Thank you 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
# 2017 – 2018 College Calendar

## 2017 Summer

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22 – June 9</td>
<td>Interim Period</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day – College Closed</td>
</tr>
<tr>
<td>June 12 – August 4</td>
<td>8-Week Summer Session</td>
</tr>
<tr>
<td>July 4</td>
<td>July 4th Holiday – College Closed</td>
</tr>
<tr>
<td>August 3</td>
<td>Commencement – Eau Claire</td>
</tr>
<tr>
<td>August 7 – 25</td>
<td>Interim Period</td>
</tr>
</tbody>
</table>

## 2017-2018 School Year

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td>Fall Semester Classes Begin</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day – College Closed</td>
</tr>
<tr>
<td>October 20</td>
<td>End of 8-Week Classes</td>
</tr>
<tr>
<td>November 23 – 24</td>
<td>Thanksgiving Holiday – College Closed</td>
</tr>
<tr>
<td>December 18</td>
<td>Last Day of First Semester Classes</td>
</tr>
<tr>
<td>December 19</td>
<td>Commencement – Eau Claire</td>
</tr>
<tr>
<td>December 25 – 26</td>
<td>Christmas Holiday – College Closed</td>
</tr>
<tr>
<td>January 1 - 2</td>
<td>New Year’s Holiday – College Closed</td>
</tr>
<tr>
<td>January 3 – 19</td>
<td>Winter Term</td>
</tr>
<tr>
<td>January 22</td>
<td>Spring Semester Classes Begin</td>
</tr>
<tr>
<td>March 16</td>
<td>End of 8-Week Classes</td>
</tr>
<tr>
<td>March 19 – 23</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 30</td>
<td>Spring Holiday – College Closed</td>
</tr>
<tr>
<td>May 17</td>
<td>Last Day of Second Semester Classes</td>
</tr>
<tr>
<td>May 17</td>
<td>Commencement – River Falls, Tentative</td>
</tr>
<tr>
<td>May 18</td>
<td>Commencement – Eau Claire</td>
</tr>
</tbody>
</table>

## 2018 Summer

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 21 – June 8</td>
<td>Interim Period</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day – College Closed</td>
</tr>
<tr>
<td>June 11 – August 3</td>
<td>8-Week Summer Session</td>
</tr>
<tr>
<td>July 4</td>
<td>July 4th – College Closed</td>
</tr>
<tr>
<td>August 2</td>
<td>Commencement – Eau Claire</td>
</tr>
<tr>
<td>August 6 – 24</td>
<td>Interim Period</td>
</tr>
</tbody>
</table>

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 2017-2018

Summer Term 2017

Eight week courses
(June 12 – Aug. 4, 2017)
June 16 – withdraw with 80% refund (no record of enrollment)
June 23 – withdraw with 60% refund
July 21 – withdraw or audit (no refund)

Sixteen week courses
(June 12 – Oct. 20, 2017)
June 23 – withdraw with 80% refund (no record of enrollment)
July 7 – withdraw with 60% refund
Sept. 22 – withdraw or audit (no refund)

Fall Term 2017

1st Sixteen week courses
Sept. 8 – withdraw with 80% refund (no record of enrollment)
Sept. 22 – withdraw with 60% refund
Nov. 17 – withdraw or audit (no refund)

2nd Sixteen week courses
(Oct. 23 – March 16, 2018)
Nov. 3 – withdraw with 80% refund (no record of enrollment)
Nov. 17 - withdraw with 60% refund
Feb. 16 – withdraw or audit (no refund)

1st Eight week courses
Sept. 1 – withdraw with 80% refund (no record of enrollment)
Sept. 8 – withdraw with 60% refund
Oct. 6 – withdraw or audit (no refund)

2nd Eight week courses
(Oct. 23 – Dec. 18, 2017)
Oct. 27 – withdraw with 80% refund (no record of enrollment)
Nov. 3 – withdraw with 60% refund
Dec. 1 – withdraw or audit (no refund)

Spring Term 2018

1st Sixteen week courses
(Jan. 22 – May 17, 2018)
Feb. 2 – withdraw 80% refund (no record of enrollment)
Feb. 16 – withdraw 60% refund
April 20 – withdraw or audit (no refund)

2nd Sixteen week courses
(March 26 – August 3, 2018)
April 6 – withdraw with 80% refund (no record of enrollment)
April 20 – withdraw with 60% refund
July 6 – withdraw or audit (no refund)

1st Eight week courses
(Jan. 22 – March 16, 2018)
Jan. 26 – withdraw with 80% refund (no record of enrollment)
Feb. 2 – withdraw with 60% refund
March 2 – withdraw or audit (no refund)

2nd Eight week courses
(March 26 – May 17, 2018)
March 30 – withdraw 80% refund (no record of enrollment)
April 6 – withdraw with 60% refund
May 4 – withdraw or audit (no refund)

Summer Term 2018

Eight week courses
(June 11 – August 3, 2018)
June 15 – withdraw with 80% refund (no record of enrollment)
June 22 – withdraw with 60% refund
July 20 – withdraw or audit (no refund)

Sixteen week courses
(June 11 – Oct. 19, 2018)
June 22 – withdraw with 80% refund (no record of enrollment)
July 6 – withdraw with 60% refund
Sept. 21 – withdraw or audit (no refund)
Winter Term Withdrawal/Audit Deadline Dates 2018

January 3 – January 19
January 4 – withdraw with 80% refund
(no record of enrollment)
January 5 – withdraw with 60% refund
January 16 – withdraw or audit (no refund)

4 Week Withdrawal/Audit Deadline Dates 2017-2018

Fall Term 2017
1st Four week courses
Aug. 30 – withdraw with 80% refund
(no record of enrollment)
Aug. 31 – withdraw 60% refund
Sept. 15 – withdraw or audit (no refund)

2nd Four week courses
(Sep. 25 – Oct. 20, 2017)
Sept. 27 – withdraw with 80% refund
(no record of enrollment)
Sept. 28 – withdraw with 60% refund
Oct. 13 – withdraw or audit (no refund)

3rd Four week courses
(Oct. 23 – Nov. 17, 2017)
Oct. 25 – withdraw with 80% refund
(no record of enrollment)
Oct. 26 – withdraw with 60% refund
Nov. 10 – withdraw or audit (no refund)

