The handbook is here to inform you about policies and procedures of Moraine Park Technical College. It also has general and information about the college along with student services information. For a hard copy of the handbook they may be located in Moraine Park bookstores or in a Student Services Office.

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# Academics

## Academic Standards
Students in all programs will be required to maintain an overall grade point average of 2.0 ("C" average). In addition, a "C" must be attained in all required courses. Failure to do so will place the student on probation until such time as the proper level of achievement has been attained.

**Probation:** If a cumulative 2.0 grade point average is not maintained, the student will be placed on probation for the next term of the program.

During the probationary period, the student will be counseled to change programs, take preparatory work or take a reduced load. At the end of the probation period, the student must have attained a cumulative 2.0 GPA or be dropped from the program. However, if a student achieves a 2.0 GPA during the semester/term on probation, the student will not be dropped from the program, but the probation status will continue until a cumulative GPA of 2.0 is attained. The student who is dropped may make a new application to the program (or any other program) and will be placed at the end of the waiting list in existence on that date. Once a student achieves a degree, the cumulative grade point average is frozen. Any subsequent enrollment will result in a new cumulative GPA calculation.

## Procedures for Solving Academic Problems
If a student has a disagreement with an instructor over the material, instruction, grade or other matters related to instruction that cannot be resolved in student-teacher discussions, the student is advised to contact the dean in charge of their program. The dean will evaluate the student's viewpoint and call the matter to the attention of the instructor. If the situation is not solved to the satisfaction of either the student or the instructor, each will be required to submit a written report to the Vice President – Teaching and Learning. The decision of the Vice President – Teaching and Learning will be final, subject to an appeal to the president.

## Core Abilities
Core abilities as defined by Moraine Park are transferable skills, knowledge and/or attitudes essential to an individual's success regardless of occupation or community setting. All occupational programs and General Education courses integrate core abilities into their curriculum. The core abilities identified by Moraine Park are:

**Work Productively** – apply effective work habits and attitudes within an organizational setting.

Learn Effectively – Demonstrate necessary basic skills in reading, writing, and computing; apply skills in acquiring information; and use learning tools and strategies.

**Communicate Clearly** – Use effective writing; speaking, and listening skills in order to precisely convey information, ideas, and options.

**Work Cooperatively** – Work with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

**Act Responsibly** – Recognize an obligation to be accountable to self and others for your decisions and actions.

**Value Self Positively** – Apply the principles of physical and psychological wellness to your life.

**Think Critically and Creatively** – Apply the principles and strategies of purposeful, active, and organized thinking.

## Assessment of Student Learning

"The overall goal of the Assessment Plan is to monitor and verify that student learning has occurred as a result of each learner's experience at Moraine Park." (taken from Assessment is Learning, Moraine Park's Assessment Plan)

Another purpose for assessment processes is to maintain college accreditation assuring that the quality of education meets or exceeds acceptable standards set by the Higher Learning Commission/North Central Association of Colleges.

Assessment is no longer limited to "testing." The College has identified the Student Portfolio as the primary means of measuring learning. Assessment is a process that provides the student and the instructor with a variety of ways to measure academic performance. Various means of assessment includes, but are not limited to, projects, on-the job training, demonstrations, and samples of written work and tests. These are called Direct Measures of Learning (DML).

**Student Portfolios**

Moraine Park Technical College program staff has identified Student Portfolios as the means to monitor and verify that student learning has occurred. Each program has required Direct Measures of Learning that are developed into artifacts and placed in the Student Portfolio. The Student Portfolio consists of a collection of artifacts and self-assessments that demonstrate achievement of occupational skills and core abilities over a period of time. Artifacts are samples of your work completed in a course or program that show knowledge, skills and abilities developed in that course or program. Each sample includes a brief reflection on your learning.

The student portfolio is developed in stages:
- **Progress stage.** Accumulate assignments and write reflections on your learning as you begin program coursework.

- **Assessment stage.** Choose artifacs that demonstrate skills and abilities for your program's required Direct Measure(s) of Learning. This Assessment Portfolio is required for graduation from technical diploma and associate degree programs.
- **Career stage.** Select the artifacts most representative of your achievements to tailor your portfolio to employment opportunities.

**Student Portfolio Guidelines**
*Assessment Graduation Requirement 2004-2005*

1. **Title Page:** The title page includes the title: "Student Portfolio," program name, Moraine Park six-digit student identification number, graduation month and year, and college name and address.

2. **Table of Contents:** Create separate sections for the Program Reflection Essay (completed in Career Development course), Program Outcomes, General Education Outcomes, and Core Abilities. Artifacts do not have to be placed in the order listed on the Verification Checklist. Within each Outcomes section, use tabs or cover pages to identify each Outcome with its associated artifact(s). Place artifacts in the portfolio according to the sequence in the Table of Contents.

