the Clairemont Campus Business Education Center. Students may also contact the Veterans Service Office by phone: 715-833-6272.

Students may be eligible for Federal Education Benefits if they are:

- honorably discharged from active duty in any military branch
- currently serving in the reserves or National Guard
- a dependent or spouse of a 100% disabled or a deceased veteran
- a child or dependent whose parent or spouse transferred benefits to them

Students may contact the Veterans Certifying Official for information about getting benefits started.

Students who receive State Education Benefits should bring the appropriate documentation to the Veterans Certifying Official.
Students who seek or receive veteran’s education benefits are required to provide the Veterans Office at CVTC with the following information:

- Discharge or separation papers (DD214) for Veterans or Notice of Basic Eligibility (NOBE) for active National Guard or Reserve soldiers
- Course registrations and changes in registration status to include course withdrawals, additions, and auditing a course
- Program change when applicable
- Eligibility letter from the regional Veterans Administrative Office
- Dates of future deployments
- National Guard reimbursement form(s) if applicable
- Changes to veteran benefits packages

It is the student’s responsibility to inform the Veterans Service Office of schedule modifications. Schedule changes could alter the benefit amount received or cause an overpayment by the V.A. Individuals receiving veteran’s education benefits who are academically dismissed from the College must meet with the Veterans Office to determine access to future benefits.
IT Service Desk
The IT Service Desk serves as the point-of-contact when a technology-related problem, question, or request arises. Ready to assist, the IT Service Desk technicians are located in the lower level of BEC, next to the Bookstore.

IT Service Desk Contact Information
- Email: servicedesk@cvtc.edu
- Phone: 715-830-5555
- From a campus phone: 5555

IT Service Desk Hours
Semester Phone Hours:
- Monday–Thursday, 7 a.m.–8 p.m.
- Friday, 7 a.m.–5 p.m.
Break Phone Hours:
- Monday–Friday, 8 a.m.–5 p.m.

Walk-Up Hours:
- Monday–Friday, 8 a.m.–4 p.m.
After Hours:
- Submit an incident via email or visit kb.cvtc.edu.

Knowledge Base & Self-Service Guides
Check out the CVTC Knowledge Base at https://kb.cvtc.edu for a collection of many useful technology related guides including:
- MyCVTC account login credentials and accessibility.
- CVTC computer, mobile phone, and wireless accessibility.
- CVTC technologies such as SIS, My CVTC, Office365, Canvas, and more.

E-Learning Assistance
For individual help with CVTC technologies such as Canvas, My CVTC, or student email, email questions to e-learningsupport@cvtc.edu.
My CVTC
My CVTC (https://mycvtc.cvtc.edu) is a web portal for students to access the information and tools they need throughout their educational career at CVTC. It provides students access to their email, Canvas, SIS (Student/Staff Information System), College announcements, the Library, and much more.
A student receives access to a My CVTC account within 24 hours of registration for credit, internet, or basic skills classes. The account remains active until one year after the last day of the student’s enrollment.

To login to My CVTC, students need to know two items—user name and password. The user name is their email address without the @student.cvtc.edu (example: jsmith102). To login to My CVTC for the first time, students are required to complete the account activation form. The account activation is located below the username and password fields on the My CVTC login page and can be accessed by clicking on “Activate My CVTC Account”. Complete the required fields: first and last name, date of birth, student ID number, select a secret question, enter a secret answer, and create a SIS Pin and password (all of which are case sensitive). Note: In the event a password needs to be reset the user name, secret question, and answer will be required.

Computer Access & Use
Students may use computers in labs at any CVTC campus or in the Learning Center at BEC. My CVTC can be accessed off-campus via a link on My CVTC Student Portal or https://mycvtc.cvtc.edu.

CVTC computers and computer systems are to be used only for academic/instructional activities, and other official college business. Use of CVTC computers and computer systems for illegal, fraudulent, or unethical purposes is prohibited. Students who violate CVTC's Computer Use Policy may lose access to the computers and computer systems or be subject to other disciplinary action. See also the Internet/Email Acceptable Use Policy.

Student Laptop Checkouts
Available for 7 day checkout (students only), with renewals depending on reservations, simply stop by the Learning Center or reserve one here http://libguides.cvtc.edu/technology/laptops.
Canvas
Canvas is CVTC's learning management system. With Canvas, students can access course materials, view grades, submit assignments, participate in discussions and chats, and take tests and quizzes. To learn more about Canvas, visit https://kb.cvtc.edu/canvas.

Email for Students
All of the important information including registration timelines & details, graduation, financial aid, College events, course information from faculty, how to access grades, notification of academic status, and much more will be distributed to students via their CVTC email account. Students are strongly discouraged from forwarding CVTC email to a personal account as some internet providers view this as spam and block it accordingly. It is the student’s responsibility to open and read their email regularly. See the Internet/Email Acceptable Use Policy at the end of this Technology section.

Email Access and Parameters
After registering for classes, students are provided an email account that can be accessed through the College web portal at https://mycvtc.cvtc.edu. For a step-by-step guide, go to https://kb.cvtc.edu/email.

Student email addresses start with the user name, which has a standard naming structure as follows: <user name>@student.cvtc.edu (i.e. jsmith102@student.cvtc.edu). Find your user name by going to the initial My CVTC Secure Login page at https://mycvtc.cvtc.edu and clicking “What’s My Username?”

Student email-boxes have a quota of 50 GB (fifty gigabytes), including attachments. Students that reach that limit will no longer be able to send or receive messages. To minimize this inconvenience, routinely clean-out your mailbox.

Email Access after Graduation
After graduation, email is accessed through https://outlook.office365.com. In the address field enter <user name>@student.cvtc.edu. The password will be the same as the CVTC network password used to login to My CVTC or any computer on campus. A student’s email will expire 12 months after the last day of the student’s last class at CVTC.

Student Information System (SIS)
The Student Information System (SIS) is a secure system within My CVTC that allows access to school and work records. Through SIS, students can obtain information such as grades, unofficial transcripts, class schedules, financial aid status, and class registration.

Network Storage (N Drive):
The N drive is designated network storage space for CVTC staff and students. CVTC recommends saving documents to the N drive, because a backup is run daily; it is also available on non-CVTC computers and off-campus via My CVTC Software. For a step-by-step guide, go to https://kb.cvtc.edu.
Wireless Network Connections
Secured wireless network connections are available at all CVTC campuses. For a step-by-step guide, go to https://kb.cvtc.edu/wireless.

Printing Fee
CVTC students are charged a printing fee based on the exact amount of printing. The standard charge is $0.05 per page for a single-sided black and white copy and $0.04 per page for one side of a duplex page. Larger paper size or color prints cost more. Each time a student prints, the location, and number of pages is logged by a system called “PaperCut.” Printing charges are posted to student accounts prior to the end of the semester. Students can pay their printing charges online in My CVTC with Cashier Connection or at the Cashiers Office.

For print charge concerns, send an email to printrefunds@cvtc.edu; include your name, the printer name, date, time, and room number. For jams and malfunctions, send an email to printerservice@cvtc.edu, call 1499 from an internal phone, or call 715-838-1835 from an external phone. Include your name, the printer name, date, time, room number, and nature of the problem.

Web Print
Students can print wirelessly from personal devices by navigating to print.cvtc.edu, for step by step directions please visit https://kb.cvtc.edu/webprint.

Microsoft Office Suite (Word, PowerPoint, Excel, etc.)
Is available at no cost to CVTC students through Office 365, for directions visit https://kb.cvtc.edu/office365.

Internet/Email Acceptable Use Policy
Use of the College internet/email is a privilege, not a right; and the College maintains the right to limit access. Email 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 email. 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 email access for purposes relating directly to education, research, or job seeking.

Unacceptable Use – It is not acceptable to use the College Internet/email in such a way as to interfere with or disrupt network users, services, or equipment. The College’s Internet/email resources may not be used for:
- Distributing unsolicited advertising;
- Downloading, accessing, creating, displaying, transmitting and storing:
  - Non-educational items (i.e. religious causes, political fundraising/lobbying)
  - Obscene, profane, abusive, defamatory, derogatory, threatening, sexually explicit language, or graphic representation;
o 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/games or playing games over the Internet;
• Downloading, installing, distributing, or violating of any copyrighted or licensed material, including but not limited to music, movies, games and/or software;
• Downloading or installing any software unless directly instructed to do so by an instructor;
• Uploading any software licensed to or data owned by the College without the expressed written authorization of the administrator responsible for the software and/or data;
• Commercial activities and other activities conducted for personal gain;
• Solicitations not approved by the College;
• Gaining access to electronic information or devices unless access is authorized for educational purposes of the College;
• Vandalism and mischief that incapacitates, compromises, or destroys College resources and/or violates federal and/or state laws;
• Violating any federal, state, local law/regulation, or College policy/procedure.

Violations of this policy may result in disciplinary action, up to and including probation, dismissal, revocation of the user’s account, and any appropriate legal action.

Social Media Guidelines
The guidelines address the use of social media platforms used by CVTC. The guideline does not seek to dictate the personal uses of social media by employees, students, or alumni. These guidelines govern the use of the College’s name. All guidelines and policies can be found online on My CVTC.
Student Rights & Responsibilities

Student Right to Know
Learn more about student rights at CVTC. Explore how to access academic records, financial aid requirements, and additional information at https://mycvtc.cvtc.edu/site/student/Pages/Rights-Responsibilities.aspx.

Copyright Law
Copyrights are the rights granted by law to an author or other creator to control the use of the “original work created.” All students must adhere to copyright laws and related College policies. Unauthorized distribution of copyrighted material (including peer-to-peer file sharing) may be subject to civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at no less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. Willful copyright infringement can also result in criminal penalties including imprisonment of up to five years and fines up to $250,000 per offense. Student violators of this copyright policy will also be subject to the Student Code of Conduct discipline sanctions as outlined in the Student Handbook.

Students seeking assistance with copyright questions are referred to the U.S. Copyright Office website, www.copyright.gov.

Student Feedback on Teaching and Learning
Teachers welcome and benefit from constructive feedback. CVTC uses an electronic survey to collect student feedback. Upon receiving the email request for feedback, please take the time to provide meaningful comments that help instructors grow and improve. Submitted information will not be identified by name or ID number. Click the link in the email to access the online survey.

Field Trips and Excursions
Students are to participate in all field study trips or, by special arrangement with the instructor, perform some special study at the College in lieu of the field study trip. 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. If a trip is a course requirement, the cost and dates of the trip shall be communicated to the students as early as possible in the semester. 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.

Transportation Procedures:
1. If the activity is in the immediate area of the College, students shall be requested to report at the meeting place. Individuals are responsible for their own transportation.
2. If activity is further away, instructor will discuss travel options. Faculty and staff members are not to organize car pools.
3. Students and staff transporting others must show proof of insurance and have driver’s record check through Public Safety a minimum of two weeks prior to a trip.
4. Students and instructors transporting others in personal vehicles take on the personal liability of any loss.

5. Students and/or instructors must contact Public Safety prior to travel to request to leave a personal vehicle in the student parking lot overnight. Information needed is the name of the student, vehicle make, and license plate number.

6. Refer to Club Manual located in My CVTC > Student Clubs for additional details regarding travel policies and procedures.

Students are expected to behave as responsible adults and representatives of CVTC, following the Student Code of Conduct. Where an instructor deems student behavior to be inappropriate, the instructor may dismiss individuals from the group for the balance of the trip.

**Release of Liability and Emergency Contact**
Each student participating in a field study trip must fill out a Release of Liability and Emergency Contact form, located on My CVTC. Instructors/Advisors are to submit a copy to the Student Life Office prior to the trip and are to carry the original form(s) with them on the trip.