4th Four week courses
(Nov. 20 – Dec. 18, 2017)
Nov. 22 – withdraw with 80% refund
(no record of enrollment)
Nov. 27 – withdraw with 60% refund
Dec. 8 – withdraw or audit (no refund)

Spring Term 2018
1st Four week courses
(Jan. 22 – Feb. 16, 2018)
Jan. 24 – withdraw with 80% refund
(no record of enrollment)
Jan. 25 – withdraw with 60% refund
Feb. 9 – withdraw or audit (no refund)

2nd Four week courses
(Feb. 19 – March 16, 2018)
Feb. 21 – withdraw with 80% refund
(no record of enrollment)
Feb. 22 – withdraw with 60% refund
March 9 – withdraw or audit (no refund)

3rd Four week courses
(March 26 – April 20, 2018)
March 28 – withdraw with 80% refund
(no record of enrollment)
March 29 – withdraw with 60% refund
April 13 – withdraw or audit (no refund)

4th Four week courses
(April 23 – May 16, 2018)
April 25 – withdraw with 80% refund
(no record of enrollment)
April 26 – withdraw with 60% refund
May 11 – withdraw or audit (no refund)
# Table of Contents

2017 – 2018 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) ... 152

- 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 .................................................................................................. 157
  - Grading Procedures ............................................................................................... 157
  - Repeating Classes ................................................................................................ 158
  - Attendance Procedures .......................................................................................... 159

## Paying for College

- Tuition and Other Fees ............................................................................................ 160
  - Payment Policy ........................................................................................................ 160
  - Payment Due Dates ................................................................................................ 160
  - Payment Options ..................................................................................................... 160
  - Drop for Non-Payment Policy ............................................................................... 160
  - Payment Methods and Acceptable Forms of Payment ......................................... 161
  - Cashier Connection ............................................................................................... 161
  - Delinquent Account Penalties ............................................................................... 161
  - Refund Policy ......................................................................................................... 162
  - Financial Aid Refund Information .......................................................................... 163

## CVTC Foundation Scholarships

- Financial Aid ............................................................................................................. 164
  - Application Process ............................................................................................... 164
  - Eligibility ................................................................................................................ 165
  - Financial Aid Assistance Programs ...................................................................... 166
<table>
<thead>
<tr>
<th>Financial Aid Payments</th>
<th>166</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal and Return to Title IV Policy</td>
<td>166</td>
</tr>
<tr>
<td><strong>Veterans Educational Benefits</strong></td>
<td>167</td>
</tr>
</tbody>
</table>

**Technology**

<table>
<thead>
<tr>
<th>Technology Help Center</th>
<th>169</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Service Desk</td>
<td>169</td>
</tr>
<tr>
<td>Knowledge Base &amp; Self-Service Guides</td>
<td>169</td>
</tr>
<tr>
<td>E-Learning Assistance</td>
<td>170</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>My CVTC</strong></th>
<th>170</th>
</tr>
</thead>
<tbody>
<tr>
<td>My CVTC Software (Citrix)</td>
<td>170</td>
</tr>
<tr>
<td>Edvance360</td>
<td>170</td>
</tr>
<tr>
<td>Email for Students</td>
<td>170</td>
</tr>
<tr>
<td>Student Information System (SIS)</td>
<td>170</td>
</tr>
<tr>
<td>Network Storage (N Drive)</td>
<td>171</td>
</tr>
<tr>
<td>Wireless Network Connections</td>
<td>171</td>
</tr>
</tbody>
</table>

**Printing Fee** | 171 |

| Wisconsin Integrated Software Catalog (WISC Software) | 172 |
| Internet/Email Acceptable Use Policy | 172 |
| **Social Media Guidelines** | 173 |

**Student Rights & Responsibilities**

<table>
<thead>
<tr>
<th>Student Right to Know</th>
<th>174</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copyright Law</td>
<td>174</td>
</tr>
<tr>
<td>Student Feedback on Teaching and Learning</td>
<td>174</td>
</tr>
<tr>
<td>Field Trips and Excursions</td>
<td>174</td>
</tr>
<tr>
<td>Release of Liability and Emergency Contact</td>
<td>175</td>
</tr>
<tr>
<td>Cell Phone/Pager Use</td>
<td>175</td>
</tr>
<tr>
<td>Children in School</td>
<td>175</td>
</tr>
<tr>
<td>Food and Beverages in the Classroom</td>
<td>175</td>
</tr>
</tbody>
</table>

**Equal Opportunity College** | 175 |

<table>
<thead>
<tr>
<th>Student Rights at a Glance</th>
<th>176</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Concerns</td>
<td>176</td>
</tr>
</tbody>
</table>

**Student Code of Conduct** | 178 |

| Student Conduct (Behavioral and Academic Dishonesty) | 178 |
| Conduct Expectations | 178 |
| Academic Honesty | 180 |
| What is Academic Dishonesty? | 180 |
| Conduct Violation and Course of Action – Academic Dishonesty | 181 |
| Conduct Violation Sanctions – Academic Dishonesty | 181 |
| Conduct Violation Appeal Procedure – Academic Dishonesty | 181 |
| Conduct Violation and Course of Action – Behavioral | 181 |
| Re-enrollment after Behavior Dismissal or Emergency Withdrawal | 183 |
| Conduct Violation Appeal Procedure – Behavioral | 183 |

**Academic Standards** | 184 |

| Satisfactory Academic Progress (SAP) Expectations | 184 |
| Grade Appeal Procedure | 184 |

**Student Success**

<table>
<thead>
<tr>
<th>Learning Center</th>
<th>186</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services</td>
<td>186</td>
</tr>
</tbody>
</table>
Adult Education Services ................................................................. 186
Diversity Resources ........................................................................... 186
Disability Services ........................................................................... 186
Diversity/Multicultural Student Services ............................................. 187
Library & Technology Services .......................................................... 188
Steps to Success ................................................................................. 188
Resources for Planning, Initiating, & Sustaining in College ................. 189
Academic Advising and Student Success Services .................................. 192
SALT Financial Resource ................................................................. 193