3. **Outcomes Section:** Gather and copy artifacts (paper or electronic format). Artifacts are performance assessments from coursework (projects, documents, pictures) combined with the reflection statements. Do not include copies of journal articles, information workbook pages, or the like. Make sure the artifacts are directly related to the Program Outcome and the Program's Direct Measure of Learning (see Assessment Portfolio Worksheet).

4. **Advanced Standing Credit:** For coursework that is subject to the assessment requirement but the student received advanced standing credit: (a) Transferred credit – the student must provide a copy of the official Moraine Park transcript, (b) Work experience – the student must provide work experience documentation, (c) By Examination – student must provide copy of score.

   If you use your transcript in your portfolio for advanced standing credit, write a statement that includes the following:

   - Identify the Moraine Park advanced standing course(s) used to meet particular program and General Education (General Studies) outcomes.

   - If advanced standing credit was granted from a college/university, identify the institution from which the credits were earned. Include the city and state where the college/university is located.

   - Explain why the transcript is being used in the portfolio.

5. **Match artifact(s) with outcomes:** Place one or two artifacts ni the section representing the outcome. One artifact may demonstrate more than one outcome. In these instances, make sure you write a reflection statement for each outcome. Try to use a variety of examples of your work (projects, documents, pictures, videos, etc.).

6. **Reflection Statements:** Each artifact must have a reflection statement (no recommended length). The Reflection on Learning is placed in the section with the related performance assessment. Often, reviewers find it helpful to read the Reflection before viewing the work example.

7. **Write the Reflection as soon as the performance assessment is completed.**
   When writing, reflect upon your work and ask yourself,
   a. learner outcome is this artifact linked?
   b. What was I suppose to accomplish and how?
   c. What did I learn (growth/progress)?
   - What new skills/abilities did I acquire or enhance?
   - What was my skill level when I started and what is it now?
   - What should I have done differently?
   d. Why is this artifact important to my targeted career?
   **Note:** Instructors may guide you in writing Reflections on Learning using different questions or prompts.

8. **Core Abilities Section:** In demonstrating Core Abilities, use the online inventory and/or integrate into artifact reflection statement.
   - If using the *online inventory*, include Student Success and Career Development inventory printouts and write reflections on growth and progress for each Core Ability.
   - If using the *integrated* format, make sure that you include each of the weven Core Abilities and address growth and progress for each.

9. **Review:** Once the portfolio has been assembled, review it to be sure each artifact is in the appropriate section. As a guideline, use your Assessment Portfolio Worksheet found on your program Web page or on the Assessment/Portfolio Web page.

10. **Proofread** each section. Check for correct language, grammar, spelling, punctuation, capitalization, and sentence structure. For assistance, contact the library and request information on the online writing lab, *Rogue Owl*, or visit The Learning Center and use the *Essay Writing Portfolio Checklist*.

11. **Submit a copy** (paper or electronic) of the completed portfolio to your instructor for verification and forwarding to the Outcome Assessment Office to meet the requirement for graduation. **Protective page sleeves and three-ring binders are NOT necessary for the submitted copy of the paper portfolio.**

12. **The Assessment Portfolio becomes the property of the College and will not be returned.** Faculty and Advisory Committee members will review the portfolios to improve the teaching and learning process.

13. when you create your Career Portfolio for employment purposes, you will want to include the **original** artifacts from your Student Portfolio. You may also want to talk with the Careers instructor on your campus about other items to include.

**Self-Assessment/Reflection**
The process of reflecting on completed assignments or learning experiences helps learners develop skills and make plans for improvement.

**Expectations of Students**
Students are expected to display evidence of learning, artifacts with reflections, to show that they can perform the program outcomes and core abilities as a result of their work with Moraine Park. To accomplish this:
- Complete the Student Success (890-125) course in the first semester.
- Obtain a Student Portfolio Worksheet for your program from the program Web page.
- Gather completed coursework, add reflection statements and save them as artifacts.
- Participate in special events that promote assessment such as a Portfolio Expo and an Employment Fair.
- Complete the Career Development (890-130) course in the last semester.
- Submit a paper copy or electronic copy (nonreturnable) of the Assessment Portfolio to the Outcome Assessment Office.

**Graduation Requirement**
Students accepted into a program as of August 2000 or later have a graduation assessment portfolio requirement. Students accepted into a program as of August 2001 or later have an additional General Education portfolio requirement.

**Special considerations:**
- Any work completed after August 2000 that leads to completing a program is subject to the graduation assessment requirement. (Note: This can include courses offered for certificates and technical support courses.)
- Any General Education coursework completed after August 2001 by students who never attended Moraine Park Technical College, already hold a degree, or changed program enrollment and the new program has different General Education requirements is subject to the graduation assessment requirement.
- For coursework that is subject to the assessment requirement but the student received advanced standing credit: (a) Transferred credit- the student must provide an official transcript, (b) Work experience- the student must provide work experience documentation and (c) By examination- the student must provide a copy of their score.