**Cell Phone**
In consideration of instructor and classmates, cell phones must be turned off while in class.

**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.

**Food and Beverages in the Classroom**
Food and beverages may be consumed in the student commons. Food and beverages are not allowed in classrooms or labs.

**Animals & Service Animals on Campus**
Animals are generally not permitted on campus, classrooms, or on CVTC property unless they are service animals for individuals with disabilities, directly involved in instructional activities, or prior approval has been provided from an appropriate delegate.

**Equal Opportunity College/Ensuring Non-Discrimination Policy**
CVTC does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment, admissions, its programs, or activities. General inquiries regarding the College's non-discrimination policies may be directed to: Director of Human Resources, Chippewa Valley Technical College, 620 W. Clairemont Avenue, Eau Claire, WI 54701, 715-833-6334, WI Relay: 711.

**Student Rights at a Glance**
*Accommodations for Students with Disabilities*

CVTC ensures that no qualified person, solely by reason of disability, will be denied access to, participation in, or the benefits of any program or activity operated by the College. CVTC students with documented disabilities shall receive reasonable
Accommodations to ensure equal access to educational opportunities, provided the person with the disability does not pose a direct threat to the health or safety of self or others. To obtain academic accommodations based on disability or functional limitation, the student must contact Diversity Resources to develop and coordinate an appropriate Accommodation Plan. Email Diversity Resources at diversity@cvtc.edu or visit the My CVTC website at: https://mycvtc.cvtc.edu/site/student/Pages/Diversity-Resources.aspx.

Accommodations for Religious Beliefs
CVTC complies with s38.04(16), Stats, which provides for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to scheduling examinations and other academic requirements. To obtain academic accommodations based on religious beliefs, the student must submit a written request to the instructor at least five (5) business days prior to the date or dates of the anticipated absence or accommodation. The student request will be kept confidential. Observation of a religious holiday does not exempt students from any course requirement. Instructors will provide a means by which a student can perform the makeup examination or other academic requirement in a timely manner without any prejudicial effect.

Accommodations for Pregnancy & Related Medical Conditions
CVTC does not discriminate against any student on the basis of pregnancy or parental duties associated with pregnancy or related medical conditions and will fully comply with Title IX regulations. Pregnant students are eligible for academic accommodations under federal Title IX guidelines. To obtain academic accommodations due to pregnancy or related medical conditions, students must meet with a Diversity Resources staff member and provide appropriate medical documentation. Refunds for classes/tuition/financial aid are not part of Title IX protection. Email Diversity Resources at diversity@cvtc.edu or visit the My CVTC website at: https://mycvtc.cvtc.edu/site/student/Pages/pregnancyandparenting.aspx

Ensuring Non-Discrimination/Non-Harassment
The College is committed to providing an environment free from discrimination and harassment for all of its students and has no tolerance for discriminatory or harassing conduct. Discrimination/harassment based on race, color, national origin, ancestry, religion, creed, sex, disability, age, arrest or conviction record, marital status, parental status, mental health, veteran’s status, pregnancy, or sexual orientation is prohibited. Discrimination means any action, policy, or practice detrimental to a member of one of the above protected groups or that limits or denies opportunities to a person or group. Harassment is severe, pervasive behavior that substantially interferes with one’s work or academic performance, or creates an intimidating, hostile or offensive academic environment.
To see a detailed view of Student Rights go to: https://mycvtc.cvtc.edu/site/student/Pages/Rights-Responsibilities.aspx.

Sexual Misconduct
CVTC strives to provide a safe environment in which students can pursue their education free from the detrimental effects of sexual misconduct. In alignment with Title IX of the Higher Education Act of 1972, the College prohibits all forms of sexual misconduct and violence, including, but not limited to, rape, acquaintance rape, sexual assault, sexual harassment, dating violence, domestic violence, stalking
and hate crimes between or against members of its college community. The College is committed to stopping sexual misconduct and preventing its recurrence, establishing procedures for filing and processing complaints of sexual misconduct, identifying resources and support for individuals and to ensure impartial investigation of complaints.
To view CVTCs Sexual Misconduct policy go to: https://mycvtc.cvtc.edu/site/student/Pages/Sexual-Misconduct.aspx

Student Concerns/Complaints
The College strives to be responsive to student concerns or complaints. In most cases student concerns are best resolved through discussion with instructors. However, there may be times when a student needs to talk with someone else. **Call 1-800-547-2882 (WI Relay: 711) and ask to be transferred to the appropriate contact or use the list below.**

<table>
<thead>
<tr>
<th>Concern/Complaint</th>
<th>Contact</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complaints regarding Accommodations for Students with Disabilities</td>
<td>Disability Services Specialist</td>
<td>Eau Claire Business Education Center, Room 120 715-833-6234 <a href="mailto:diversity@cvtc.edu">diversity@cvtc.edu</a></td>
</tr>
<tr>
<td>Complaints regarding the quality of instruction</td>
<td>Educational Deans</td>
<td>Eau Claire Business Education Center, Room 100 715-852-1307 <a href="mailto:nheller1@cvtc.edu">nheller1@cvtc.edu</a></td>
</tr>
<tr>
<td>Complaints, incidents or grievances regarding discrimination, harassment, or retaliation (EMPLOYEES)</td>
<td>Concerns involving Employees: HR Director</td>
<td>HR Director &amp; Equal Opportunity Officer Eau Claire Business Education Center, Room 104B, 715-852-1377 <a href="mailto:tburgau@cvtc.edu">tburgau@cvtc.edu</a></td>
</tr>
<tr>
<td>Complaints, incidents or grievances regarding discrimination, harassment, or retaliation (STUDENTS)</td>
<td>Concerns involving Students: Diversity Manager</td>
<td>Eau Claire Business Education Center, Room 120, 715-833-6234, <a href="mailto:diversity@cvtc.edu">diversity@cvtc.edu</a></td>
</tr>
<tr>
<td>General student concerns, formal grade appeals, college service complaints, or concerns regarding other students</td>
<td>Vice President Student Services or designee</td>
<td>Eau Claire Business Education Center, Room 104 715-852-1355 <a href="mailto:vp.student.services@cvtc.edu">vp.student.services@cvtc.edu</a></td>
</tr>
<tr>
<td>Public Safety</td>
<td>Public Safety Manager</td>
<td>Eau Claire Business Education Center, Room 115 715-833-6670 <a href="mailto:PublicSafety@cvtc.edu">PublicSafety@cvtc.edu</a></td>
</tr>
</tbody>
</table>
After an attempt is made to resolve complaints through the applicable College appeals or complaint process, students who attend college within the Wisconsin Technical College System (WTCS) can file complaints at the State level in three (3) categories as defined by the United States Department of Education:

- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising;
- Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
- Complaints relating to the quality of education or other State or accreditation requirements.

A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint within one (1) year from the date of the alleged violation or the last recorded date of attendance, whichever is later. The WTCS will review complaints only after students attempt to resolve the matter through applicable college appeals or complaint processes. Complaints must be signed by the student and submitted on the official complaint form located at: www.wtcsystem.edu/about-us/governance/system-office/educational-services/student-complaints.

Student Code of Conduct

**Student Conduct (Behavioral and Academic Dishonesty)**

The Student Code of Conduct sets forth the conduct standards expected of all CVTC students. CVTC is an institution of higher learning dedicated to preparing students to meet the employment needs of this region. The CVTC Code of Conduct honors the College values of commitment, collaboration, trust, respect, excellence, and accountability. The purpose of this code is to encourage and promote a positive learning environment.

Students at CVTC are responsible for knowing the information, policies, and procedures outlined in the Student Code of Conduct and acknowledge the right of CVTC to take action when a violation of the Student Code of Conduct occurs, up to, and including, behavioral warning, probation, suspension, withdrawal, or dismissal. The College applies the preponderance of evidence standard (more likely than not) in determining if a violation has occurred.

**Conduct Expectations**

Students are expected to behave in accordance with the Student Code of Conduct and CVTC Core Abilities by demonstrating behavior appropriate to a learning environment, both in and out of the classroom as well as electronic communication, and following classroom policies and procedures outlined in course syllabi. It is the responsibility of all students to maintain the highest ethical standards in academic achievement and to follow professional behavior standards. All CVTC students are expected to be respectful of one another, CVTC staff, and CVTC property and equipment.
It is expected that a student models integrity in the following ways:
- Is aware of his/her behavior and how it may impact others.
- Is accountable for his/her own actions.
- Demonstrates ethical behavior by following practices of academic honesty.
- Delivers quality work in the classroom and in extracurricular activities.
- Uses and maintains CVTC resources responsibly.

It is expected that a student values diversity in the following ways:
- Recognizes that the individual has personal biases that may affect interactions with others.
- Communicates with others in a respectful manner.
- Includes others with different perspective and backgrounds.
- Adapts to situations where others may come from a different cultural background and demonstrate different cultural practices.
- Works productively and respectfully with others in pairs, groups, and teams.
- Demonstrates civil and professionally appropriate behavior.

It is expected that a student communicates effectively in the following ways:
- Adapts his/her communications to fit the needs and expectations of different audiences.
- Communicates in a professional manner appropriate to the setting.
- Listens with attention to the communications of others.

It is expected that a student thinks critically by doing the following:
- Being open to ideas and perspectives other than his/her own.
- Gathers credible information to solve a problem or answer a question or to support his/her perspective.
- Asks questions in order to understand including “how” and “why.”

Students who fail to observe general standards of acceptable conduct or disrupt the educational process may be placed on warning, probation, suspended, withdrawn, dismissed, and/or subject to legal action for offenses including, but not limited to the following:

i. Physical or verbal abuse, threats, intimidation, harassment, sexual misconduct, and other forms of discriminatory or retaliatory conduct, or detention of any person on CVTC property or at CVTC activities which endangers an individual’s health, safety, or rights. Off-campus conduct which could endanger the well-being of students or employees is covered under this policy.

ii. 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.

iii. Theft, damage, or improper and/or unauthorized use of CVTC property, including abuse of computer time and/or equipment (see also Internet/Email Acceptable Use Student Policy).

iv. Theft of any funds, including forging and falsifying documents for financial gain.

v. Possession of firearms, dangerous articles, combustible devices, explosives, or other potential weapons on CVTC property or at CVTC sponsored events and/or violation of the CVTC’s Weapons Possession Policy. Students who are
licensed under Wisconsin law to carry concealed weapons may carry such weapons only in places not prohibited by the College. See also CVTC’s Weapon’s Possession Policy.

vi. Violation of federal, state, or local laws while on CVTC premises or at CVTC-sponsored activities; or assisting or facilitating the violation of CVTC policies or public law.

vii. Bomb threats - CVTC has a zero tolerance for bomb threats. Any such actions will result in immediate dismissal.

viii. Any other activity considered harmful to students, the College community, the learning process, or that is a violation of CVTC policy, such as CVTC’s Alcohol and Drug Policy for Employees and Students, Internet/Email Acceptable Use Student Policy, or Tobacco and Smoke-Free Campuses Policy.

ix. Dishonesty, including cheating copyright infringement, plagiarism, or knowingly furnishing false information to CVTC.

x. Failure to comply with disciplinary investigations and sanctions.

The Student Code of Conduct is intended to give CVTC students a general notice of prohibited conduct. However it does not define all possible misconduct and CVTC reserves the right to take actions provided by the Code for other similar misconduct.

Academic Honesty

Students are responsible for the content and integrity of the work they submit. The following guide can be used to assist students in observing positive behavior in academic honesty.