Student Life & Public Safety
The Shops of CVTC ............................................................................. 194
  Automotive Repair ........................................................................... 194
  Bookstore ......................................................................................... 194
  Dental Clinic ..................................................................................... 196
  Duplicating Services ......................................................................... 196
  Food Pantry ....................................................................................... 196
  Shear Inspirations Salon & Spa ....................................................... 196
  Valley Café ......................................................................................... 196

Student Life Services ........................................................................... 197
  Bus Passes ......................................................................................... 197
  Clinical Badges ................................................................................ 197
  Fax Machine ....................................................................................... 197
  Housing ............................................................................................. 197
  ID Cards ............................................................................................. 198
  Lockers ............................................................................................... 198
  UWEC & UWRF Recreational Facilities ............................................. 198

Campus Involvement ........................................................................... 198
  Clubs ................................................................................................. 198
  Student Government ......................................................................... 199
  Student Networking & Activities Programming (SNAP) Leaders .......... 200
  Student Leadership Recognition Banquet ........................................... 200
  Club Resources ................................................................................. 200
  E360 Communities .......................................................................... 200
  Bulletin Board/Wall Postings ............................................................. 200
  Alcohol and Other Drug Guidelines for Student Life Activities ............ 201

Health Services ..................................................................................... 201
  Health Insurance .............................................................................. 201
  Student Health Services ................................................................... 202
    Eau Claire Family Medicine .......................................................... 202
    Vibrant Health Family Clinics ......................................................... 203

Public Safety Information ..................................................................... 204
  Injuries and Medical Emergencies .................................................... 204
  Emergency Procedures ..................................................................... 205
  Procedures for Evacuations ............................................................... 205
  Procedures for Seeking Shelter ......................................................... 205
  Incident Report Form ........................................................................ 205
  Security Policy ................................................................................... 206
  Campus Violation Policy ................................................................... 206
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons possession Policy</td>
<td>207</td>
</tr>
<tr>
<td>Prohibition</td>
<td>207</td>
</tr>
<tr>
<td>Sex Offender Registry</td>
<td>207</td>
</tr>
<tr>
<td>Alcohol and Other Drug Policy and Procedures</td>
<td>207</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>208</td>
</tr>
<tr>
<td>Latex</td>
<td>208</td>
</tr>
<tr>
<td>Sharps Containers</td>
<td>208</td>
</tr>
<tr>
<td>Tobacco Use on Campus</td>
<td>209</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>209</td>
</tr>
<tr>
<td>Parking and Traffic Regulations</td>
<td>209</td>
</tr>
<tr>
<td>Parking Registration</td>
<td>210</td>
</tr>
<tr>
<td>Parking and Traffic Code</td>
<td>210</td>
</tr>
<tr>
<td>Parking Enforcement Procedures</td>
<td>212</td>
</tr>
<tr>
<td><strong>Graduate Information &amp; Career Services</strong></td>
<td></td>
</tr>
<tr>
<td>Graduation Information</td>
<td>213</td>
</tr>
<tr>
<td>Graduation Checklist</td>
<td>213</td>
</tr>
<tr>
<td>Student Commencement Speaker</td>
<td>213</td>
</tr>
<tr>
<td>Graduation/Program Completion Requirements</td>
<td>213</td>
</tr>
<tr>
<td>Certificate Completion</td>
<td>214</td>
</tr>
<tr>
<td><strong>Graduate Resources</strong></td>
<td></td>
</tr>
<tr>
<td>CVTC Alumni Association</td>
<td>214</td>
</tr>
<tr>
<td>Email Access after Graduation</td>
<td>215</td>
</tr>
<tr>
<td>Graduate Follow-up Survey</td>
<td>215</td>
</tr>
<tr>
<td>Guaranteed Student Retraining Policy</td>
<td>215</td>
</tr>
<tr>
<td><strong>Career Services</strong></td>
<td></td>
</tr>
<tr>
<td>Career Academies</td>
<td>215</td>
</tr>
<tr>
<td>Career Fairs</td>
<td>216</td>
</tr>
<tr>
<td>TechConnect</td>
<td>216</td>
</tr>
<tr>
<td><strong>Campus Maps</strong></td>
<td></td>
</tr>
<tr>
<td>Chippewa Falls Campus</td>
<td>217</td>
</tr>
<tr>
<td>Eau Claire Clairemont Campus</td>
<td>219</td>
</tr>
<tr>
<td>Business Education Center</td>
<td>221</td>
</tr>
<tr>
<td>Diesel Education Center</td>
<td>226</td>
</tr>
<tr>
<td>Health Education Center</td>
<td>227</td>
</tr>
<tr>
<td>Eau Claire Gateway Campus</td>
<td>229</td>
</tr>
<tr>
<td>Manufacturing Education Center &amp; Applied Technology Center</td>
<td>230</td>
</tr>
<tr>
<td>Eau Claire West Campus</td>
<td>231</td>
</tr>
<tr>
<td>Emergency Services Education Center</td>
<td>232</td>
</tr>
<tr>
<td>Energy Education Center</td>
<td>233</td>
</tr>
<tr>
<td>Menomonie Campus</td>
<td>234</td>
</tr>
<tr>
<td>Neillsville Center</td>
<td>236</td>
</tr>
<tr>
<td>River Falls Campus</td>
<td>238</td>
</tr>
<tr>
<td><strong>Blank Class Schedule Grids</strong></td>
<td>240</td>
</tr>
</tbody>
</table>
Where to Go for Help...

CVTC Student Central
715-833-6200 or 1-800-547-2882
StudentCentral@cvtc.edu

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
Niellsville .......... 715-743-3965
River Falls .......... 715-426-8208

Admissions .......... 715-833-6200
Alumni Association .. 715-858-1888
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

Records & Registration ......................... 715-833-6200
River Falls Office .... 715-425-3301
Public Safety (non-urgent) ......................... 715-833-6202
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/SGA ...... 715-833-6267
Technology Help Desk ........................................ 715-830-5555
Eau Claire Family Medicine (Eau Claire Campuses Student Health Services) ........................................ 715-839-5175
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 workforce, a civic-minded citizen of the community, and a life-long learner ready to grow with her/his chosen profession. The core abilities enable the student to:

- 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
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.