Whenever official documentation is used in the portfolio for advanced standing credit, only **one copy** of the official Moraine Park transcript is placed in the portfolio, and it must be accompanied with a statement that addresses the following:

- From the transcript, identify the Moraine Park advanced standing course(s) used to meet particular program and General Education (General Studies) outcomes.
- If advanced standing credit was granted from a college/university, identify the institution from which the credits were earned. Include the city and state where the college/university is located.
- Explain why the transcript is being used in the portfolio.

**Resources**
Internet Home Page:
   Assessment Web Page
   Program Web Pages (program outcomes, portfolio worksheet)

Assessment Center – Student-run sites for assistance with portfolio development. Staffed by students who are portfolio coaches.
   Beaver Dam    Room K-332   920-887-4447
   bdassessmentcenter@morainepark.edu
   Fond du Lac   Room E-134   920-924-6384
   fdlassessmentcenter@morainepark.edu
   West Bend     Room L-136   262-335-5858
   wbassessmentcenter@morainepark.edu

For more information, contact:

   Outcome Assessment Associate
   920-924-3287
   jcollins@morainepark.edu

   Outcome Assessment Technical Specialist
   920-924-6330
   cmader@morainepark.edu

## Electives
Students must complete a number of credits of elective courses in addition to the required courses in associate degree programs. Students may select any associate degree course offered by the College to meet the elective requirements, in consultation with the student's advisor. It is recommended that students select courses that expand upon knowledge in their career area. (Some programs may have exceptions – check with an advisor or review the program curriculum on the Web site or in the program brochure.)

## Double Majors
Students who wish to complete a double major must consult the Admissions Office. These students will not necessarily have to accumulate the total number of credits required in both programs provided they have completed all the required courses in both

majors. In most cases, there are course that are common to both curricula and will apply to both majors. Selecting electives common to both programs may reduce the time involved in obtaining a double major.

## Apprenticeship Training

Moraine Park Technical College provides the related training for apprentices indentured through the Bureau of Apprenticeship Standards of the Wisconsin Department of Workforce Development. The related instruction, depending on the trade, is offered at the Beaver Dam, Fond du Lac or West Bend campuses of Moraine Park Technical College. After being accepted by an employer or labor organization, individuals interested in an apprenticeship should contact their Bureau of Apprenticeship Standards representative at 920-929-3184 or 608-266-3332 for application information.

The applicant then enters into an agreement with the employer known as an apprenticeship indenture (contract), in which the employer assumes the responsibility of teaching the trade to the apprentice. The contract defines the length and type of training in the field and indicates the hours required for classroom instruction. It also lists the wage scale to be used during the training period. A person must enter into an indentured apprenticeship training agreement with an employer before he/she is allowed to enroll in the related instruction program. The related instruction program usually consists of one day a week (or one day every two weeks) for semester instruction. Another type of related instruction is the Block program, which is held (four to five days a week) for four weeks. The related instruction is two to five years in length, depending upon the trade.

## Economic and Workforce Development and Community Outreach

Moraine Park Technical College offers customized training, technical assistance and skill assessment services to area business and industry. These services are available "anywhere, anytime" and will be customized to meet the unique needs of the business or industry that makes the request. Examples of the type of customized services we offer include, but are not limited to, computer training, team building, conflict resolution, communications, blueprint reading, statistical process control, welding, workplace skill assessment, ISO training, Achieve Global (formerly Zenger Miller), workkeeping skills and much more.

## Continuing Education Courses

Continuing education courses are offered at the three campuses and at many convenient instructional centers located in communities throughout the district. Course offerings assist adults to:
1. Prepare for new and challenging occupations.
2. Improve proficiencies to advance on the job.
3. Work toward an associate degree or technical diploma.
4. Pursue educational experiences that provide for personal growth and enrichment in nonoccupational areas.
5. Acquire or maintain professional certifications.

# Student Services

*A major goal of Student Services at Moraine Park Technical College is to assist students in making maximum progress toward their educational, vocational, personal, and social goals. Services are provided in the areas of counseling, testing, employment assistance, financial aid, diversity relations, ATODA, student activities, and special needs.*

## Academic Development Opportunities

**Learning Centers:** The Learning Centers offer free instructional services for students who are currently enrolled in occupational programs, for people who are getting ready to take program courses, or for people who have personal reasons to improve their skills. These services include:

**Skills Development:** Improve reading, writing, math, and study skills.
**Skills Review:** Assists students enrolled in college courses to complete course requirements.

Stop in or call to get an appointment for a Learning Center New Student Orientation.