- Unless permitted by the instructor, students are expected to prepare and submit their own work on homework, reports, projects, examinations, etc.
- Collaboration with other students when completing take-home exams is prohibited unless the instructor provided permission at the time of the exam or in the class syllabus.
- Guidelines provided by instructors or college representatives must be followed, whether verbal or written, before completing exams or other evaluations.
- Students must follow course requirements as identified by the instructor in addition to conduct and attendance expectations in the course.

What Is Academic Dishonesty?

Academic dishonesty is in direct opposition to the mission of higher education and interferes in the scholastic development of students. Acts of academic dishonesty prevent a student from achieving his/her goals of gaining knowledge and skills and developing mastery of both. Acts of academic dishonesty include but are not limited to the following examples:

- Cheating – Cheating involves using or attempting to use inappropriate and unauthorized information or materials in order to complete an academic assignment. It is often called an unfair advantage.
- Plagiarism – Plagiarism is committed when one claims credit for the work of another individual. This might occur by simply using materials created by another and turning them in as one’s own work or by using another’s work and not giving credit to the author in a correct and appropriate manner (see CVTC Plagiarism).
• Misrepresentation – Misrepresentation occurs when one purposely gives a mistaken impression of academic work, grades, or credentials. Examples are claiming credit for work that is not one’s own and claiming that an assignment is original to a specific class when it is not (multiple submissions), and any other act of fraud.
• Falsifying – Falsifying involves giving or creating any type of false information. This act includes altering grades or making changes to official documents or giving information that is not true on any type of official document.
• Implication in others’ academic dishonesty – This act includes any type of cooperation with other students to commit a violation of the Code of Conduct. Assisting, condoning, or not reporting another student’s dishonest act is an act of academic dishonesty in itself. This violation might include conspiracy or unauthorized collaboration.
• Misuse of others’ materials – Materials that have been created by another person are owned by that creator. Copying, changing, or using those materials without permission is an act of academic dishonesty. This is true of an instructor’s materials or those of another student or any other individual. This policy applies to physical materials and electronic versions, such as those that may be found on the learning management system (LMS).
• Fabrication – This violation includes inventing data, citations, research, or any kind of information and portraying that material as if it were genuine.

Conduct Violation and Course of Action – Academic Dishonesty
Academic dishonesty – Violations and possible sanctions will be handled with the instructor, the student, and/or any of the following: appropriate dean, program director, or department chair.

The student and instructor meet to discuss allegations and determine sanctions. (The meeting may also involve the appropriate dean, program director, or department chair.) The student will be informed in writing of the following:
• Specific charges
• Sanctions for the incident
• Student has the right to appeal within ten (10) business days
• Decisions are final unless reversed on appeal
• Notification of the incident will be sent to the Office of the Vice President of Student Services at vp.student.services@cvtc.edu.

Conduct Violation Sanctions – Academic Dishonesty
Sanctions may include but are not limited to the following consequences: reprimand, alternative assessment, loss of credit/failure of assignment, failing grade for course, warning, probation, suspension, and/or program dismissal. Sanctions are determined by the instructor and may involve consultation with the appropriate dean, program director, or department chair. Repeated offenses will result in discipline, as appropriate, up to and including dismissal.
Conduct Violation Appeal Procedure – Academic Dishonesty

Students are provided an opportunity to appeal the incident decision (in writing) within ten (10) business days with the appeal review board based on the following criteria:

- New evidence unknown at the time of the investigation that may substantially alter the outcome, or
- Substantial procedural error(s) that may alter the outcome

Students request the appeal in writing through the Vice President of Student Services or designee. The Conduct Violation Appeal review board consists of the Vice President of Student Services, and one faculty member.

During the appeal session, the student has an opportunity to present:

- New evidence unknown at the time of the investigation that may substantially alter the outcome, or
- Substantial procedural error(s) that may alter the outcome

All appeal decisions are final.

Conduct Violation and Course of Action – Behavioral

Complaints – Pending administrative action, the status of a student should not be altered, or his/her right to be present and to attend class disrupted, 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.

For conduct violations related to Academic Dishonesty, see “Conduct Violation and Course of Action-Academic Dishonesty.” For all other conduct violations, follow the steps below:

1. An instructor or other CVTC staff member reports the unacceptable behavior to the Public Safety Department via an incident report. The Public Safety Department will refer appropriate incidents to the Behavioral Intervention Team (BIT) for review and assessment for disciplinary action, if warranted. The Vice President of Student Services or designee will report the incident to the Vice President of Instruction, appropriate dean, or Affirmative Action Officer.

2. Students who use alcohol and/or other drugs while on CVTC property may be required to leave for the remainder of the day. The Vice President of Student Services or designee will report this temporary suspension to the Vice President of Instruction and appropriate dean (see also Alcohol and Drug Policy for Employees and Students).

3. The Vice President of Student Services or designee will meet with the student to review the allegation and allow the student to respond. All evidence will be considered in the review of the case and the student will be informed in writing of the following:
   a. The code of conduct violation and sanctions.
   b. Notification that the decision will be final if the student does not appeal the decision within ten (10) business days.
   c. Depending on the violation(s), CVTC retains the right to waive the preceding discipline procedure, skip steps and/or immediately suspend or dismiss the student. Law enforcement will be contacted as appropriate. The student will be informed in writing by the Vice President of Student Services or designee of the action being taken. The written notice will indicate that the student has ten (10) business days to request an appeal hearing.
Sanctions, which are consequences imposed as a result of a conduct code violation for misconduct, may include:

- **Warning** – A notice to students that a violation of CVTC policies and/or procedures has occurred. Additional incidents of misconduct may result in progressive disciplinary action.
- **Probation** – A disciplinary action status reflecting poor academic performance or unacceptable behavior. A student can be placed on probation any time during an instructional term.
- **Suspension** – A disciplinary action whereby a student may not attend a program for a specified period of time.
- **Dismissal** – Formal action that results from a student’s failure to maintain scholastic standards or to observe generally accepted standards of conduct. Dismissal shall normally be for a period of not less than one fall or spring semester. If a dismissal occurs during the course of an instructional term, the dismissed student will not be eligible to re-enroll in the College for the balance of that instructional term and the following semester.
- **Fines** – Monetary fines may be imposed when appropriate.
- **Loss of Privileges** – As a result of disciplinary action, students may be denied specific privileges for a designated period of time.

**Emergency Interim Withdrawal**
The College reserves the right to request or require a student to withdraw from the College when the student's presence is a direct threat of harm to themselves or others. In addition, when a student's presence significantly disrupts the ability of other students, faculty, or staff to participate in the educational programs or employment opportunities offered by the College, emergency withdrawal may occur. This policy does not supplant any academic performance or discipline based withdrawal or dismissal policies maintained by academic units. If a student's presence poses an immediate and direct threat to themselves or others, the Vice President of Student Services or designee may withdraw the student or restrict the student's access to the College campuses, services, and activities, as appropriate, for an interim period before a final determination of the matter.

**Re-enrollment after Behavior Dismissal or Emergency Withdrawal**

- Students who withdraw or are withdrawn from the College, pursuant to this policy, may be considered for readmission following a determination by the Vice President of Student Services or designee, that the reasons for withdrawal are, for the most part, eliminated. The determination of readmission is made in accordance with the needs of each individual case. In making the determination on readmission, the Vice President of Student Services will consider information from campus professionals and relevant material submitted by the petitioning student.
- Returning students who have had an emergency withdrawal or behavior dismissal must meet with the Vice President of Student Services or designee to discuss conditions of re-enrollment. If a referral for mental health assessment or evaluation prior to re-entry is warranted, the student will be informed in writing.
- Behavior dismissed students will be placed on probation when re-enrolled. If the student’s behavior continues to be unsatisfactory, probation may be continued or the student may be permanently dismissed from the program and/or the College.
Conduct Violation Appeal Procedure – Behavioral
Students are provided an opportunity to appeal the sanction decision based on the following criteria:
- New evidence, unknown at the time of the investigation, that may substantially alter the outcome; or
- Substantial procedural error(s) that may alter the outcome.

Students have ten (10) business days to appeal the decision with the Conduct Violation Appeal Review Board. Students request appeal (in writing) through the Student Services Administration office. The Conduct Violation Appeal Review Board consists of the Vice President of Student Services, a Public Safety representative, and one faculty member.

During the appeal session, the student has an opportunity to present:
- New evidence, unknown at the time of the investigation, that may substantially alter the outcome; or
- Substantial procedural error(s) that may alter the outcome.

All appeal decisions are final.

Academic and Financial Aid SAP Standards
CVTC is dedicated to ensuring students have every opportunity to achieve their educational goals. Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Our academic standards are based upon term and cumulative GPA to encourage students to progress toward program completion. Financial Aid SAP standards are based upon GPA, pace, and progression to encourage program success in a timely manner. Academic progress and Financial Aid SAP are reviewed at the end of every term. Refer to the CVTC website for the current standards:
https://mycvtc.cvtc.edu/site/student/Pages/Academic-Policies.aspx

Grade Appeal Procedure
An inaccurate or unjustified grade is defined as one that is inconsistent with the course syllabus description of the evaluation procedure or inconsistent with stated College policy. Students who believe a grade received in a course is inaccurate or unjustified should take the following actions:

1. 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, the student may be referred to the appropriate dean.
3. If a student believes a final grade is inaccurate or unjustified, they must contact the Vice President Student Services or designee within six weeks of the recording of that grade or the student forfeits the right to dispute the grade.
Final grades may only be disputed for the following reasons:
- The final grade was issued in error. This includes situations where there was a miscalculation of grade points that resulted in a lower grade for the appealing student. The student must clearly demonstrate the miscalculation. It also includes situations such as missing records, mistaken grade entries, etc.
• The final grade issued was arbitrary. This means that the grade lacked a reasonable basis. To prevail in a grade dispute based on arbitrariness, the student must show that the grade lacks a convincing rationale.
• The student has documentation that the individual received a lower final grade than another student for the same academic work at the same level of competency.

4. The student must submit a written statement to the Vice President of Student Services or designee that provides specific examples of inaccurate or unjustified evaluation practices.

5. The Vice President of Student Services or designee will interview the student and the course instructor to determine whether the grade was inaccurate or unjustified. The student and instructor will receive written notification of the Vice President’s decision within ten (10) business days.

6. Students may appeal the Vice President of Student Service’s grade-appeal decision, if one of the following two statements is true:
   • New evidence exists that was unknown at the time of the initial grade appeal that may substantially alter the outcome., or
   • Substantial procedural error(s) were discovered that may alter the outcome.

Students must complete the Step II Student Grade Appeal Action Form and submit it to the Vice President of Instruction within ten (10) business days after receiving denial of the initial grade appeal.

7. If new evidence exists or a substantial procedural error was discovered, the Vice President of Instruction will convene an impartial closed hearing on the matter with the Grade Appeals Committee.

8. The Grade Appeals Committee shall be made up of the Vice President of Instruction, two student representatives, and two faculty members. The five committee members shall have equal voice in the committee’s decision.