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 for Courses 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 Wisconsin Assembly Bill 201, service members will be given priority to register for their courses at Chippewa Valley Technical College. 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 a class in cases of insufficient enrollment. 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 (AU) 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 (AX) 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 shall permit 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, materials 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.

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 On-Line Courses
Students enrolled in an on-line course must complete an introductory discussion assignment as follows:

- If registered before the course started, you must complete the introductory discussion by the specified due date.
- If registered during the first week of the course, you must complete the introductory discussion before the end of week two.

Attendance Requirement for Traditional, Hybrid, Web Conference, and Instructional Television Courses – Students enrolled in any class with a synchronous component such as traditional, hybrid, web conferencing, and instructional television must meet the following attendance requirements:

- Those registered before the term started must attend class during the first week of the semester.
- 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 a “no show” 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 course 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 full-term course (or 75% of class sessions). 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 (internet) 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' rights to have their educational records amended or corrected;
- 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 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 your social security number, race, religion, national origin, gender, grades, and GPA.

Questions or concerns you have 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**
Credit for prior learning is the granting of credits towards an associate degree or technical diploma program for knowledge and skills the student has previously mastered and which directly relate to the program curriculum. The attainment of these skills may be the result of prior work or volunteer experiences, previous military training or experience, or through courses completed at another accredited institution. This opportunity may enable students to accelerate the completion of
Students must take 25% of their credits at CVTC in order to graduate from a program at the College. For further information about CVTC’s Credit for Prior Learning process and opportunities, please visit our website at www.cvtc.edu/CPL.

Prior learning credit for courses may be obtained through several methods identified below.

**Advanced Placement Exam** – Advanced Placement (AP) exams are administered by The College Board after a course of study in high school. In order for credit to be awarded, students must be admitted to a program at CVTC, an official score report must be sent to the Registrar’s Office, and the equivalent course must fulfill a graduation requirement. See the College website for AP exams and scores accepted by CVTC.

**Apprenticeship Training** – Apprentices who have completed a minimum of 400 hours of related instruction and obtained journey-level status are eligible for 39 credits of advanced standing to meet the occupational-specific course requirements of an Associate Degree in Technical Studies-Journey worker. Contact the Academic Advising Student Success, and Career Development Department at 715-833-6346.

**College-Level Examination Program (CLEP)** – Another opportunity for demonstrating knowledge and mastery of competencies for select courses is available through CLEP exams. For credit to be awarded, students must be admitted to a program at CVTC, an official score report must be sent to the Registrar’s Office, and the equivalent course must fulfill a graduation requirement. Locations where CLEP exams are offered and testing fees may be found at clep.collegeboard.org.

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

- The course is identified on an official college transcript.
- The course being transferred is equivalent in content and meets or exceeds the credit value of the CVTC course.
- The credits accepted as transfer do not exceed CVTC’s credit value assigned to the course.
- The course is directly applicable to the degree or diploma program being pursued.
- A grade of “C” (2.0 on a 4.0 scale) or above was earned in the course. A grade of “C-” or below is not accepted in transfer credit.
- The transfer credits have been taken within the age of credit timeframe as identified on the College website Transfer Center.

Transfer credits are recorded as credits only and are not included in determining grade point averages.
The College will evaluate credits for those students transferring from one CVTC program to another CVTC program 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.

**Experiential Learning & Competency Assessments** – Credit may be granted for previous work experience, previous military education or experience, or other prior learning experiences. Skills and knowledge gained through experiential learning must relate directly to course competencies. Credit may be earned through documentation of competencies to be reviewed by the subject matter expert.

A non-refundable fee is charged for each competency assessment attempt prior to the assessment. Additional fees may be assessed for technology purposes such as software licensing, card access, etc.

For updated procedures and fee structure, please access the credit for prior learning section at [www.cvtc.edu/CPL](http://www.cvtc.edu/CPL).

**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 claim advanced standing transfer credit. This must 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.

**Credit for Prior Learning – Advanced Placement**

Advanced placement allows students to enroll in advanced courses based upon an evaluation of their high school record, postsecondary record, work experience, or other documentation of competency attainment. Grades of less than “C” will not be considered for advanced placement. A grade of “C-” is too low to award advanced placement. The College reserves the right to determine advanced placement by written and/or practical performance examination. No credit is granted for advanced placement. Students are required to earn the minimum number of credits for
graduation. Students whose request for credit for prior learning is denied may appeal the decision through the Vice President of Student Services.

Transfer of Credit to Other Colleges
CVTC associate degree credits are widely accepted by many public and private four-year colleges and universities either on a course-to-course basis or program-to-program transfer. Transcripts are analyzed on an individual basis by the receiving institution to determine which credits will transfer. Students should consult with the Admissions Office at the educational institution to which they plan to transfer for more details.

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 fees are paid.

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<th>Grade</th>
<th>Quality Points</th>
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<tr>
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<tr>
<td>A-</td>
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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.
“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 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 and academic standing 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

If a student repeats a course, the new grade is used to calculate the cumulative GPA no matter whether it is higher or lower than the original. This includes audit and withdrawal grades. All classes attempted are shown on the permanent record, but the final cumulative GPA reflects only the last attempted course grade.

In changing from one major to another, a student may be required to repeat all classes in which the individual received less than a “C” grade. The cumulative GPA in the new major includes all repeated courses and lists all courses attempted.

Courses repeated at other institutions are treated as transfer credit and do not affect the GPA. The transferred credit(s) will satisfy program requirements but will not result in the previous failing 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.

**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.
- Attendance cannot be used as criteria for awarding a grade. Instructors may choose to require class participation as part of a grade, and lack of class participation due to absences may negatively affect the grade.
- 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 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 on-line 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 Payment Options.

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 your tuition & fees in full online in Cashier Connection.
2. Enroll in the Tuition and Fees 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 billing authorization form My CVTC > Tuition, Fees and Payment Options>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 your account and either your classes dropped or a late fee of $100.00 assessed to your account. If your classes are dropped, you lose all class seats that were reserved for you. 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 Tuition and Fees 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 (i.e. My CVTC > Pay for College > Tuition, Fees and Payment Options > 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.