**High School Equivalency Diploma (HSED) or General Educational Development (GED):** Adults study in a Learning Center to prepare to take the GED exam, which is required to receive a GED or an HSED. Details on the GED and HSED are explained at the orientation. You can sign up for orientation at any of the Learning Center locations.

The GED exam consists of five subtests in language arts, writing, social studies, science, language arts, reading, and mathematics. Moraine Park administers the tests at scheduled times. Students pay a fee to take the tests.

For more information, call the nearest Learning Center:

| | |
|---|---|
| Beaver Dam | 920-887-4436 |
| Berlin | 920-361-3601 |
| Fond du Lac | 920-929-2108 |
| Hartford | 262-673-4250 |
| West Bend | 262-335-5775 |

Or visit us at [www.morainepark.edu/services/student/learningcenter](http://www.morainepark.edu/services/student/learningcenter)

**English Language Learning (ELL – formerly ESL):** Students whose first language is not English enroll in ELL classes to improve their reading, writing, speaking, and listening skills.

| | |
|---|---|
| Beaver Dam | 920-887-4436 |
| Fond du Lac | 920-924-3296 |
| Hartford | 262-673-2291 |
| West Bend | 262-335-5776 |

**Career Center:** Assistance with career decision-making and job search is available at the Career Center, located on each Moraine Park campus.

- Complete a variety of assessments to help identify interests, aptitudes, values, and personality style.
- Explore Moraine Park Technical College career programs.

- Attend career exploration/decision classes.
- Use the career library of books, videos, computer programs, and Internet resources.
- Obtain assistance writing resumes, researching companies, improving interviewing skills and planning a job search strategy, including e-resume resources.

## Admissions

Students who are taking classes but are not formally accepted into a program are encouraged to complete Moraine Park's admission process if they plan to earn an associate degree or technical diploma. Students need to:
- Complete a college application.
- Pay a $30 nonrefundable, one-time only application fee.
- Submit high school and postsecondary transcripts.
- Take a placement test such as ACCUPLACER or ACT.
- Schedule a preadmissions meeting with the College's Admissions Office.

**Please Note:** Certain Allied Health programs only accept applications during designated windows each year.

Additional requirements may be necessary for some programs.

Students pursuing certificate programs need to submit the application and application fee (except: Mail Technician, see an Admissions Specialist).

Program students:
- Have class registration priority.
- Lock into a program curriculum.
- May be eligible for financial aid.
- Have the option of a deferred tuition payment plan.
- Receive deferred billing until July when registering for fall classes.

Stop in at Student services for assistance.

## Alcohol, Tobacco And Other Drug Abuse (ATODA) Prevention Services

College students may experience many personal and academic stressors.

Free confidential prevention and intervention services are available to all Moraine Park students who are currently registered, to assist them in growing emotionally, interpersonally, and intellectually.

Alcohol, Tobacco, and Other Drug Abuse prevention services develop a coordinated effort districtwide to provide current information on the health risks and other consequences of alcohol and other drug use.
Resources include:
- Educational information and counseling on alcohol and drug use/abuse/dependency.
- Information and community support groups.
- Relapse prevention strategies.
- Self-esteem development.
- Methods for dealing with depression/stressors.

Services are available on all three campuses: Beaver Dam, Fond du Lac, and West Bend. Contact Amy Johannes at 920-929-2482 or e-mail ajohannes@morainepark.edu.

## Assessment Testing Center
**ACCUPLCER**
Incoming Moraine Park program students complete preadmissions testing at the Assessment Testing Center using the ACCUPLACER test. Results are confidential. The tests are part of the assessment process that will assist students in making appropriate decisions regarding course/program enrollment.

**Apprenticeship**
Apprenticeship testing in skilled trades is done at the request of employers or the apprenticeship committee.

**Aptitude/Interest**
A number of evaluation instruments that assess the student's academic achievement, aptitudes, and interests are available through the Career Center on each campus.

**GED/HSED**
The GED (General Educational Development) Exam is also administered in the Assessment Testing Center. This exam is used by adults (18 years 6 months of age or those whose high school class has graduated) who have not earned a traditional high school diploma to qualify for the GED Certificate or the High School Equivalency Diploma (HSED). The testing center administers the battery of five tests at scheduled times. Tests cover general knowledge in writing, social studies, science, reading, and mathematics, Prior to writing the tests, applicants must attend an orientation, which includes an explanation of the various equivalency options and reading and career assessments. The Wisconsin Department of Public Instruction will issue the GED Certificate or HSED to successful completers. Preparation for the GED tests is free in any Learning Center. There is a fee to take the tests. Any Learning Center instructor or the Learning Center office at the Fond du Lac Campus can provide more information. For more information regarding assessment testing, call 920-924-3247.