9. The decision of the committee shall be submitted in writing to both parties within ten (10) business days. A verbal decision may be available immediately following the hearing. The committee decision is final.
Student Success

The Learning Center

Academic Services
CVTC provides quality academic and instructional support services to program students at all CVTC campuses. Academic Services instructors will work with you in the following areas:

- General study skills and strategies
- Reading, math, and writing skills
- Homework – all content areas
- Time management
- CVTC computer technology
- Test taking strategies
- Success planning
- Tutoring Services
- A variety of seminars

Adult Education Services
CVTC provides free quality academic and computer technology instruction, college preparation workshops, and employment transition support services to all Chippewa Valley community members. Adult Education Services instructors and College Navigators will work with you in the following areas:

- Refresh your college reading, math, and writing skills
- GED/HSED® test preparation
- English Language Learning preparation
- Practice using CVTC technology
- Learn keyboarding, computer basics, and Microsoft Office programs
- Personal success planning
- Career assessment and planning
- Get assistance with your cover letter and resume, interviewing techniques, and job search strategies
- One-on-one college transition support (application, financial aid, etc.)
- Training for Career Readiness Certification
- Financial literacy
- Accuplacer® preparation

After classes begin, Learning Centers at all campuses continue to provide you the academic support you need. For information about specific services and hours, contact your local Learning Center:

- Chippewa Falls 715-738-3845
- Eau Claire 715-833-6400
- Menomonie 715-233-5344
- Neillsville 715-743-3965 x4
- River Falls 715-426-8208

Diversity Resources
The Diversity Resources department provides support services for students with disabilities, multicultural students, international students (F1 VISA), and nontraditional occupation (NTO) students. Call 715-833-6234 to schedule a one-on-one appointment with a Diversity Resources or Disability Services Specialist to learn how we can assist you in making your education successful at CVTC. Learn more about these services at https://mycvtc.cvtc.edu/site/student/Pages/Diversity-Resources.aspx.
Disability Services
Chippewa Valley Technical College welcomes individuals with disabilities. We strive to create an environment that supports understanding and acceptance of disability throughout all of our campuses. Diversity Resources provides direct services for students with disabilities. We will provide and coordinate reasonable accommodations for all individuals with documented disabilities. Accommodations are designed to “level the playing field” by giving all students the same opportunity to succeed at CVTC.

Self-advocacy is very important, and it is recommended that you request accommodations at least six weeks prior to the start of your first semester at CVTC. Services are free and confidential. Please contact the Diversity Resources office at 715-833-6234 to determine what documentation you need to provide, and what accommodations you may be eligible to receive.

Accommodations and Services
Diversity Resources will work with students to coordinate accommodations and make recommendations to remain in compliance with Section 504 of the Vocational Rehabilitation Act and the Americans with Disabilities Amendments Act (ADAAA). In order to accomplish this mission, we strive to create an environment that supports understanding and acceptance of disability throughout all of our campuses. Accommodations, to the extent possible, are provided in the classroom which serves as an inclusive environment. Instructors are responsible for coordinating and providing accommodations to qualified students with disabilities as outlined in their plans. The Diversity Resources department serves as a liaison between students and instructors to determine appropriate accommodations and to assist instructors in finding ways to provide those accommodations.

Testing Accommodations
- Extended time
- Tests read aloud
- Reduced distraction testing environment
- Use of assistive technology auxiliary aids
- Interpreters: oral or sign language
- Note takers
- Scribes
- Real-time captioning

Assistive Technology/Adaptive Equipment
- CCTV
- FM systems
- Audio version of textbooks (CD/DVD/E-text)
- Digital tape recorders
- Computer software (voice dictation, scanning and reading)
- Adjustable tables/chairs
- Spell checkers
- Laptop computer or iPad tablets

For additional information about services for students with disabilities, please call 715-833-6234; WI Relay Number: 711. You can contact the department via email at diversity@cvtc.edu.

Diversity/Multicultural Student Services
The Diversity Resources Student Success 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 Manager works cooperatively with the Academic Diversity and Inclusion Committee and other College services to address any concerns or needs to provide a supportive environment for multicultural students and international students. The Diversity Resources staff encourages retention of multicultural students and assists with the enrollment of high school graduates. Multicultural and international students needing enrollment assistance are welcome to call the Diversity Resources Center at 715-833-6234.

CVTC’s Diversity Student Organization (DSO) is a student group that encourages the involvement of all students at the College and enriches our community of learners. Learn about DSO in the Student Club section of My CVTC.

Library & Technology Services
CVTC Library & Technology Services is the College’s premier information resource center and provides a variety of services to meet the education and information needs of all students. The Library features:

- Thousands of items available to checkout, including course textbooks, fiction and non-fiction books, graphic novels, children’s and young adult books, films, journals, magazines, and audiobooks.
- Laptops and iPads, headphones, digital SLR cameras, chargers, camcorders, calculators, and group study rooms for checkout.
- Over 100 computer workstations for you to print from and work on assignments or projects.

Librarians are available to help find a resource that’s right for you, answer copyright questions, assist in requesting interlibrary loan items, and provide useful search tips to help you find the information you need when you need it! Visit us over midterms and finals week for “DE-STRESSING” activities and watch for other activities throughout the year. The Library is located at the Clairemont Business Education Center. For more information about our resources or services, please visit www.cvtc.edu/library, find us on Facebook, or call 715-833-6285.

Online Learner Resources
The E-Learning Specialist provides students 1:1 technology support and training. Contact the E-Learning Specialist for support and training in Canvas, Microsoft Office (365), Google Drive, student email, navigating MyCVTC, online learning concerns, and more. You can connect with the E-Learning Specialist by email, phone, face-to-face, or virtually in order to meet the needs of your schedule and location.

Check out the Online Learner Resources website in MyCVTC for online learning tips, technology tutorials, and the E-Learning Specialist’s appointment scheduler. https://mycvtc.cvtc.edu/site/student/Pages/Online-Learner-Resources.aspx. To connect directly with the E-Learning Specialist, call 715-833-6376 or email e-learningsupport@cvtc.edu.
Steps to Success

CVTC is dedicated to student success and offers a variety of resources designed to help students prepare and succeed academically. Steps to Success is a program of student support and academic preparation options designed to support student needs and enhance their overall college experience by planning for, initiating, sustaining, and achieving success.

### Planning for Success

<table>
<thead>
<tr>
<th>Student Central</th>
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<tbody>
<tr>
<td>- Career Assessment</td>
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<tr>
<td>- Advisement</td>
</tr>
<tr>
<td>- Inventory of Student Success (ISS)</td>
</tr>
</tbody>
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<tr>
<th>Education Navigation Program</th>
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<tbody>
<tr>
<td>- New Student Orientation</td>
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<tr>
<td>- Academic Advisement/Registration</td>
</tr>
<tr>
<td>- Welcome Day Sessions</td>
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</tbody>
</table>

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<th>Adult Education Services</th>
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</thead>
<tbody>
<tr>
<td>Boot Camps (Math, Technology)</td>
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<tr>
<th>Planning for College</th>
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<tbody>
<tr>
<td><strong>Assessment</strong></td>
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<tr>
<td>- Accuplacer®</td>
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<td>- Tailwind</td>
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<tr>
<td>- Inventory of Student Success (ISS)</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Adult Education Services (non-credit students)</th>
<th>Adult Education Services can help students prepare for the Accuplacer® and other admission assessments by helping improve:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- study skills</td>
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<td>- reading skills</td>
<td>reading skills</td>
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<td>- writing skills</td>
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<td>- math skills</td>
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- computer skills

Services are free of charge and walk-in assistance is available in the Learning Center at each CVTC campus. For more information visit the College website www.cvtc.edu/adulted.

**Career Exploration**

Exploring career options is the first step in planning for the future. At CVTC, students have several resources available to help match their interests and personality to careers. Students can attend career planning workshops face-to-face or online, access a career assessment tool aligned to CVTC programs, and receive assistance with transition to courses. For more information visit the College website www.cvtc.edu/careerplanning.

<table>
<thead>
<tr>
<th>Initiating and Getting Started in College</th>
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<tbody>
<tr>
<td><strong>Education Navigation Program</strong></td>
</tr>
<tr>
<td>1. New Student Orientation (NSO) is required for all new CVTC students. During this one day session, students meet fellow classmates, tour student service areas, and receive just-in-time information related to college success, financial aid, and preparation for registration day.</td>
</tr>
<tr>
<td>2. Program Advisement and Registration is a scheduled day and time for students to meet with their academic advisor and register for their first semester at CVTC.</td>
</tr>
<tr>
<td>3. Welcome Day Sessions are offered right before the new semester and during the first week of classes. These optional sessions give students opportunities to review CVTC technology like the learning management system (LMS), student email, and the My CVTC student portal. Students can also locate their classrooms, pick up textbooks, and get their student ID during this time.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Academic Services Courses and Support</th>
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<tr>
<td>Academic Services courses and support services are designed to help students prepare for a variety of college-level academics, including reading, writing, math, and science. A variety of options are available to support student readiness and success in college-level courses, which include: credit and non-credit courses, supplemental instruction, faculty-enhanced courses, Academic Services Learning Center, and peer tutoring. Academic support services are available for all CVTC students in different delivery formats, such as face-to-face and online for individuals and small groups. An academic advisor can assist students by providing recommendations to ensure success based on the student's previous academic experience, academic assessments, and responsibilities outside of being a student.</td>
</tr>
</tbody>
</table>
Adjusting to college takes planning, support, and preparation. To help students succeed, CVTC has several resources geared specifically to support our first-semester students including a one-credit First Semester Experience course (890-130). For more information contact your academic advisor.

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<thead>
<tr>
<th><strong>Sustaining and Succeeding in College</strong></th>
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**Academic Services (credit students)**  
Many college students need help at some point in their education. Learning Centers on each campus provide student support for:  
- Homework help  
- Study skills & test preparation  
- Technology support  
- Tutoring services  
Academic Service Learning Centers are staffed with qualified faculty and tutors. Students are encouraged to visit Academic Services within the first week of the semester. For more information, visit your campus Learning Center or My CVTC>Student Services & Support>Academic Services

**Success Seminars**  
Each semester CVTC offers a wide variety of free College Success Seminars on topics such as Test-Taking Strategies, Stress and Time Management, Achieving Well-Being, Balance & Success, Test Anxiety, HESI Prep, Cover Letter and Resume in an online and face-to-face format. For more information visit https://resources.cvtc.edu

**Diversity Resources**  
- Diversity Services  
- Disability Services  
The Diversity Resources department helps students from diverse backgrounds (multicultural, disability, international and nontraditional occupation) make the most of their education and their CVTC experience. Students interact and study together, develop support groups and friendships, and take advantage of services and resources to help achieve academic and career goals.

Students with documented disabilities are eligible for Disability Services. Having an accommodation plan in place can be a very important part of student success at CVTC.

Students are encouraged to schedule a one-on-one appointment and learn how Diversity Resources can assist with educational success at CVTC. For more information visit the College website www.cvtc.edu/diversity.

**Academic Advising**  
Meeting with an academic advisor prior to registration each semester can save students time, money, and anxiety by receiving the information needed to plan the right path to graduation. Academic advisors understand the curriculum, faculty, college rules and regulations, deadlines, and
academic policies. Academic advisors are available to assist students with appropriate course selection and sequence. For more information visit My CVTC > Student Services & Support > Academic Advising.

| Student Success Services | Services are free and available to all current students. Your Student Success Specialist will assist you in overcoming barriers that many students encounter during their academic career. Our goal is to help students be academically successful during their time at CVTC. If we determine that students need more resources we will provide them with a referral to appropriate community resources, including mental health counseling. Student Success Specialists help with:
- Goal setting
- Interpersonal issues
- Success plans
- Community based referrals
For more information visit My CVTC > Student Services & Support > Student Success. |

| Early Alert | An Early Alert referral connects students with a CVTC Student Success Specialist when issues with attendance and academic performance have been identified. As a result, a Student Success Specialist will invite the student to review resources and assist in efforts to succeed. The submission of an Early Alert is not a punitive measure, but an effort to help with academic and personal success. The goal is to assist and help students get back on the path to success. |

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**Achieving Success**

CVTC provides the resources needed to ensure students successfully reach their goals of course completion, graduation, job placement, and or transfer.