**E-Billing, CVTC’s Only Billing Method**

All bills and statements will be sent to the students CVTC email address and to the student’s designated secondary email address. There are no paper bills or paper statements mailed through the US Postal Service.

**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 your account.
- **E-Bills** – view current and past account activity.
- **Refunds** – sign-up for refunds to be deposited into your bank account.
- **Payment Plans** – pay your bill in scheduled automatic installments.
- **Payments** – make a payment.

**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 from your bank 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 (TRIP).
- 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 filling out a Change of Address form at CVTC 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 the 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 the refund 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 your Free Application for Federal Student Aid (FAFSA)
- Get your 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 your 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 within two weeks of receiving the request. 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 your award package included loans, you must complete the following steps online at www.studentloans.gov and sign-in with your FSA ID:
- Loan Entrance Counseling (required once for direct loans)
- Master Promissory Note (MPN) (required once every ten years)
Accept or decline your 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 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 program 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.
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 Grant

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 you are in school 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 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.
  - Initial financial aid for the Federal Pell and SEOG Grants are mailed the fifth week of the fall and spring semesters, and after July 1 for the summer semester.
  - Prior to the start of the semester students may charge their textbooks to excess financial aid. Visit www.cvtc.edu/pay-for-college.aspx.

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. The Cashier's Office invoices the student, and account balances not paid by the end of the term they have withdrawn 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
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, adds, 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.
GET TECHNOLOGY HELP 24/7!
Visit our Knowledge Base for self-help articles at kb.cvtc.edu.

Submit Incidents
Email: servicedesk@cvtc.edu
Online Portal: servicedesk.cvtc.edu

During Business Hours: 715-830-5555 • Walk-Up BEC 008

IT Service Desk
The IT Service Desk serves as your point-of-contact when a technology-related problem or question arises. The IT Service Desk technicians will answer questions regarding My CVTC, password changes, Edvance360, Citrix, CVTC computers, internet access, system logins, etc.

IT Service Desk: Located in the lower level of BEC 8 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.
- Sunday, 3–8 p.m.
Interim 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 the Submit an Incident Button on the Technology Help Center Page.

Knowledge Base & Self-Service Guides
Visit the CVTC Knowledge Base at https://kb.cvtc.edu for a collection of many useful technology related guides:
- Communication tools such as email.
- General computing such as Microsoft Office Word and PowerPoint.
- Account login credentials and accessibility.
- CVTC network connections for wireless accessibility.
- CVTC technologies such as SIS and My CVTC Software (Citrix).
E-Learning Assistance
For individual help with CVTC technologies such as Edvance360, My CVTC, or student email, email your 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, Edvance360, SIS (Student/Staff Information System), College announcements, the Library, Counseling, 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 link is located at the bottom of the initial My CVTC Secure Login page. Click “Fill out the form to get started” and 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.

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.

My CVTC Software (Citrix)
My CVTC Software uses Citrix technology to provide students and staff access to CVTC’s software applications from any internet capable location. It enables students to access CVTC’s network drives (i.e. N drive) and applications such as the Microsoft Office Suite. For step-by-step guides, go to https://kb.cvtc.edu.

Edvance360 (E360)
E360 is CVTC’s learning management system. With E360, you can access course materials, view grades, submit assignments, participate in discussions and chats, and take tests and quizzes. To learn more about E360, visit https://kb.cvtc.edu.

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.

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. Your student email will expire 12 months after the last day of your 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.

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 printservice@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.
Wisconsin Integrated Software Catalog (WISC Software)
Students, faculty, staff, and departments of the University of Wisconsin and Wisconsin Technical College Systems can purchase popular software packages at substantial discounts. Visit http://wiscsoftware.wisc.edu/wisc, select Chippewa Valley under the WTCS Students drop-down menu, and enter student Id number excluding the “@”.

For Customer Service contact WISC at 800-590-9787.

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;
  - 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 your 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 your rights as a student at CVTC. Explore how to access your 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 your constructive feedback. CVTC uses an electronic survey to collect student feedback. When you receive the email request for feedback, please take the time to provide meaningful comments that help your teacher grow and improve. Submitted information will not be identified by your 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 Chippewa Valley Technical College, 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/Pager Use**
In consideration of your instructor/classmates, cell phones/pagers 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**
Chippewa Valley Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment, admissions, its programs, or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies:
Director of Human Resources, Chippewa Valley Technical College, 620 W. Clairemont Avenue, Eau Claire, WI 54701, 715-833-6334.
Accommodations for Students with Disabilities
Reasonable accommodations and auxiliary aids will be available for qualified students with disabilities. Reasonable accommodations are not mandatory when the person with the disability poses a direct threat to the health or safety of others. If the student feels the need for an accommodation and/or service, the instructor should be notified as early as possible at the start of the term.

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. Students can request a reasonable accommodation with regard to scheduling an examination and other academic requirements. The student request must be in writing and submitted to the instructor five (5) working days prior to the date or dates of the anticipated absence. The student request will be kept confidential. Instructors will provide a means by which a student can perform the makeup examination or other academic requirement in a timely manner without any prejudicial effect.

Accommodations for Pregnancy & Related Medical Conditions
Chippewa Valley Technical College does not discriminate against any student on the basis of pregnancy or related medical conditions and will fully comply with Title IX regulations. Pregnant students are eligible for accommodations under Title IX. Students must present medical documentation to Diversity Resources to set up necessary accommodations. Students can use the Disability Documentation form found in the Diversity Resources page of My CVTC or present a letter on the medical provider’s letterhead. Documentation must include date of pregnancy and expected due date, all medical diagnoses or potential complications (i.e. diabetes, hypertension, etc.), functional limitations associated with pregnancy and related conditions or medications, and/or dates of medically necessary absences from school. Accommodations are not retroactive. Refunds for classes/tuition/financial aid are not part of Title IX protection.

Discrimination/Harassment
Discrimination/harassment is prohibited when it is 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. 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. Sexual harassment is also prohibited and is defined as 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.