**Counseling**

The counseling staff at Moraine Park Technical College can assist you in the following areas: managing stress, resolving conflicts, and academic problems, and providing short-term counseling for personal issues or referral for long-term personal issues.

**Diversity Relations**
Services include:
- Ethnic resources (books, videos, magazines, and tapes).
- Creating relationships with staff who provide other Moraine Park services.
- Orientation to College activities.
- Program resources and special events.
- Personal advisement.
- Community and agency contacts and social support.
- Other referral services to meet individual needs

Bill Green, Diversity Relations Associate, at 920-924-6355.

# Employment Services Office

**Employment Services Office:** Moraine Park Technical College's purpose is to provide the educational program to prepare a person for employment. Once skills are acquired, the function of the Employment Services Office is to coordinate and facilitate the individual's transition from college to work in the most effective and satisfying manner. The Employment Services Office strives to assist students or alumni in achieving career objectives by making known to them the full range of employment opportunities and by assisting them in presenting themselves effectively as candidates.

The Employment Services Office invites all program students and graduates to contact us at 920-924-3205 for whatever employment-related help they may need now and in the future.

**Who Is Eligible:** All Moraine Park students and graduates and all Wisconsin Technical College System graduates can work with the Employment Services Office. You may access job openings, as well as other important job search information, through the Employment Services section on the Internet at:
www.morainepark.edu/services/employment

The following information is currently on the Web:
- Additional Job Search Sites
- Employer Fair
- Graduate Follow-Up Report
- Placement Information
- TechConnect – Job Openings
- Top 20 Annual Starting Salaries

**Student Employment Reference Form:** This form should be completed when requesting a written or verbal reference from your instructor. It is expected that you will make contact with the instructor, in advance, to discuss your request and receive

permission before using the instructor as a reference. You are responsible for sending or delivering this form to the evaluating instructor. It is recommended that the instructor keep this copy of authorization for his/her record.

**TechConnect:** TechConnect is the new job information system for students and graduates. Current students can access and print job orders electronically on all three campuses. Students in their last semester of school are encouraged to register with the Employment Services Office. They have the opportunity to receive job listing through e-mail. Graduates are also encouraged to register with us. They will receive job listings by e-mail or postal mail immediately and will continue to receive them for six months thereafter. Only those students and graduates who register with us will be able to access this service off campus.

**Equal Opportunity:** Faculty are encouraged to maintain positive working relationships with business and industry for the purpose of promoting job opportunities and job development activities that benefit Moraine Park students and alumni. Job openings resulting from these contacts are to be referred to Employment Services for processing in compliance with federal and state affirmative action and EEO laws.

Area employers may announce job openings with the Employment Services Office. All announcements are processed as public information and are subject to content editing. Equal access to all job announcements and information shall be provided to all.

**Graduate Follow-Up Study**: The faculty, staff and administration of Moraine Park Technical College are always interested in the progress of our students and graduates. A survey is sent out to the graduates approximately six months after graduation. The results are published in the annual Graduate Follow-Up Report. The primary objectives of the survey are to identify the current status of the program graduates, to provide information to be used as tools in career awareness and to provide data to facilitate program planning, evaluation, and development.

## Identification Cards
Each new student who has paid a student supplemental fee is provided, **upon presentation of the fee receipt**, an identification (ID) card containing his or her picture. This identification card enables the student to check out books from school libraries, as well as books from the libraries at Marian College and the University Centers in Fond du Lac and West Bend. An identification card may be required for students to use the Testing Center and attend various school social functions. If students withdraw from school, they must turn in their cards to the Registration Office. In case the student's original card is lost, a replacement card may be obtained through the Registration Office at a cost of $10.

**A student must present their student ID when requested by a College employee. Refusing to show your ID will result in disciplinary action.**

## Locating a Student in Case of Emergency

Students **will not** be contacted during class time for delivery of **casual** messages. In cases fo emergency, the caller will identify the emergency, and every effort will be made to locate the student. At the campuses, the main desk area will take messages of **importance** for students and will transmit the student's name on the TV monitors located throughout the building. It is important that all students keep their residency addresses and phone numbers up to date in the Registration/Main Desk Office so that they may be located in an emergency during nonschool hours.

## Lockers

All full-time program students will be assigned lockers in the corridors in the area of their major department. In most programs, students will be required to share a locker. Men and women are not permitted to share a locker. For security reasons, locker assignments are permanent for a year. Changes in locker assignments are not permitted. Locks are on the doors. If a student forgets the combination, he/she may request it from the school office by providing proper identification.

A student's locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. Handicapped students should make their needs known so accommodations to lockers can be made if possible.

The locker assigned to a student is owned by Moraine Park Technical College and is not the student's private property or under his or her exclusive possession, and may be opened and inspected by school authorities at any time for health and safety reasons, for the common good of the school or if it is suspected that contraband is contained therein.