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**Academic Advising and Student Success Services**

At CVTC, the primary mission of Academic Advising and Student Success Services is to assist students in maximizing their potential for educational and occupational success. Services are available to all students to enhance the student experience and academic success.

**Academic Advising**

Academic Advisors provide general program information and assists students with specific questions about degree and graduation requirements. They will help students make informed choices about coursework and clarify College processes when needed. Students should make an appointment with their Academic Advisor for help in the following areas:
- Course selection and sequencing
- Degree and graduation requirements
Transfer credits
Clarification on College policies and procedures

Student Success
Services are free and available to all current students. Your Student Success Specialist will assist you in overcoming barriers that many students encounter during their academic career. Our goal is to help students be academically successful during their time at CVTC. If we determine that students need more resources we will provide them with a referral to appropriate community resources, including mental health counseling.

Student Success Specialists help with:
- Goal setting
- Interpersonal issues
- Success plans
- Community based referrals

To schedule an appointment with an Academic Advisor or Student Success Specialist:
- At the Eau Claire Campus call 715-833-6346 or visit the Academic Advising & Student Success Department located at BEC 113.
- At the River Falls Campus, call 715-426-8200.

For more information visit My CVTC > Student Service & Support > Academic Advising OR Student Success.

Career Planning
Exploring career options is the first step to planning for the future. The more you know about the different career fields, the better choices you can make to find a career you enjoy. At CVTC, we have several resources available to match your interests with a rewarding career. Resources include:

Exploring career options is the first step in planning for the future
- Access to a career assessment tool aligned to CVTC programs.
- Career Decisions workshops, both face to face and online.

Visit the Career Planning webpage at www.cvtc.edu/careerplanning for more information.

GradReady
CVTC has partnered with Great Lakes Higher Education Corporation to offer GradReady. This FREE online resource can help students manage their student loans, build personal finance skills, and manage their credit/debt.

GradReady offers three pathways:
- Paying for College
- Money Management
- Real-World Finance

Get started today at cvtc.gradready.com!
Student Life & Public Safety

The Shops of CVTC
CVTC offers a variety of consumer services at the Clairemont Campus.

Automotive Repair
CVTC Automotive Program students offer automotive repair for student and staff vehicles. Automotive repairs must fit the instructional intent of the courses being taught at that time. There is a list of repairs and the time of the year which those repairs are done. Those requesting service will be put on a wait list and contacted when it is time to schedule an appointment. Refer to the Automotive Repair Request page in My CVTC > Student Services & Support > Automotive Repair Request for additional information and to submit a request.

Bookstore
The College bookstore is located at the Clairemont Campus. Textbooks, class materials, supplies, clothing, CVTC merchandise, and convenience items may be purchased at the bookstore.

Students may choose to purchase textbooks either on campus or online.
- To purchase textbooks on campus, bring a copy of your course schedule to the bookstore. Staff will assist you in selecting the textbook required for the course for which you are registered.
- The View and/or Purchase books automatically for Registered Courses link is located in My CVTC > SIS > Registration. The required textbooks will be automatically selected based on registered classes.
- Some textbooks may be available for rent or in a digital format. *See bookstore staff or www.efollett.com for more information.

Payment Options:
- Cash, credit card, Automatic Payment Plan, Financial Aid, or personal check can be used at the bookstore. Credit card, Automatic Payment Plan and financial aid can be used for all purchases at the online bookstore.
- If using the Automatic Payment Plan for your book purchases, you'll need to sign up for the Automatic Payment Plan prior to your purchase. Please allow 24-48 hours for your information to download into the bookstore systems. Only textbooks and required supplies are allowed to be charged to the Automatic Payment Plan.
- Financial aid may be used for the purchase of textbooks and supplies. No computers, computer products, clothing, or household items, are allowed to be charged to financial aid. All requirements must be completed.

Charge Books Using Financial Aid – Registered students can charge books at the CVTC bookstore with excess financial aid. How it works:
- View Cashier Connection for the “Current Balance Including Estimated Aid” amount. This amount is available to use at the bookstore. Log into My CVTC > Pay for College > Payment Methods > Cashier Connection.
Visit the CVTC bookstore, after allowing two business days for processing excess financial aid. The bookstore will have your name and amount on file. Bring student photo ID and class schedule.

The amount of estimated aid you have been awarded must exceed your total tuition and fees charges.

Bookstore charges will be subtracted from any financial aid refund due to student.

By charging books and supplies on account, you agree to adhere to the policies and procedures of the CVTC bookstore including refunds, returns, and exchanges.

It is the student’s responsibility to pay any account balances due to financial aid eligibility changes.

Textbook Return Policy:

- The bookstore will refund or exchange your purchase with a receipt up to one week after the first day of class. You must present your receipt to be eligible for a refund or an exchange.
- If a student purchases a textbook after the start of classes, and the allotted return time has passed, the student has two days from the date of purchase for a full refund. The student must present a receipt.
- If a student purchases a textbook during the final week of classes for the current semester, no refunds will be given.
- If a student returns a textbook after the allotted time, it will be considered a Buy Back, see the Buy Back policies below for more details.
- Only textbooks returned in original purchase condition will be refunded (DO NOT WRITE IN TEXTBOOKS.) Textbooks 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.
- If you rent a textbook and need to return the textbook the same policies apply. You may, during the semester, convert your rental to a purchase, up until the day you check it in. All Rental returns need to be checked-in at the bookstore.

Buy Back Policy:

- If a textbook is being used for the upcoming semester and the CVTC bookstore needs additional stock, you will receive 50% of what you paid for your book. Buy Back takes place during the last week of the term.
- Not all textbooks qualify for Buy Back.
  - Textbooks must be in good condition.
  - Multiple textbook 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, books with access codes, and old editions are not eligible for Buy Back.
  - If a course is not offered for the upcoming semester, your textbook may not be eligible for Buy Back right away. However, the bookstore may buy the textbook during a future Buy Back if an upcoming course requires its use.
Textbooks not needed at CVTC may be bought at the bookstore by Follett’s at the national market value.

Dental Clinic
As part of their training, students enrolled in the Dental Hygienist program at CVTC provide low cost dental hygiene services to all CVTC students and those enrolled in Forward Health. Proof of Forward Health is required and there may be a small co-pay associated with services if you are on Forward Health.

These services include but are not limited to any necessary x-rays, a cleaning or deep scaling, an oral cancer screening, fluoride, instructions on how to care for your teeth, and exam by a licensed dentist. We also place sealants and sell whitening kits.

If you are not covered by this state insurance program, a dental hygiene appointment for a cleaning, exam, x-rays and fluoride is $35. If you meet the income guidelines, you may also qualify for reduced fees for dental service. Low cost dental work and limited oral surgery is also available to those who qualify (Badger Care or low income patients who meet the Federal Poverty Guidelines), and is provided by dental fellows, Marquette Dental students and licensed staff dentists who are assisted by the Dental Assisting program students and graduates. Because this is a teaching facility, there is a time commitment, as appointments take longer than in a private dental office.

The clinic is located in the Health Education Center. Contact 715-833-6271 to make an appointment or for more information www.cvtc.edu/dental.

Duplicating Services
Duplicating Services, in the Business Education Center Room 150, is open weekdays from 7:30 a.m.-4 p.m. Services include: color printing, laminating, binding, CD’s/DVD’s, folding, collating, stapling, B/W printing, colored paper, scanning, designing, business cards, shrink wrapping, brochures, and etc. Students may pay for services by cash or check or by credit/debit cards in the Student Central.

Food Pantry
The CVTC Student Food Pantry provides supplemental food assistance for CVTC students. The pantry is run by students and employee volunteers. Through our partnership with Feed My People, our products are collected through donations from the campus and community. The Food Pantry is open during the academic year on Mondays and Thursdays from 10 a.m.-1 p.m. and 3:00-5:00 p.m. in the East Annex, room 102, at the Clairemont Campus. To utilize the food pantry, all that is needed is a current Student ID.

Shear Inspiration Salon & Spa
Shear Inspiration Salon & Spa is a learning lab. Hair services include haircuts, coloring, perms, and styling. Spa services include facials, manicures and pedicures. All services are performed by students, with instructor’s guidance. Students receive a 10% discount. The Shear Inspiration Salon & Spa is located in BEC 137. For an appointment call 715-833-6320 or book on-line at www.cvtc.edu/salon. See
samples of student work and salon promotions at www.facebook.com/shearinspiration.

Valley Café
Located in the Business Education Center the Valley Café offers convenient meal and snack solutions for breakfast, lunch, and dinner Monday – Thursday and breakfast and lunch on Friday. The Chef’s Table at Valley Café produces two fresh soups daily along with hot meal options and display cooking. A build your own salad bar is also offered with fresh, mindful ingredients. The Clairemont Grill is open for breakfast serving hot sandwich and side options. At lunch we feature hand formed, made to order burgers from beef sourced locally at Crescent Meats. Chicken tenders, grilled cheese, black bean burgers and more round out the menu. If you are on the go, check out our Simply to Go cooler for made daily sandwiches, salads, parfaits and more. Please visit cvtc.sodexomyway.com for more info.

The Health Education Center also offers convenient options at the coffee kiosk on the second floor. Much more than just a coffee shop, this location has grown to include a fresh salad bar, daily soup selection and rotating hot entrée option. Of course still serving up freshly brewed Caribou Coffee and other beverages, as well as snacks, candy and more!

Student Life Services

Bus Passes
The Eau Claire Transit System offers Student CVTC Passes that allow unlimited rides through the semester. Passes can be purchased, by credit students, at Student Central in the Business Education Center (Transit drivers do not sell student passes). Student Activity Fees currently cover 50% of the ticket price; prices vary per semester. The Eau Claire Transit System services the Clairemont Campus. Contact EC Transit for route schedules, and maps, 715-839-5511 or online at www.eauclairewi.gov.

Clinical Badges
Students, enrolled in a course or program requiring a photo clinical badge, can obtain a badge at Student Life, Student Central, or River Falls Campus Office. Faculty are required to submit a list to Student Life, including name and CVTC student ID number of eligible students – prior to a badge being issued.

A fee will be assessed to replace a clinical badge. Students requesting a replacement badge must have their instructor notify Student Life personnel that eligibility is still current. Replacement clinical badges are only issued in the Student Life Office.

Fax Machine
A fax machine is available in Student Life (BEC 102) and Student Central (BEC 113). The rate per fax is $.75 for local and $1.50 for long distance.
**Housing**

Student rental listings by rental agencies and private parties, as well as links to classified ads in the local newspapers can be found on My CVTC, search *student housing*.

My CVTC Bulletin Board - Located in My CVTC is a virtual Bulletin Board where students can post both housing available and housing wanted information.

It is advisable to exercise the utmost discretion when looking for housing. CVTC provides the above resources to assist students; however interested students are responsible for arranging their own housing. CVTC does not conduct any background checks or other investigation of persons posting information on the My CVTC Bulletin Board, Student Rentals listing, or in the newspaper classified ads.

CVTC currently has a partnership with UWEC which allows CVTC students to secure housing in UWEC residence halls. There are limited spaces available, and students must apply through UWEC. For more information: www.cvtc.edu/experience-cvtc/student-life/housing/uwec-residence-living

**ID Cards**

Photo identification cards are available at Student Life, Student Central, and River Falls Campus Office. Credit students providing a current semester computer generated class schedule, complete with name and student ID number, and a state issued photo ID will receive their first photo identification card free of charge. CVTC ID cards are good for a period of two (2) years. Also, a student supplying an expired CVTC ID and a current semester computer generated class schedule will be issued a free replacement. There is a fee to replace an unexpired card to cover the cost of supplies.

CVTC ID cards are required to check items out of the CVTC library and to utilize the Buy Back program at the bookstore. Students may also receive discounts in the community when presenting their student ID.