Student Concerns
The College strives to be responsive to student concerns. In most cases student concerns are best resolved through discussion with instructors. However, there may be times when you need to talk with someone else. Call 1-800-547-2882 and ask to be transferred to the appropriate contact or use the list below.
<table>
<thead>
<tr>
<th>Concern</th>
<th>Contact</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodations for Disabilities</td>
<td>Disability Services Specialist</td>
<td>Eau Claire Business Education Center, Room 120E, 715-852-1386 <a href="mailto:diversity@cvtc.edu">diversity@cvtc.edu</a></td>
</tr>
<tr>
<td>Complaints concerning 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 dealing with 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</td>
</tr>
<tr>
<td>Complaints, incidents or grievances dealing with 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:posthelder@cvtc.edu">posthelder@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:whenning@cvtc.edu">whenning@cvtc.edu</a></td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>Title IX Coordinator</td>
<td>Eau Claire Business Education Center, Room 113, 715-852-1399 <a href="mailto:nmarlaire@cvtc.edu">nmarlaire@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)**

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 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 not possess weapons in CVTC buildings.

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 and plagiarism, or knowingly furnishing false information to CVTC.

x. Failure to comply with disciplinary investigations and sanctions.
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 only allowed if your 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 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 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.
- 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 E360.
- 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) calendar 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

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) calendar 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) calendar 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) calendar 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) calendar 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 Standards

Satisfactory Academic Progress (SAP) Expectations
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 GPA and course completion to encourage students to progress, in a successful and timely manner, toward completion of their program of study. Academic progress is reviewed at the end of every term. Refer to the CVTC website for the current academic 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, the individual 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.

For more details on Student Rights & Responsibilities including Financial aid and general college information go to https://mycvtc.cvtc.edu/site/student/Pages/Rights-Responsibilities.aspx.
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 anxiety
- Success planning
- Tutoring Services
- A variety of seminars

Adult Education Services
CVTC provides free quality academic and computer technology instruction and college & 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:

- Basic skills
- Reading, math, and writing
- Accuplacer® preparation
- GED/HSED® test preparation
- ELL classes
- Computer basics
- Employment materials
- Personal success planning
- One-on-one college transition help (application, financial aid)
- Career assessment and planning
- Financial literacy

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; vp 715-318-3590; 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.

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...

**Student Central**
- Career Assessment
- Advisement
- Inventory of Student Success (ISS)

**Education Navigation Program**
- New Student Orientation
- Academic Advisement/Registration
- Welcome Week

**Adult Education Services**
Boot Camps (Math, Technology)

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### Achieving Success!

**Academic Services**
- Success Seminars

**Diversity Resources**
- Diversity Services
- Disability Services

**Academic Success Courses**

**Advising Services**
- Student Success Specialists
- Program Advisors

**Early Alert**

**Peer Academic Support**
- Peer Tutors
- Study Groups
- Supplemental Instruction

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### Planning for College

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<tr>
<th>Assessment</th>
<th>Intake assessments begin the Steps to Success program; these assessments increase student confidence in their ability to learn and succeed in college. Accuplacer® is a computer-based assessment used to evaluate academic abilities and place students in appropriate level coursework. The ISS is a computer-based assessment providing valuable information on several factors important to a student's personal educational progress.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education Services (non-credit students)</td>
<td>Adult Education Services can help students prepare for the Accuplacer® and other admission assessments by helping improve: study skills reading skills writing skills math skills 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 <a href="http://www.cvtc.edu/adulted">www.cvtc.edu/adulted</a>.</td>
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### 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](http://www.cvtc.edu/careerplanning).

### Initiating and Getting Started in College

| Education Navigation Program | 1. New Student Orientation (NSO) is required for all new CVTC students. During this half-day session, students receive just-in-time information related to college success, financial aid, and preparation for registration day.  
2. Program Advisement and Registration is a scheduled day and time for students to meet with their program advisor and register for their first semester at CVTC.  
3. Welcome Week is an opportunity for students to meet their faculty, tour their campus, and receive technology information pertaining to their program courses. |  
| Academic Success Courses and Support | Academic success courses and support services are designed to help students prepare for a variety of college-level academics, including reading, writing, math, and science. The options available may include credit courses designed to prepare you for college-level courses, supplemental instruction, faculty-enhanced courses, Academic Services Learning Center, and peer tutoring. Your program advisor can assist you with providing recommendations to ensure your success based on your previous academic experience, academic assessments, and responsibilities outside of being a student.  
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. |  
| Sustaining and Succeeding in College |  
| 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 |
<table>
<thead>
<tr>
<th>Success Seminars</th>
<th>Each semester CVTC offers a wide variety of College Success Seminars on topics such as Accuplacer Prep, Career Decisions, Cover Letter, Resume, Time Management, and Test Anxiety. HESI Prep, Nursing Math Boot camp seminars typically last one hour, with some exceptions. For more information regarding dates, times, locations, and registration please visit My CVTC &gt; Student Services &amp; Support &gt; Academic Services &gt; Free Seminars &gt; Register Now.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversity Resources</td>
<td>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 <a href="http://www.cvtc.edu/diversity">www.cvtc.edu/diversity</a>.</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>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 &gt; Student Services &amp; Support &gt; Academic Advising.</td>
</tr>
</tbody>
</table>
| 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. |

**Achieving Success**

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

**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
- Success plans
- Interpersonal issues
- 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.

SALT
SALT is a free online program that assists students with management their finances and student loans in a financially responsible way. The program's resources help students gain money knowledge throughout their college years and professional life.

SALT can support you with:
- Tracking and planning your student loans
- Managing student loans and repaying options
- Creating a manageable budget
- Credit and debt management
- Saving and investing
- Finding scholarships, internships, and jobs

Register today at www.Saltmoney.org/CVTC to join!
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. Requests are honored on a first-come, first-serve basis. 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, 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.

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.
  o Textbooks must be in good condition.
  o Multiple textbook packages can only be accepted as a saleable complete package.
  o Software must be returned with textbooks that were originally sold with software.
  o Workbooks, non-bound materials, duplicated materials, books with access codes, and old editions are not eligible for Buy Back.
  o 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. 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. Low cost dental work and limited oral surgery is also available to those who qualify (Forward Health or low income patients), 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.

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, faxing, 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 3:30-5:30 p.m. in the East Annex, room 102, at the Clairemont Campus. 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 a hot meal options including display cooking. A build your own salad bar
is also offered with fresh, mindful ingredients, along with pizza, grill options, grab and go prepackaged food options and assorted beverages. Please visit cvtc.sodexomyway.com to view menu options and any promotions currently running.

