



# Student Handbook 2023-2024



**WAUBONSEE**  
COMMUNITY COLLEGE

[www.waubonsee.edu](http://www.waubonsee.edu)



## **Illinois Community College District 516**

**Accreditation:** *Waubonsee Community College is accredited by The Higher Learning Commission, 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604, (800) 621-7440 and is recognized by federal and state agencies administering financial aid.*

**Approval:** *Waubonsee is approved by the Illinois Community College Board, Illinois Board of Higher Education and the U.S. Department of Education.*

**[www.waubonsee.edu](http://www.waubonsee.edu)**

Mission, Vision and Values..... 2

Welcome..... 4

Calendar ..... 6

- Important dates for fall, spring and summer semesters.....7

Academic Planner..... 10

How to Get Involved at Waubonsee ..... 60

- College life is more than academics — find an activity you enjoy.  
Join a club, play on a team or run for election.

ABCs of Waubonsee .....76

- Look here first — everything from academic and career advising to X-number is briefly explained.

Rules and Regulations.....131

- Federal and state laws (page 131), Code of Student Conduct (page 137), network user rules (page 187) and traffic regulations (page 193)

Who’s Who on Campus ..... 195

- Listing of administration and faculty ..... 204
- Maps and parking for Sugar Grove, Aurora Downtown,  
Aurora Fox Valley and Plano Campuses..... 209

Index .....215

- The last resort — look here when you’re not sure where to turn.

**Sugar Grove**  
 Route 47 at Waubonsee Drive • Sugar Grove, IL 60554-9454  
 (630) 466-7900 • Videophone: (630) 405-6110

**Aurora Downtown**  
 18 S. River St. • Aurora, IL 60506-4134  
 (630) 801-7900

**Aurora Fox Valley**  
 2060 Ogden Ave. • Aurora, IL 60504-7222  
 (630) 585-7900

**Plano**  
 100 Waubonsee Drive • Plano, IL 60545-2276  
 (630) 552-7900

**Website:** [www.waubonsee.edu](http://www.waubonsee.edu)

## OUR MISSION

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Waubonsee Community College provides exceptional learning through accessible, equitable, and innovative education. We are committed to enriching the lives of our students, employees, and community by working together to create opportunities to discover new passions, share knowledge, and embrace diversity.



**OUR VISION** ■ Waubonsee Community College opens the door of knowledge, sparks imaginations, and enlightens lives through learning. We welcome the diverse abilities, goals, and experiences of individuals standing on the threshold of discovery. Our success is defined by the dreams we help shape, the opportunities we help design, and the futures we help create.

## OUR VALUES

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- **Quality:** We constantly redefine what it means to be “the best,” seeking to improve in every area and exceed the expectations of those we serve.
- **Value:** We focus every resource directly on the search for learning, creating tangible benefits in everything we do.
- **Innovation:** We are actively engaged on the frontiers of education, continuously improving the learning environment for our students and communities.
- **Service:** We view the world from the perspective of those we serve, anticipating needs and striving to exceed expectations while demonstrating a caring, knowledgeable, consistent connection with each individual every time they meet us.
- **Accessibility:** We remove barriers to learning formed by time, geography, education, culture, experience or beliefs to provide a full range of quality educational opportunities for all who can benefit.

## Our Programs and Services

- **Transfer Programs:** Associate degree education consisting of communications, social and behavioral sciences, physical and life sciences, mathematics, humanities and arts, education, engineering, and other pre-professional fields designed to prepare students for transfer to baccalaureate degree-granting institutions.
- **Workforce Education:** Business, health care, technical and professional education programming designed for entry-level employment, retraining, and/or upgrading of skills to meet current and emerging employment needs and trends. Education and training opportunities include courses, programs, and contract training designed to meet the workplace needs of both individuals and organizations with an emphasis on skill building and improved productivity.
- **Pre-College Programs:** Courses, programs, and services designed to assist academically underprepared students to be successful in the next level of education, including reading, mathematics, writing, college success, literacy, high school equivalency exam preparation (HSE), General Education Diploma (GED®), Adult Basic Education (ABE), and English Language Acquisition (ELA)/English as a Second Language (ESL).
- **Student Services:** Services designed to meet the holistic development of all students including counseling, advising, transfer planning, admissions, registration and records, assessment, financial aid, scholarships, career development, student life programming, intercollegiate athletics, and assistance for students with disabilities.

## Our Program Support

- **Instructional and Academic Support:** Services designed to facilitate and provide support to the instructional process, including new programs; alternative delivery systems such as online courses; tutoring; the use of instructional technology; the libraries; and learning laboratories.
- **Administrative Support:** Organizational support that provides services for employee selection and development, financial services, facilities, operational management, technology advancements, research, planning, marketing and communications, and campus safety.
- **Community Support:** Service to communities and organizations may be provided by the college to meet local needs. These combined efforts may include collaborations and partnership activities which will improve the quality of life.



Brian Knetl, Ed.D.

## From the President

Dear students,

Welcome to Waubonsee Community College. Waubonsee is a vibrant, diverse, and inclusive institution that values excellence, equity, and access to higher education. We are committed to providing you with a quality education that will prepare you for a successful career in the workforce or transfer to a four-year institution. Your education is our mission.