All lockers must be emptied and cleaned at the end of May, as all combinations are changed on lockers yearly. New lockers are issued when the school year resumes.

(Lockers at the Beaver Dam Campus are not assigned. They are on a first-come, first-served basis; students are responsible for their own locks.)

## Lost and Found

Individuals finding "lost" items should return these items to the campus main desk area. Campus main desk areas will keep items in a "lost and found" area. It is a student's responsibility to check with the lost and found area to see if a lost item has been found and returned.

## Nontraditional Occupations (NTO)

Nontraditional Occupations are those in which individuals from one gender comprise less than 25 percent of those employed in an occupation.

Moraine Park provides the following free services for students:
- Academic support
- Links to other College services
- Student/instructor liaison

- Discussion of college and NTO stressors

For more information, please contact the Nontraditional Occupations Specialist at 920-924-2477 or lrogers@morainepark.edu

## Student Assistance/Development Program

The Moraine Park staff recognizes that personal problems can adversely affect a student's performance, attendance and/or behavior. A Student Assistance/Development program has been established to provide information and sponsor activities regarding resources and assistance for students.

A number of Student Services staff, faculty and support personnel develop a variety of activities throughout the year, designed to address issues challenging students. Some of the issues addressed through these activities include:
- Alcohol, tobacco, and other drug abuse
- Eating disorders
- Financial/budgeting problems
- Health problems
- Parenting problems
- Marital problems
- Divorce
- Domestic violence/sexual abuse/rape
- Legal problems
- Stress management
- Balancing school, work, and family

A variety of approaches are used to address these issues, including:
- Guest speakers
- Publications
- Referral sources
- Charitable assistance
- Social events

## Student E-Mail

The use of e-mail form of communication is becoming a standard for business and society. Therefore, Moraine Park is requiring all online learners have an e-mail address to meet course requirements. It is highly recommended all learners have an e-mail address.

The College will collect and record a student e-mail address at the time of registration. Students will provide the College with an e-mail address. The request for this address will occur at all registration access points, i.e., in person, Touch-Tone, Internet, and staff-assisted. This e-mail address will be recorded and used as the official e-mail communication site for that student.

If a student does not provide an e-mail address and is taking a program course, Moraine Park will direct the student to a free e-mail provider. Recommended free e-mail providers include hotmail.com, yahoo.com, or aol.com. The student will then provide Moraine Park with that e-mail address.

Students registering for an online course must provide an e-mail address at the time of registration or prior to starting class.

Students will notify Moraine Park of a change in their e-mail address.

Proper use of e-mail by students is expected. Expectations, guidelines, and user responsibilities are covered in the Acceptable Use of Networked Computing Resources and Computer Technology Utilization Procedures. The Nonacademic Student Conduct section of the Student Handbook outlines the offense, sanctions, and due process requirements that will be followed.

## Students With Disabilities

Moraine Park provides support services at all campus sites for student with disabilities. Services include information about Moraine Park programs and services, financial aid, campus tours, career exploration, assistance with application and registration processes, individual/group presentations, classroom/program visitations; and linkages with community agencies. Staff includes specialists in transition, learning disabilities, academic support and deaf and hard of hearing.

The *Transition Specialist* assists individuals with disabilities in exploring postsecondary training options and may assist in completing the enrollment process.

The *Learning Specialist assesses* needs, identifies learning strategies and assists in coordinating support services and accommodations such as:
- Test modification – extended time, separate place, reader
- Taped textbooks
- Note takers
- Peer tutors
- Interpreters
- Assistance with test preparation
- Assignment clarification
- Other

**Step to Accessing Services:**
- Make request for services/accommodations to the Support Services department a minimum of eight weeks before classes begin.
- Students requesting accommodations are required to submit medical or other diagnostic documentation of their disability prior to receiving services.

Contact support Services to Schedule an Appointment:
Fond du Lac Campus

Learning Specialist
920-924-3196

Interpreters
920-924-3361 (voice)
TTY 920-924-2109

Special Services Associate
920-924-3192 (voice or TTY)

Beaver Dam Campus
Learning Specialist
920-924-3196
1-800-221-6430

West Bend Campus
Transition/Learning Specialist
262-335-5741
1-800-221-6430

If at any time difficulties arise, contact the Learning Specialist at the appropriate campus.

# Financial Aid

Financial aid helps make your education affordable. Funding is available in the form of grants, loans, scholarships and work-study programs.

The financial aid process starts with the Free Application for Federal Student Aid (FAFSA) to determine your "financial need."

Complete the FAFSA application after January 1 for the following school year. Applications are available online at www.fafsa.ed.gov. (The FAFSA asks for a school code. Moraine Park's code is 005303.)

All applicants submitting the FAFSA will be considered for each type of aid for which he/she is eligible according to federal and state regulations.

Application for financial aid must be made for each academic year.