The Health Education Center also offers convenient snacking options at the coffee kiosk on the second floor. It features Green Mountain Coffee along with two soups made fresh from the Chef’s Table.

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 the CVTC Cashier's Office 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 additional information, 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 the Student Life Office after approval by faculty. Faculty are required to submit a list, including name and CVTC student ID number of eligible students – prior to a badge being issued.

To cover the cost of supplies, a fee will be assessed to replace a clinical badge.

Students requesting a duplicate badge must have their instructor notify Student Life personnel that eligibility is still current.

Fax Machine
A fax machine is available in Student Life and Duplicating Services. 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.
ID Cards
Photo identification cards are available at the Student Life 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, EA) - 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.

UWECE & URF Recreational Facilities
CVTC credit students and staff are eligible to purchase a semester pass to the UWE McPhee/Olson recreational facility (running track, racquetball/basketball courts, pool) or the URF Knowles Center (running track, cardio machines/weights, basketball courts, bouldering wall). Strength and Performance Center at UWECE or Strength and Conditioning Center at URF 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. UWECE passes can be purchased at the Student Central in the Business Education Center and URF 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.

- Administrative Professional
- Agriscience Technician – PAS (Postsecondary Ag Students)
- Air Conditioning, Heating, & Refrigeration (2 year)
- Anime & Gaming (Japanese animation cultural club)
- Art
- Automotive
- Cosmetology
Student Government
It is the philosophy of the CVTC Student Government Association (SGA) to promote leadership development, academic achievement, community service, student participation in worthwhile activities, and to serve as a liaison among administration, faculty, and students. Student Government is the voice of the students.

Functions of the Student Government include representing CVTC students; 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.
Involvement in Student Government is encouraged. Elections for Executive Cabinet positions typically take place at the end of the spring semester and beginning of fall semester. Member-At-Large and Club Representative positions are also available. Additional SGA information can be found in My CVTC, search student government. The SGA Office is located in the Student Life Office, BEC 102. Students are welcome to meet with officers during office hours or by appointment.

Student Networking & Activities Programming (SNAP) Leaders
The SNAP Leaders help to build community at CVTC by assessing and soliciting student opinions regarding programming they would like on campus. This group of student leaders assists with the planning and implementation of campus events. SNAP leaders are hired in the fall semester for the academic year. The SNAP Office is located in the Student Life Office, BEC 102, and students are encouraged to drop by at any time. Student Life has a texting system that empowers students by informing and connecting them with Student Life events and activities. Opt into the system by texting CVTC to the number 71441. Also stay connected to what is happening on campus by liking our Facebook page: CVTC Student Life.

Student Leadership Recognition Banquet
The annual Student Leadership Recognition Banquet is scheduled for each April and is coordinated by the Student Government Association. Students in recognized CVTC clubs are acknowledged for their leadership and involvement; selection of two students per club, one for incredible achievement and one for outstanding leadership, by peers or advisor are encouraged. 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

E360 Communities
Students are able to communicate with club members and promote the club through E360 Communities. Communities are accessed via the Communities tab in E360. To create an E360 Community for a recognized club, the club advisor would complete E360 training, agree to be the Community Administrator, and be responsible for managing enrollment. Training documents are available in My CVTC. Contact the Student Life Office with questions or additional assistance.

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. Bulletin boards are available to display this material. 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 above policy is followed. 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 Eau Claire Family Medicine 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 Eau Claire Family Medicine. 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. The current cost of the service is $38 per semester/$19 for the summer term at the Eau Claire Family Medicine, and $28 per semester/$14 for the summer term at Vibrant Health Family Clinics.

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.

Eau Claire Family Medicine
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.

Services offered as part of student fee include general outpatient services such as:

- Diagnosis and treatment of medical problems such as respiratory, eye, ear, and throat problems, injuries, skin rashes and acne, bladder infections, stomach/abdominal pain, 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.

Augusta Family Medicine  
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.
• 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 and signed by the student and staff member in charge and submitted to the Public Safety Manager. **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 person who reported the emergency situation should complete an Incident Report Form (found in My CVTC) and forward it to the Department of Public Safety.
The Department of Public Safety will review the report and forward informational copies of this form to the 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 Crime Awareness and Campus Security Act of 1990 and available to prospective students upon request.

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, facsimile firearms, and/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. Exemptions include sworn law enforcement and on-duty military personnel, students and employees in the CVTC Criminal Justice program when participating in authorized training activities, and additional training activities specifically authorized by the College.

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 http://offender.doc.state.wi.us/public. The United States Department of Justice National Sex Offender Public Registry website is 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 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. 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.

**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 maybe 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 and/or staff must be registered by completing a parking permit application online, obtaining a parking permit, and properly displaying the entire permit in the vehicle. Obtaining a parking permit does not guarantee a place to park; it simply allows parking in designated CVTC parking lots if space is available.

All parking permits can be obtained at the Public Safety Office or regional campus office by showing a valid CVTC ID. Parking permit applications must be completed online before a permit can be issued. The parking permit is property of CVTC and is nonrefundable, cannot be transferred to another individual or sold. An annual motorcycle parking permit sticker is available for $10.

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, marking, and rules.

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

1. **Parking Permit** – All vehicles parked in student and staff lots must display a valid parking permit according to the following directions:
   a. Permits are of the hanging type, except for motorcycles. The permit must be clearly displayed at all times while parked in College parking lots. The permit must be displayed in its entirety and visible from the vehicles windshield.
   b. Motorcycles must display the motorcycle parking permit sticker so that it is easily visible to enforcement personnel.

2. **Temporary Permit** – If for any reason you forget your permit, you can obtain a temporary permit to park in the student lot south of Clairemont Avenue (Eau Claire-Clairemont Campus). You can obtain a temporary permit from the Public Safety Office or in the Health Education Center main office. Temporary permits are available at all campus locations in the main campus office.

3. **Staff Parking (P8, P9 & P10)** – Staff parking is for College employees only Monday-Friday until 5pm. 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 with valid student parking permit 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). Students seeking special parking because of a physical disability may contact the Public Safety Office for further information. 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. A proper motorcycle parking permit sticker must be displayed and is available in the Public Safety Office for a fee.