**Lockers**

To rent a locker at the Clairemont Campus (BEC, HEC) - A nonrefundable, nontransferable five dollar ($5) fee paid to the Student Life Office, 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 Clairemont - contact office personnel for locker availability.

**UWEC & UWRF Recreational Facilities**

CVTC credit students and staff are eligible to purchase a semester pass to the UWEC McPhee/Olson recreational facility (running track, racquetball/basketball courts, pool) or the UWRF Knowles Center (running track, cardio machines/weights, basketball courts, bouldering wall). Strength and Performance Center at UWEC or Strength and Conditioning Center at UWRF is available for an additional fee. Contact the Student Life Office or River Falls Campus Main Office for specific areas of use, availability, and current rates. UWEC passes can be purchased at Student Central in the Business Education Center and UWRF can be purchased at the River Falls Campus Main Office at the start of each semester.
Campus Involvement

Clubs
CVTC has a number of recognized program clubs and student organizations. Student involvement in these organizations is encouraged as part of a well-rounded educational experience. Program clubs are co-curricular clubs associated with a CVTC program. Student organizations are extra-curricular organizations not associated with a CVTC program. Additional information on specific clubs can be found in My CVTC, search student clubs, or at the Student Life Office.

- Agriscience Technician – PAS (Postsecondary Ag Students)
- Air Conditioning, Heating, & Refrigeration (2 year)
- Anime & Gaming (Japanese animation cultural club)
- Art
- Automotive
- Cosmetology
- BPA – Business Professionals of America
- Child Care Services and Early Childhood Education
- Criminal Justice – Law Enforcement
- CRU Club – Christian Organization
- Dental – SADHA (Student American Dental Hygienists’ Association)
- DMS – Diagnostic Medical Sonography
- Diesel
- DSO – Diversity Student Organization
- EPD – Electrical Power Distribution
- Engineering Technology Club
- Environmental, Refrigeration, Air Conditioning & Heating Service (1 year)
- FireMedic
- HITM – Health Information Technology Management
- Horticulture (Landscape, Plant & Turf Management)
- Industrial Mechanic
- IT – Information Technology
- Kappa Beta Delta Business Honor Society
- LASO – Liberal Arts Student Organization
- MLT – Medical Laboratory Technician
- Nursing Association
- Paramedic
- Pharmacy Technician
- Phi Theta Kappa Academic Honor Society
- Physical Therapist Assistant
- Pride Alliance – LGBT+
- Radiography
- Residential Construction
- Respiratory Therapy
- Skills USA
- SME
Student Association
The Student Association (SA) is the official body representing student opinion and interests at CVTC. It is responsible for governing student interests, advocating for student concerns, providing support and recognition for recognized student organizations, and serving students by hosting activities and events that enhance student life. They accomplish this through providing outreach to regional CVTC centers; allocating financial support to student clubs; working on legislative activity; serving on CVTC and state-wide committees; and promoting education and leadership opportunities for all students. SA promotes leadership development, academic achievement, community service, student participation in worthwhile activities, and serves as a liaison among administration, faculty, and students. The Student Association is the voice of the students.

Involvement is encouraged. Elections for SA Officer positions typically take place at the end of the spring semester and beginning of fall semester. The SA Officers are paid student leaders. Member-At-Large and Club Representative Positions are also available. Additional SA information can be found in My CVTC, search student association. The SA Office is located in the Student Life Office, BEC 102. Students are welcome to meet with officers during office hours or by appointment.

Student Leadership Recognition Banquet
The annual Student Leadership Recognition Banquet is scheduled the end of each spring term and is coordinated by the Student Association. Student leaders from across the college are acknowledged for their leadership and involvement. Information, selection criteria and reservation forms are sent to club advisors in March.

Club Resources
Club resources and contacts can be found in the Club Manual located on My CVTC, search student clubs, or Student Life Office. Examples of information found in the Club Manual are:

- club expectations
- club funding and accounts
- club fundraising
- club travel
- advisor resources
- college policies and procedures
- forms

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 or campus office before being displayed. This material may only be displayed on approved bulletin boards. Items must display posting date and will remain on the board for up to one month or until the day following the event. Items not dated will be removed and discarded. The College reserves the right to remove any information. Posters may not advertise or contain the following: private interests/parties (except textbook sales, business events, and community fundraisers), accusations towards any individuals or groups, discrimination of any
nature, consumption of alcohol, tobacco, or other drugs, profanity, or sexually explicit content.

Student organizations or individuals wishing to distribute free printed materials on sidewalks adjacent to or on College property should notify Student Life Office at least 24 hours beforehand to ensure compliance with guidelines. Sidewalk chalk is allowed when approved by Student Life. No chalk is allowed within 25 feet of any entry point to college buildings or on the walk bridge at the Clairemont Campus.

See My CVTC for the complete information on this procedure.

**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 student clubs and CVTC. Questions regarding these guidelines should be referred to the Student Life Office.

All students 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 from the College. Alcohol is not to be served at student events and fundraisers.

Club Travel and Educational 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 is forbidden in motor vehicles or chartered bus. Disciplinary action upon return to the campus will be taken according to district policy. Groups/members permitting or participating in the consumption of alcoholic beverages or illegal drug use 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 is finished with scheduled activities.

Fundraisers (such as silent auctions or other sales) by student clubs 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, wine holders, or articles of clothing with beer logos, etc.) as available prizes or purchases.

**Health Services**

**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.
Student Health Services
CVTC has entered into agreements with the Prevea Health and Vibrant Health Family Clinics to provide basic health care services to CVTC students who are registered for five (5) or more credits for the fall and spring semester or three (3) or more credits for the summer session. (See each Clinic’s information below for eligibility and definitions of basic health care services.) Students taking classes in Eau Claire or Chippewa Falls are automatically enrolled to receive health services from Prevea Health. Students taking classes in River Falls are enrolled to receive health services from Vibrant Health Family Clinic. Students taking classes only in Menomonie may enroll in either health service if interested by contacting the Student Life Office. Students taking only online classes may enroll in either health service if interested by contacting Student Life Office. Student health service is not an insurance program.

An eligible student receives health services from the first day of the semester until the first day of the following semester or term. Student activity fees, allocated by the CVTC Student Government, will pay 50% of the health service fee for each eligible student; the remaining 50% will be assessed to the student at the time of registration. For current cost please visit https://mycvtc.cvtc.edu/site/student/Pages/Health-Services.aspx

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

See My CVTC for the most current listing of services available through Student Health Services.

Prevea Health
715-839-5175; 617 W. Clairemont Avenue - Eau Claire, WI, Clairemont Campus Health Education Center

Eligibility - See Student Health Services information above.

- For the semester in which you are enrolled, must be registered for five (5) or more credits (fall/spring) or three (3) or more credits for the summer session. At least one (1) credit must be taken on an Eau Claire, Chippewa Falls, or Menomonie Campus.

This list of services is not meant to be a complete list and is subject change. Please refer to: https://mycvtc.cvtc.edu/site/student/Pages/Health-Services.aspx

- Diagnosis and treatment of medical problems such as respiratory, eye, ear, and throat problems, injuries, skin rashes and acne, bladder infections, stomach/abdominal pain, and diarrhea.
- 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 exams prior to travel abroad. Immunizations associated with travel are provided at an extra cost. Drug screens for ICC exams are also an additional cost.
• Health 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.
• 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) requires two visits 2-3 days apart. Initial visit entails subcutaneous injection. The second visit is the reading/observation of injection site. Both visits are covered through Student Health Services. If student is a no show for the second visit (reading of the test), the student will need to reschedule and pay for the re-testing out of pocket. The charge for the re-test is $46 and will need to be paid on date of service.
• Electrocardiograms and interpretation
• Minor office surgical and orthopedic procedures
  – Excludes pathology fees
  – Excludes casting/splinting/dressing supplies
• Access to MyChart – Allows patients to securely view their personal health information (including test results, allergies, and immunizations) online. MyChart also allows patients to e-mail their doctor with questions, set up and cancel appointments, and view billing information.

Services offered at additional cost – The following list is not all inclusive:
• Immunizations not provided by the State Vaccine Program.
• Outside lab tests including Hepatitis C, pap smears and certain titers.
• Miscellaneous supplies not routinely used in a medical visit.
• Urine drug screens for various physicals.
• Pathology fees.

Prevea Augusta Health Center
715-286-2270; 207 West Lincoln Street, Suite 1, Augusta, WI
• Students who have health services through Eau Claire Family Medicine are also able to make appointments at Augusta Family Medicine. Please mention your enrollment at CVTC when making the appointment.

Vibrant Health Family Clinics
715-425-6701; 1687 East Division Street, River Falls, WI
If you need health care advice after hours, contact the clinic. A physician is on call at all times.

Eligibility - See Student Health Services information above.
• For the semester in which you are enrolled, must be registered for five (5) or more credits (fall/spring) or three (3) or more credits for the summer session. At least one (1) credit must be taken on the River Falls or Menomonie Campus.
All general outpatient services such as:

- Annual physical exam including preventive lab screenings as recommended by the health care provider. Screening may include pap smears, Chlamydia/GC testing, lipid panel (cholesterol testing), glucose testing (blood sugar) and urinalysis.
- Health student's annual physical would include the above screenings as well as the lab testing required for the health programs. Health students should bring their required paperwork to the physical exam. (Immunizations are not included).
- Urgent Care office visits limited to three (3) visits per year. (Urgent Care office visits are defined as office visits during regular business hours at the River Falls Medical Clinic - NOT emergency room or hospital visits.) Lab tests that may be included in these visits are rapid strep tests and urinalysis.
- Flu shot during advertised times at the River Falls Medical Clinic. On campus flu shots available during advertised times.
- Two tobacco-cessation visits per year.
- Educational sessions as advertised on campus or at Vibrant Health Family Clinics.
- Urgent Care hours are available on Saturdays and Sundays.

After-hours consultation:

If you need health care advice, you may call the clinic at 715-425-6701 after hours for assistance. A physician is on call at all times.

Services Offered at Additional Cost (the following list is not all inclusive):

- X-rays, shots, immunizations, procedures, orthopedic care etc.
- All other lab work not listed above.

Students are responsible for additional services and costs not covered by Student Health Services or health insurance. Your health insurance will be billed prior to Student Health Services. Please bring health insurance information to your appointment. A 25% discount is available if balance is paid at the time of service.

Phone Nurse – Calls may be forwarded to the message center if you are trying to determine whether or not your health concern warrants a visit or if you aren't certain of the urgency of the situation, or if you need advice on your health concern. The phone nurse will answer your questions, schedule an appointment, or direct your call as appropriate.
Public Safety Information

Injuries and Medical Emergencies - All injuries and medical emergencies must be reported at once to the staff member in charge and to the Public Safety Office, 715-833-6202.

A Student/Visitor Injury Report Form must be completed online (found in My CVTC) by the injured party. If the injured party is unable to complete the form, someone may complete it on behalf of the injured person. **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 injuries or medical emergencies of students while at the College or while participating in College-sponsored activities/field trips.**

Emergency Procedures:
- For Police, Fire, EMS = Dial 911 from any phone in the building
- For CVTC Public Safety = Dial 1111 from any Cisco phone
- Tell the dispatcher, “I’m calling from the Chippewa Valley Technical College, at (give address and name of campus building). There is a __________ emergency in room ___ on the ___ floor, the nearest entrance is ____.”
- Describe incident and specific location.
- Do not hang up the phone until the dispatcher disconnects the call.