The priority date for filling applications is April 1. Applications will be accepted after that date, with earliest applications being given first consideration.

Applicants must be enrolled in a one- or two-year eligible program and on an half-time or more basis (six credits) for certain aid programs. Enrollment status will be determined based on eligible credits enrolled in on the 14th calendar day after your classes start. Failure to attend any of your classes will mean a 100 percent return of all aid. Summer classes will not count in Fall semester status. Additional information is available from the Financial Aid Office and from Admissions Specialist at the campuses.

**Standards of Progress:** Government regulations require students who are receiving financial aid to make satisfactory progress and maintain good standing in the program in which they are enrolled. To continue to receive financial assistance for each term, a student is required to complete attempted courses and maintain an 2.0 GPA as specified in the satisfactory progress standards policy of the school. Total academic history will be considered.

Attempted courses considered for financial aid eligibility must apply toward the graduation requirements of a student's selected program.

**Probation:** Students will be placed on probation for the next semester of their program if a cumulative or semester/term GPA is below 2.0 or a cumulative or semester/term course completion total is below the required rate.

**Suspension:** Future aid will not be authorized unless the progress requirements have been met during the probation semester.

**Appeals Procedure:** A student who does not agree with Moraine Park's decision to withhold aid based on the lack of satisfactory progress will be allowed to appeal his/her

eligibility suspension through the Financial Aid Office appeals process. Student must complete appeal form and provide supporting documentation.

**Federal Return of Title IV Funds Policy:** Students who receive financial aid are subject to the Federal Return of Title IV Funds Policy as well. This policy is effective only if a student completely terminates enrollment by withdrawing from all credits. Students who remain enrolled through at least 60 percent of the payment period (quarter) are considered to have earned 100 percent of the aid received and will not owe a repayment of Federal Title IV funds. If a student completes at least one course, they will be subject to the Satisfactory Academic Progress Policy rather than the Return of Title IV Funds Policy. Federal financial aid recipients are subject to both the federal policy for Title IV aid and the Moraine Park Institutional Refund Policy for instructional aid.

**A student's withdrawal date is one of the following**:
1. The date the student began the institution's withdrawal process or officially notified the institution in writing of intent to withdraw.
2. The midpoint of the period for a student who leaves without notifying the institution.
3. The student's last date of attendance at the documented, academically related activity.

## Financial Aid Programs
**Grant Aid**
Federal Pell Grants
Federal Supplemental Educational Opportunity grants (SEOG)
Bureau of Indian Affairs (BIA)
Wisconsin Grants
 Wisconsin Higher Education grants (WHEG)
 Talent Incentive Program (TIP)
 Minority Grant Handicapped Grant
 Wisconsin Native American Grant
Minnesota-Wisconsin Reciprocity agreement

**Loan Aid**
Federal Stafford Loan Program
Federal Parent Loan for Undergraduate student (PLUS)
Nursing Student Loan Program

**Work Aid**
Federal Work Study (FWS)

## Veteran Educational Assistance
**Veterans' Education Benefits Federal Educational Programs:** Montgomery GI Bill (MGIB), Selected Reserves (MGIB-SR), Veterans Educational Assistance Program (VEAP), Educational Assistance Program for Service Connected Disabled Veterans (Chapter 31), survivors and Dependents Educational Assistance (Chapter 35), Tutorial

Assistance. Contact the VA Regional Office at 1-800-827-1000 for eligibility information.

**State Educational Programs:** Tuition and Fee reimbursement Grant (TFRG), National Guard Tuition Grant, Part-Time Study Grant, Retraining Grant, Economic Assistance Loan, and Consumer Loan Program. Contact the County Veterans Service Office in the county you reside for applications.

Contact your nearest VA Regional Office, your County Veterans Service Office, or the Moraine Park Technical College Financial Aid/Veterans Office for more information.

**Programs Approved:** Most programs of study at Moraine Park Technical College have been approved for veterans' benefits by the Wisconsin Education Approval Board. Eligible veterans should apply for educational benefits through their local County Veterans Office. To receive maximum benefits, a veteran must be enrolled full-time in an associate degree program (12 credits) or at least 22 hours per week in a technical diploma program when shop practice predominates. In some programs, where classroom and theoretical instruction predominates, only 18 hours per week may be required for full benefits. Further information is available from the Financial Aid Office.

**Veteran Standards of Progress:** All veterans must continue to make satisfactory academic progress in their program. As required by the Veterans Administration Regulations, Moraine Park will report unsatisfactory progress in accordance with the information under Academic Standards in this handbook (page 7).

A veteran may be certified only for courses and electives required for their specific program and must have prior education evaluated for transferred credits.

It is the responsibility of the student receiving veteran educational benefits to notify the Financial Aid Office of changes in enrollment status or withdrawal.