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. A valid student/staff parking permit is required to park in these marked stalls.

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>
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<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>
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<tbody>
<tr>
<td>Permit/Visitor Lot</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$40.00</td>
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<tr>
<td>Prohibited Parking</td>
<td>$30.00</td>
<td>$40.00</td>
<td>$50.00</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.

- To contest a citation, call 715-833-6202 within five (5) days of citation issue date.
- 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 – Download the Parking Citation Appeals form (My CVTC > Public Safety > Parking) or call 715-833-6202. Appeal forms must be completed and returned to the Public Safety Office 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 that are in continual violation of parking regulations and/or suspension for unpaid parking tickets 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. A “hold” will be placed on the academic records until all fees are paid.
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 make certain the individual has 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** – Fill out the online Graduation Application form (My CVTC > Records & Registration > Graduation). To have your name listed in the ceremony brochure, your 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 your eligibility and if all requirements are met, your 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.

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, and Phi Theta Kappa graduates may wear a gold PTK stole. Cap/gowns/tassels are available for purchase at the CVTC Bookstore approximately two weeks prior to graduation. Stoles are available for purchase from www.ptk.org or may be borrowed from CVTC’s Beta Rho Omega chapter. Military service member cords can be received at the Veteran Benefit office in BEC 116.

6. **Learn more about the Ceremony** – Commencement exercises are scheduled in May, July and December for Eau Claire and in May and December for River Falls. Additional information regarding the ceremony is located in My CVTC. 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" average).
• Fulfill all financial obligations to CVTC.
• Earn a minimum number of credits at CVTC. See website for specific credit information.

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

Even students who have not applied for graduation but still meet the graduation requirements will have the degree posted. Students need to apply to graduate to receive their 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 Certification 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, and are welcome 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 Award, and the Recent Alumni Committee presents the Outstanding Recent Alumni Award. The Association awards the Alumni Association Student Scholarships, chosen by a committee which is formed from members of the
Alumni Association. The Alumni Association uses social media to connect with and engage our alumni. Check us out on Facebook, LinkedIn and Twitter. Connect with us, and more importantly, with each other! www.facebook.com/CVTCAlumni.

To contact the Alumni Association, phone 715-831-7299, email alumni@cvtc.edu, or visit http://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. Your student email will expire 12 months after the last day of your 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 Jim Falls

To Menomonie
To Elk Mound
To Eau Claire

To Cadott
To Bloomer

To Elk Mound
To Menomonie
To Eau Claire
How to get to CVTC Clairemont Campus - Eau Claire
Entrances for Business Education Center are numbered in squares. Example:

Clairemont Campus
620 W. Clairemont Ave., Eau Claire, WI 54701

BUILDINGS
1 Business Education Center
2 West Annex
3 East Annex
4 Health Education Center
5 Dental Clinic
6 UW Health
    Eau Claire Family Medicine
7 Warehouse

PARKING
P1 RCU Visitors Lot
P2 UW 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 restrictions.
Lower Level

- Power Accessible Entrance
- Entrances
- Elevators
- Restrooms
- Accessible Restrooms
- Text Telephone
- First Aid Kits (Includes Gloves)
- Automated External Defibrillator
- Container for Sharps
- Biohazard Waste
- Clean-up Supplies
- Shelter Area
Designated Smoking Area

Main Entrance

Power Accessible Entrance

Entrances

First Aid Kits (Includes Gloves)

Restrooms

Automated External Defibrillator

Clean-up Supplies

Container for Sharps

Biohazard Waste

Shelter Area
How to get to CVTC Gateway Campus - Eau Claire

Take Exit 95A
From Hwy 53

To Minneapolis & St. Paul

Manufacturing Education Center
2320 Alpine Road

Applied Technology Center
2322 Alpine Road
To Minneapolis & St. Paul

To Elk Mound

West Campus

124

Exit 95A

From Hwy 53 Take Exit 95A

53

BUSINESS

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124

, To Clairemont Campus

620 W. Clairemont Ave.

Energy Education Center

4000 Campus Road

Emergency Service Education Center

3623 Campus Road

N. Clairemont Ave.

To Elk Mound

To Minneapolis & St. Paul

Prairie Lake

Losen Ave.

Preston Rd

Campus Rd.

I-94 Exit #59

I-94

94

94

94
How to get to CVTC Menomonie Campus

Menomonie Campus
403 Technology Drive East
(in Stout Technology Park)
How to get to CVTC Neillsville Campus

To Greenwood & Owen/Withee

To Granton & Marshfield

To Fairchild & Osseo

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

To Minneapolis & St Paul
Exits off 94
Coming from the east take exit 10
Coming from the west take exit 3

River Falls Campus
500 South Wasson Lane

To Spring Valley

How to get to CVTC River Falls Campus

To
Wasson Lane
Exit 3
Exit 10

River Falls
35 65 94 94
To Minneapolis & St Paul
94 35 Exits off 65
Coming from the east take exit 10
Coming from the west take exit 3

River Falls Campus
500 South Wasson Lane

To Spring Valley

How to get to CVTC River Falls Campus

To Minneapolis & St Paul
Exits off 94
Coming from the east take exit 10
Coming from the west take exit 3

River Falls Campus
500 South Wasson Lane

To Spring Valley
# Class Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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where to go for help…

CVTC Student Central
We know that being a student can be complicated. Whether you are in your first semester at CVTC, just taking a class, or about to graduate, we’ll be with you every step of the way. 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!

Some of the services available at Student Central are:
- Academic Advising & Student Success
- Financial Aid
- Admissions
- Records & Registration
- Assessment Center
- Veterans Services

Student Central also provides:
- Calendar & event information
- Lost & found services
- Faculty & staff directories
- Personal information updates
- General college information
- Visitor & travel information

> Location: Business Education Center, Room 113
> Phone: 715-833-6200 or toll-free 1-800-547-2882
> Email: StudentCentral@cvtc.edu
> Chat: Look for the Chat button My CVTC

Chippewa Valley Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies:

Director of Human Resources
Chippewa Valley Technical College
620 W. Clairemont Avenue, Eau Claire, WI 54701
715-833-6334