Procedures for Evacuation:
- All occupants (students, staff, and visitors) will leave through the nearest exit and gather a safe distance away from the building.
- Turn off all equipment that may be hazardous if left unattended (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 escort handicapped individuals from this area to the evacuation area.
- Leadership, staff, and instructors will check their areas of responsibility to ensure that all students, staff, and visitors responded to the evacuation alarm and have left the building.
- When emergency officials or authorized staff has determined that it is safe to re-enter the building, the authorized staff will inform students, staff, and visitors to re-enter 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.
- Leadership, staff, and instructors will check their areas of responsibility to ensure that all students, staff, and visitors respond to the announcement and move to the shelter area.
- Specific campus shelter information can be found on My CVTC.
When emergency officials or authorized staff has determined that it is safe to leave the shelter area, authorized staff will inform students, staff, and visitors to return to their area.

Incident Report Form
The Incident Report Form is to be used for documenting various incidents with possible harm to CVTC students, staff, and visitors. The person who reported the emergency situation should complete an online Incident Report Form (found in My CVTC). The Department of Public Safety will review the report and forward informational copies of the form to appropriate personnel.

Security Policy
CVTC considers security to be an important issue and will make every reasonable effort to provide a safe and secure learning and working environment. The protection of students, staff, and College property will follow established procedures.

- **Reporting of Criminal Actions** – All crimes occurring on campus property are to be reported directly to local law enforcement agencies and the Public Safety Office. If students are involved in perpetrating a reported crime occurring on campus property, they are subject to disciplinary action.
- **Access to College Facilities** – Campus buildings are accessible to students and employees 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 or other security consultants 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. Crime-related reports and statistics are exchanged upon request.
- **Security Awareness and Crime Prevention Programs** – Crime prevention activities and literature coordinated through Student Life Office and Student Government will be provided to students on a regular basis.
- **Reporting Crime Statistics** – Reports will be made to advise students, employees, and the public on a timely basis about campus crime and crime-related problems. The number of crimes occurring on campus will be provided annually to all students in compliance with the Jeanne Clery Act and available to prospective students upon request. A daily crime log is also available online in My CVTC.

Campus Violence Policy
CVTC 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.
CVTC views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive, and supportive learning 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 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 dismissal.

**Weapons Possession Policy**
CVTC will uphold all local, state, and federal laws concerning the use, concealment, creation, manufacture, and/or possession of weapons and/or potentially dangerous devices, as defined by Wisconsin State Statutes Chapter 941.

**Prohibition:** The use, concealment, creation, manufacture, or possession of weapons, firearms, facsimile firearms, deadly weapons, explosive chemicals or devices and/or any dangerous or potentially dangerous devices, whether functional or not, in CVTC buildings (owned or leased), CVTC vehicles (owned or leased), or at CVTC sponsored functions is strictly prohibited, except as expressly permitted hereafter. Possession of a valid concealed weapons permit authorized by the State of Wisconsin is **not** an exemption under this policy. Instruments or chemicals expressly authorized for the pursuit of the academic mission of the College and used in an authorized manner with that academic mission by sworn law enforcement and on-duty military personnel, students and employees in the CVTC Criminal Justice program are the only exemptions permitted under this policy.

**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 persons convicted of sex crimes and to provide access to this information for law enforcement, victims, and the general public. The State of Wisconsin Sex Offender Registry website is [https://appsdoc.wi.gov/public](https://appsdoc.wi.gov/public). The United States Department of Justice National Sex Offender Public Registry website is [https://www.nsopw.gov](https://www.nsopw.gov/).

**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 injuries 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 environment.

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

All students are prohibited from being under the influence of alcohol or controlled substances while on College property, while conducting College business, or while receiving instruction. Students are expected to cooperate with Public Safety
personnel if suspected of being in violation of this policy. Violations of this policy
may be reported to local law enforcement as well as being the basis for disciplinary
action, up to and including dismissal 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 advertising of alcoholic beverages is prohibited on CVTC property and in College
publications.

Student social events must be sponsored by a recognized student club, organization,
or class of CVTC. Such events must be approved by the Student Life Office and
follow the CVTC Alcohol and Drug Policy for Employees and Students which
prohibits the serving of alcohol at student events.

Personal Protective Equipment
In compliance with the Occupational Safety and Health Administration Standard
1910.132 and Wisconsin Public Employee Safety and Health SPS332, 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
CVTC that fit this description.

Personal protective equipment may include: safety glasses, goggles, face shields,
hard hats, steel-toed shoes/boots, gloves, hearing protection, protective clothing,
respirators, etc. All affected 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.

Note: Anyone entering a designated hazardous area when in operation must wear
the required 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 working in these hazardous areas may be required to purchase appropriate
personal protective equipment. Some personal protective equipment may be
provided by CVTC. 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 instructor, so that the defective
equipment can be repaired or replaced.

If a student fails to wear the proper personal protective equipment while in the
hazardous area, the student may be subject to discipline up to and including
dismissal from the College.

Latex
It is the intention of CVTC to provide a safe environment for all students, including
those with significant health concerns. All reasonable accommodations will be made
to provide a safe environment for students with a severe latex sensitivity, although CVTC cannot guarantee a latex-free environment. High-exposure latex areas will be designated by signs on doors and/or in the labs. Bringing latex items, such as balloons, to any campus facility is discouraged as this could pose a health risk to latex-sensitive individuals.

**Sharps Containers**
Sharps containers are available at one or more restrooms at each of the CVTC campuses/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 should not be disposed of in other trash containers.

**Tobacco Use on Campus**
CVTC recognizes a responsibility to provide a safe and healthy learning environment. Because of this commitment the use of tobacco in any form on CVTC property is prohibited except in designated outdoor areas. This includes the use of electronic cigarettes, vapor cigarettes and smokeless tobacco. Employees who violate this policy may be subject to corrective action. Students and visitors who violate this policy may be subject to reasonable actions by the College in an effort to enforce acceptable tobacco use on the property. Designated tobacco use areas will be posted at the entrance of each Chippewa Valley Technical College facility.

The Chippewa Valley Technical College President, or designee, may:
1. Designate additional or temporary tobacco use areas
2. Eliminate existing tobacco use area(s)

Tobacco receptacles shall be located only where tobacco use is permitted.

**Inclement 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, an official announcement will be provided through local television and radio stations and to district and regional stations. School closing notification will also be posted on Facebook, Twitter, and on the CVTC public website. If no announcement is made, it should be assumed that the College will be open.

If inclement weather occurs during the night, every effort will be made to make the announcement between 5-6 a.m. and no later than 7 a.m. If inclement weather occurs during the day, the announcement will be made to the media and a general announcement made to each College campus. Check CVTC.edu for the most up-to-date information. Where classes are held at a high school, the high school’s cancellation 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 due to an absence from class as a result of extreme weather conditions should contact the Vice President of Student Services. Contact information can be found in the front of the Student Handbook on the “Where to go for Help” page.
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 needed if parking problems are to be kept to a minimum.

Parking regulations and vehicle registration are strictly enforced and any violators may be cited and/or towed. It is the responsibility of the vehicle operator 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 vehicles locked at all times.

Parking Registration
All vehicles that are parked on campus by students must be registered by completing a vehicle registration form online. Registering your vehicle does not guarantee a place to park; it simply allows parking in designated CVTC parking lots if space is available. Student parking permits are now considered an electronic permit; therefore, a physical permit is no longer needed to be displayed in your vehicle. If you need to update or add another vehicle, please contact the Public Safety Office at 715-833-6202 or email PublicSafety@cvtc.edu.

Regulations in reference to special parking areas are strictly enforced. Some parking stalls are designated for assigned parking or specific vehicle use. Parking regulations in these locations are enforced at all times. Please observe all signs, markings, and rules.

Parking and Traffic Code
All vehicles shall be parked in designated lots.

1. **Vehicle Registration** – All vehicles parked in student lots must have registered their vehicle online with the Department of Public Safety. Vehicles that are not registered may receive a parking citation.

2. **Non-Registered Vehicles** – If for any reason you drive another vehicle, you can contact Public Safety to register your additional vehicle(s).

3. **Staff Parking (P8, P9 & P10)** – Staff parking is for College employees only Monday - Friday until 5pm with a valid employee parking permit. After 5 p.m. Monday-Friday and anytime on Saturdays/Sundays students are allowed to park in designated staff parking lots.

4. **Student Parking (P3 & P4)** – Students may park in student lots once you register your vehicle online. No physical permit is required to be displayed.

5. **Disabled Parking** – A special area is marked for disabled parking in the southeast part of the west parking lot at the Business Education Center (Eau Claire Clairemont Campus). Disabled parking stalls east of the
Business Education Center are for visitors only (not students). All campus locations have handicapped parking spaces available that are clearly marked.

6. **Long-Term Visitor Parking (P1)** – 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. All visitors are required to register their vehicle by signing in (BEC 100 or Shear Inspirations Salon). Students and staff are not eligible for a long-term visitor permit and **may not park in these lots at any time**.

7. **Short-Term Visitor Parking (P6)** – A short-term lot (30 minutes or less) is located on the east end of the Business Education Center (adjacent to the Pay-Per-Hour lot). All visitors are required to register their vehicle by signing in. Visitors at campuses other than the Business Education Center should register at the campus office.

8. **Pay-Per-Hour Parking (P7)** – A pay-per-hour parking lot is available on the east end of the Business Education Center. Persons parking in this lot will be charged an hourly fee based on the length of stay.

9. **Motorcycle/Moped Parking** – A small area located in the northwest corner of the large student parking lot (P3) is reserved for motorcycles/mopeds. All motorcycles/mopeds parked in this area must have registered their motorcycle/moped online with the Department of Public Safety. Motorcycles/mopeds that are not registered may receive a parking citation.

10. **Low Emitting and Fuel Efficient Parking** – A special area is marked for low emitting and fuel efficient vehicles to park in the northeast part of the parking lot at the Energy Education Center (West Campus). Vehicles parking in these stalls must be on the list of approved vehicles (available on My CVTC) or you may be cited and/or towed.

11. **Bicycle Parking** – Bicycle racks are provided near the southeast and west entrances to the Business Education Center and one is located near the front of the Health Education Center. 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.

12. **Obstruction of Parking** – Areas marked by a continuous yellow or red curb designate no parking. No unattended vehicles will be allowed to park in a fire lane. Parking on an unimproved surface (grass) is prohibited at any time. 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.

13. **Pedestrian Safety** – Vehicles must yield to pedestrians walking on campuses. No vehicle shall exceed the posted speed limit on campuses or be operated in a hazardous manner. Areas that are not posted shall not exceed 15 mph speed limit on campus.

14. **Overnight Vehicles** – No vehicles, except those being repaired or with special permission, shall be parked overnight on campuses. If an emergency situation arises, notify the Public Safety Office.

15. **Trailers** – No trailers are allowed to be parked in College parking lots without prior permission of the Public Safety Office.

16. **Behavioral Expectations** – Any falsification of information, duplication of parking permit, 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. There will be disciplinary action taken against anyone using abusive language or being disrespectful to Public Safety personnel.

**Parking Enforcement Procedures**

Public Safety personnel will patrol the parking areas to ensure compliance with all regulations and issue parking citations to violators of College parking and traffic regulations. Citations for parking violations are based on the following forfeiture schedule (may be subject to change according to WI State law):

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>ORIGINAL FINE AMOUNT</th>
<th>IF PAID AFTER 10 DAYS, BUT WITHIN 30 DAYS</th>
<th>IF PAID AFTER 30 DAYS**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit/Visitor Lot</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Prohibited Parking</td>
<td>$30.00</td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Theft of Services</td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Forged/Altered Permit</td>
<td>$100.00</td>
<td>$110.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Disabled Parking</td>
<td>$150.00</td>
<td>$160.00</td>
<td>$170.00</td>
</tr>
</tbody>
</table>

**Applicable state filing fees may be added
- If the scheduled forfeiture is not paid within 30 days, the vehicle registration will be suspended and renewal of registration refused.
- Notices will be sent via US Mail to the last known address of the registered owner after each change in forfeiture.