## Moraine Park Foundation and Community Scholarships
Moraine Park foundation scholarship applications are available in each campus financial aid area and can also be found online at: www.morainepark.edu/aboutus/foundation/

Information on the availability of local community scholarships can be found at: www.morainepark.edu/services/financialaid/scholarship/pdf

# Registration

There are registration sessions for Fall, Winterim, Winter/Spring, and Summer classes.

**Priority Registration**
Priority registration is given to program students. Returning students in "program" sequence register first followed by "new" program students; precore, youth options and shared programs register prior to "open" registration. After completion of the program registration, registration is "open" to everyone. Classes are then filled on a "first-come, first-served" basis.

Moraine Park has identified certain courses as "high demand" and may use a program-ready model when determining registration priority.

The Academic Calendar identified the registration dates for each registration session.

**Registration Options**
A student may register either:
- In-Person
- By Mail
- Via Internet
- By Touch-Tone Telephone

**Proxy Registration**
A student may present no more than two "proxy" registration forms. The proxy registration form must be filled out in its entirety and is subject to all of the conditions of any registration. The College does not advocate registration via "proxy" and encourages students to use all registration options.

## Payment of Fees
*All fees are payable at the time of registration or by another designated date determined by the College. Registration is not complete nor are students permitted to attend classes until all fees are paid or an authorization to pay by a third party (DVR, Financial Aid) is received.*

**A copy of the registration form with attached fee receipt serves as an admit to class. A copy of a fee receipt is available in the Registration Office.**

*Fees quoted in this document are all subject to change without notice.*

**Application Fee:** A fee of $30 is payable upon making application to a program. This is nonrefundable.

**Preadmissions Test Fee:** Individuals taking the Assessment/Placement test are assessed a fee. This fee is nonrefundable.

**Program Fee:** In accordance with state legislation, students enrolled in courses that are part of an associate degree, technical diploma, adult and continuing education, certificate or apprenticeship program will pay program fees at the rate of $70 per credit or credit equivalent. Vocational course fees are determined by the district board.

**Nonresident Fees and Liability:** By act of the Wisconsin State Legislature (Chapter 292, Section 38, Amendments), a nonresident fee is authorized and charged to all students who are not residents of Wisconsin, nor subject to reciprocal agreement with the Wisconsin Technical College System Board. Liability for payment of nonresident fees by all out-of-state and foreign students is the responsibility of the student.

**Determination of Residency:** The Moraine Park District must report annually the names and addresses of nondistrict Wisconsin residents enrolled. The Moraine Park District encompasses the areas of Dodge County, less the portion of portion of the Oconomowoc, Watertown, Columbus, Randolph, and Waterloo school districts; Washington County, less the portion of the Milwaukee, Cedarburg and Germantown school districts; Green Lake and Fond du Lac counties; plus the portion of the New Holstein school district in Calumet and Sheboygan counties, Berlin school district in Waushara and Winnebago counties, Ripon and Rosendale school district in Winnebago County, Princeton school district in Marquette County, and Markesan school district in Marquette and Columbia counties.

Student questions regarding district residency should be directed to a counselor or the Registrar.

**Supplemental Fee:** A supplemental fee of 5 percent per credit is charged all students enrolling in postsecondary courses at Moraine Park Technical College. The supplemental fee will partially subsidize districtwide programs in student health, student development and student life.

**Laboratory or Materials Fee:** All courses are required to have a materials fee. Additional materials fee charged are based upon a state formula that takes into consideration the course requirements. All materials fees are payable at the time of registration.

**Liability Insurance:** This insurance is required of all students enrolled in Asociate Degree Nursing, Practical Nursing, Nursing Assistant, Health Information Technology, Phlebotomy, Alcohol and Other Drug Abuse, Child Care, Medical Transcription, Medical Assistant, Medication Assistant, Medical Office Specialist, Medical Billing Specialist, Chiropractic Technician, Clinical Laboratory Technician, Surgical Technologist, Nuclear Medicine Technologist, Radiation therapist, radiography Technologist, respiratory Care Practitioner, electroneurodiagnostic Technician, and Barber/Cosmetologist programs and certificates. A variable amount per credit is charged on all core courses within each program.

**Graduation Fee:** A graduation fee of $15 will be charged at registration for the semester in which the student plans to graduate. This fee will cover the cost of the diploma cover, diploma, degree or certificate and announcements. In addition, the student will be charged for the academic cap, gown and honor cords.

**Textbook and Class Materials Fees:** The student purchases his/her own textbooks, modules, and class materials as required.

**Advanced Standing Test-Out:** A fee of $25 per credit will be charged to help defray cost of testing and processing.

**Advanced Standing Occupational Experience Evaluation Fee:** a charge of $25 per credit will be assessed for the awarding of occupational experience for advanced standing credit.