**Citation Appeals** – Parking Citation Appeals are available online (My CVTC > Student Services & Support > Public Safety) or call 715-833-6202. Appeal forms must be completed online within five (5) business days of citation issue date. After your appeal is reviewed, you will receive an email notification as to the disposition of the citation.

Vehicles without a valid parking permit or those not registered that are in continual violation of parking regulations and/or suspension for unpaid parking citations may be towed at owner’s expense. Vehicles that are blocking driveways, doorways, or creating any other situation, which affects the safe operation of the college, may be towed at the owner’s expense.

Note: No student academic records, including grade reports and transcripts, will be released or accessible on SIS until financial obligations to the College are cleared. Unpaid parking citations constitute a financial obligation to the College. A “hold” will be placed on the academic records until all fees are paid.

For more information on unpaid parking citations, please visit the WI Dept. of Motor Vehicles website at [http://bit.ly/2rNnjo7](http://bit.ly/2rNnjo7).
Graduate Information & Career Services

Graduation Information

Graduation Checklist

1. **Perform a Degree Evaluation** – Students are encouraged to perform a degree evaluation in SIS as a preliminary check to see if they have met all the program requirements needed to graduate. It is the student’s responsibility to assure they have satisfied all required courses in his/her program. The SIS Degree Evaluation does not replace the requirement to submit the Graduation Application form, step two below.

2. **Apply for Graduation** – Complete the online Graduation Application form (My CVTC > Records & Registration > Graduation). To have name listed in the ceremony brochure, application must be received no later than three (3) weeks prior to graduation. There is no application fee to apply.

3. **Check the Eligible Candidates List** – CVTC performs a final check of eligibility and if all requirements are met, name will appear on the Eligible Candidates List. It may take up to two (2) weeks for names to appear on the list after the Graduation Application form is submitted. If you have a confidentiality hold on your account, your name will not be displayed on the list. Students may contact Records and Registration to verify eligibility. At that time the student may request that his/her name be included on the eligibility list and in the graduation brochure.

4. **Request Commencement Tickets** – Graduates participating in the Eau Claire May or December ceremony need to request tickets using the Ticket Request System located in My CVTC. Tickets are free, but are required for all guests. Learn more in My CVTC, search Graduation.

5. **Graduate Attire** – To participate in the ceremony, graduates are required to wear a black cap and gown and traditional colored tassel. If applicable, honor graduates may wear a gold tassel, military service members may wear red, white, and blue cords, Phi Theta Kappa graduates may wear a gold PTK stole, and Kappa Beta Delta graduates may wear a blue stole. Cap/gowns/tassels are available for purchase at the CVTC Bookstore approximately two weeks prior to graduation. Stoles are available in Student Life BEC 102; a $25 deposit is required, but will be returned upon return of the stole. Military service member cords can be received at the Veteran Benefit office in BEC 113.

6. **Learn more about the Ceremony** – Commencement exercises are scheduled in May, August, and December for Eau Claire and in May for River Falls. Additional information regarding the ceremony is located in My CVTC > Records & Registration > Graduation. Students who complete an associate degree or technical diploma are eligible to participate in the commencement ceremony.

**Student Commencement Speaker**
A student is selected to address the graduates for each Commencement. Instructions and deadlines are available in My CVTC > Records & Registration > Graduation.
Graduation/Program Completion Requirements
The Registrar's Office reviews individual student records to determine program completion, candidacy for graduation, certification of graduation, and/or certification of attendance at CVTC. The student is eligible for program completion/graduation when the individual fulfills the following:

- Attain program required grades in all courses and electives to meet the approved curriculum for the specific program.
- Complete program courses with a program grade point average of 2.0 or better, C letter grade average.
- Fulfill all financial obligations to CVTC.
- Earn a minimum number of credits at CVTC since establishment of the degree. See website for specific credit information.

If all requirements for graduation have been completed, degree information will be posted to the student transcript.

Students who have not applied for graduation but still meet the graduation requirements will have their degree posted. Students need to apply to graduate to receive their physical diploma. An exception will be made for those students completing a double major to allow for completion of both majors. Program students, who intend to advance in program curriculum and do not wish to have their degree posted, must complete a Graduation Exception Form with their academic advisor. If the exception is granted, the degree will not be posted on the transcript and the student may enroll in the next semester.

Students who interrupt their education and then re-enter are required to meet current program requirements. If a student does not enroll in any course for two or more consecutive semesters, the student is required to reapply with Admissions. The student must abide by the degree requirements in effect at the time of re-entry.

Certificate Completion Students who complete all course requirements for a short-term certificate at CVTC should submit a Certificate Completion form with the fee of $5 per certificate. The form is available in My CVTC, under forms. Students should review the certificate requirements to ensure they have met all the requirements for the certificate before applying. After verification of course completion, the Records and Registration Office will send a printed certificate to the student. Certificate completion is also noted on the student's transcript.

Graduate Resources

CVTC Alumni Association
All CVTC graduates are members of the CVTC Alumni Association are encouraged to participate in Alumni Association activities. The CVTC Alumni Association unites the graduates and friends of the College in a common bond. This organization supports and promotes recognition of the value of a strong post-secondary 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 visions and the missions of CVTC Foundation Inc., and the College.
A multi-member and geographically diverse alumni board oversees events and activities of the Association. Alumni participate in College activities such as scholarship luncheons, commencements, and serve as members of CVTC advisory committees. Each year at the Spring Gala, the Alumni Association presents the Distinguished Alumni, Outstanding Recent Alumni and Proven Business Partner Awards. The Association also awards several student scholarships each year. The Alumni Association uses social media to connect with and engage our alumni. Check us out on Facebook, LinkedIn, Instagram and Twitter. Connect with us, and more importantly, with each other!

To contact the Alumni Association, phone 715-831-7299, email alumni@cvtc.edu, or visit https://www.cvtc.edu/alumni.

Email Access after Graduation
After graduation, email is accessed through https://outlook.office365.com. In the address field enter <user name>@student.cvtc.edu. The password will be the same as the CVTC network password used to login to My CVTC or any computer on campus. The student email will expire 12 months after the last day of the last class at CVTC.

Graduate Follow-up Survey
The CVTC Graduate Follow-up Survey is sent to graduates approximately six months after graduation. Graduates are given the opportunity to complete and return a paper survey or to complete the survey online. The Graduate Follow-up Survey provides CVTC and the Wisconsin Technical College System (WTCS) with important information regarding how graduates feel about their educational experience at CVTC and about their success in the labor market shortly after graduation. The results are used to assist prospective students with accurate employment and salary information, as well as providing CVTC with data to facilitate program planning, evaluation and development.

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 six (6) credits within the same occupational program for which the degree or diploma was awarded if the graduate applies for the exemption with the Vice President-Student Services within six (6) months of graduation and any of the following apply:

- 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.
- The graduate certifies that all of the following apply:
  - The graduate has not secured employment in the occupational field in which the individual received the degree or diploma.
  - The graduate has actively pursued employment in that occupational field.
  - The graduate has not refused employment in that occupational field or in a related field.
  - The graduate has actively sought the assistance of the Career Development Department.
Career Services
At CVTC, we know students are not just seeking a degree, they are pursuing their career goals. Helping students achieve those goals is woven into everything we do. Whether they are looking for their first professional job or to advance in their current career, our career services team is here to help every step of the way.

Career Academies
Searching for that perfect job can be an overwhelming process. Each semester, Career Services offers a variety of Career Academies that focus on cover letter & resume development, effective interviewing techniques, networking strategies and employment searches.

Career Fairs
Each year, Career Services provides opportunities for employers to connect with our well-trained students, graduates and alumni by hosting a fall and spring Career Fair at multiple CVTC campuses.

TechConnect
Students, graduates, and alumni of CVTC have access to Wisconsin TechConnect, an online employment information system. TechConnect is dedicated exclusively to helping students and alumni of all Wisconsin Technical Colleges connect with employers who are seeking a skilled workforce. Job postings are updated daily on TechConnect by employers.

Part-time career opportunities suitable for currently enrolled students are posted in the display case across the hall from CVTC Student Central at the Business Education Center.

To schedule an appointment with a Career Services Specialist, call 715-833-6346 or visit the Career Development Department located at the Business Education Center – Room 113.

For more information visit My CVTC > Student Services & Support > Career Development.
How to get to CVTC Chippewa Falls Campus

Chippewa Falls Campus
770 Scheidler Road

To Eau Claire
To Bloomer
To Jim Falls
To Elk Mound
To Menomonie
To Cadott

How to get to CVTC Chippewa Falls Campus
How to get to CVTC Clairemont Campus - Eau Claire

Clairemont Campus

To Mpls/St Paul
To West Campus
To Gateway Campus

Business Education Center
620 W. Clairemont Ave.

West Annex
East Annex

Diesel Education Center
2725 Arbor Court

Health Education Center
615 W. Clairemont Ave.

To Madison
To Mondovi
To Eleva

2/2017
Clairemont Campus
620 W. Clairemont Ave., Eau Claire, WI 54701

Entrances for Business Education Center are Numbered in squares.
example: 1

BUILDINGS
1 Business Education Center
2 West Annex
3 East Annex
4 Health Education Center
5 Dental Clinic
6 Prevea Health
7 Warehouse

PARKING
P1 RCU Visitors Lot
P2 Prevea Health Patient Parking
P3 Student
P4 Student
P6 Short-Term Lot
P7 Pay-Per-Hour Lot
P8 Staff
P9 Staff
P10 Staff
P1, P2, P3, P6, P9 Disabled

The College reserves the right to post and apply further restriction.
How to get to CVTC Menomonie Campus

Menomonie Campus
403 Technology Drive East
(in Stout Technology Park)

To Minneapolis & St. Paul

To Wheeler

To Eau Claire & Chippewa Falls

To Tainter and Colfax

To Durand

To Spring Valley

To Eau Claire & Chippewa Falls

Lake Menomin

Red Cedar St.

Stout Rd.

Stout Rd.

Main St.

Broadway St.

Domain Dr.

Red Cedar St.

Technology Dr. E

UW Stout

W

E

S

N
How to get to CVTC Neillsville Campus

To Fairchild & Osseo
To Granton & Marshfield
To Greenwood & Owen/Withee

Neillsville Campus
11 Tiff Avenue
How to get to CVTC River Falls Campus

River Falls Campus
500 South Wasson Lane

Exits off
Coming from the east take exit 10
Coming from the west take exit 3

To Minneapolis & St Paul
To Spring Valley

Wasson Lane
Division St.
Summit Rd.
Cascade Ave.

Exits from
94
65
35
29

Exit 10
Exit 3
CVTC

River Falls Campus
500 S. Wasson Lane, River Falls, WI 54022

- Power Accessible Entrance
- Entrances
- Accessible Restrooms
- First Aid Kits (Includes Gloves)
- Automated External Defibrillator
- Container for Sharps
- Hamilton Video Internet Relay Services
- Nursing Mothers’ Room
- Biohazard Waste
- Clean-up Supplies
- Shelter Area
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Being a student can be tough—that’s why CVTC Student Central is always available for support. Our team is ready to answer a quick question, sit with you to take a career planning assessment, complete your FAFSA, or do a degree audit. We’ll also remind you of important dates and deadlines so that you can focus on your education. Stop in, call, email, chat, or send us a message on social media. Let us prove to you that choosing CVTC was The Right Choice!

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