To help you reach your goals, Waubonsee offers a wide range of academic programs. Our excellent faculty are dedicated to providing you with a rigorous, engaging, and learner-focused educational experience. A variety of support services, including tutoring, counseling, and career services, are available to help you succeed. Your goals are our mission.

As you embark on your journey at Waubonsee, I encourage you to take advantage of everything that Waubonsee has to offer. Get involved in student organizations, participate in campus events, and make connections with your peers and faculty. This is your college, and we want you to feel a sense of belonging and ownership in it. Your engagement is our mission.

The faculty and staff at Waubonsee are here to support you on every step of your journey, and we are committed to your academic, professional, and personal growth. I wish you all the best, and I look forward to seeing you thrive at Waubonsee and beyond. Your success is our mission.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Knetl".

Brian Knetl, Ed.D.

*President*

 @WCCPresident



## From the Student Senate

Welcome, all new and returning students, to Waubonsee Community College!

This Student Handbook was designed specifically with you in mind. It provides you with information about college services, policies, regulations and activities. As a general guide to the college, this book can help you find most of what you need to know to have a successful year. For specific questions, which are always welcome, please contact the people listed and pictured throughout the handbook.

Our goal is always the same: to get you connected and to help you succeed. If you would like more information about student clubs, upcoming activities or student government, visit the Student Life Office. For tours of the campus or for more information about the college, visit the Admissions Office.

Have a great year at Waubonsee!



Members of the  
Waubonsee Student Senate  
2022-2023



# THE CALENDAR

## Campus Hours of Operation

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

**Please visit [www.waubonsee.edu/hours](http://www.waubonsee.edu/hours) for current hours of operation.**

Additional information and resources are available on the college website at [www.waubonsee.edu](http://www.waubonsee.edu), and current students can access personalized information on the college graduation at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu).

## Hours of Operation for Student Services

**Note:** Extended daytime and evening hours are in effect at the Sugar Grove and Aurora Downtown Campuses the week before classes begin. Please visit [www.waubonsee.edu/hours](http://www.waubonsee.edu/hours) for more information.

## Technical Assistance Center (TAC)

**(630) 466-4357**

## College Holidays

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

Independence Day:	Tuesday, July 4, 2023
Labor Day:	Monday, Sept. 4, 2023
Thanksgiving Holiday:	Wednesday, Nov. 22 through Sunday, Nov. 26, 2023
Winter Break:	4:30 p.m., Friday, Dec. 22, 2023 through Monday, Jan. 1, 2024
Martin Luther King, Jr. Day:	Monday, Jan. 15, 2024
Easter:	Sunday, March 31, 2024
Memorial Day:	Monday, May 27, 2024
Juneteenth:	Wednesday, June 19, 2024

## Important Dates – Fall Semester 2023

### Registration/Withdrawal

First day of fall registration .....	May 1, 2023
<b>First day of classes (16-week, first 8-week, first 4-week courses).....</b>	<b>Aug. 21</b>
Weekend classes begin (15-week, first 7-week courses) - Saturday.....	Aug. 26
Withdrawal deadline for first 4-week courses .....	Sept. 8
12-week & second 4-week courses begin.....	Sept. 18
Last day to claim honor student status designation in a 16-week course.....	Sept. 18
Withdrawal deadline for first 8-week courses .....	Sept. 29
Withdrawal deadline for first 7-week weekend courses.....	Oct. 2
Withdrawal deadline for second 4-week courses .....	Oct. 6
Midterm – last day to change audit enrollment status* .....	Oct. 11
Second 8-week & third 4-week courses begin .....	Oct. 16
Second 7-week weekend courses begin.....	Oct. 21
Withdrawal deadline for third 4-week courses .....	Nov. 3
<b>Spring semester registration begins at 8 a.m. ....</b>	<b>Nov. 6</b>
Withdrawal deadline for 16-week courses .....	Nov. 10
Withdrawal deadline for 15-week weekend courses.....	Nov. 13
Fourth 4-week courses begin .....	Nov. 13
Withdrawal deadline for 12-week courses .....	Nov. 17
Withdrawal deadline for second 7-week weekend courses .....	Nov. 27
Withdrawal deadline for second 8-week courses .....	Dec. 1
Withdrawal deadline for fourth 4-week courses.....	Dec. 8
Semester ends .....	Dec. 16
Grades available to students – Wednesday** .....	Dec. 20

### Refund Deadlines

First 4-week courses .....	Aug. 22
First 8-week courses .....	Aug. 25
First 7-week weekend courses .....	Aug. 28
16-week courses .....	Sept. 1
15-week weekend courses .....	Sept. 1
Second 4-week courses .....	Sept. 19
12-week courses .....	Sept. 22
Third 4-week courses .....	Oct. 17
Second 8-week courses .....	Oct. 20
Second 7-week weekend courses .....	Oct. 23
Fourth 4-week courses .....	Nov. 14

### Holidays

<b>Labor Day break – Saturday through Monday (Classes will not meet).....</b>	<b>Sept. 2-4</b>
<b>Thanksgiving break – Monday through Sunday (Classes will not meet) ....</b>	<b>Nov. 20-26</b>

*Withdrawals after refund dates will appear on student transcripts.*

\* Midterm date is for 16-week courses. Contact Registration and Records for midterm dates for other course lengths.

\*\* Grades for courses with shorter lengths are typically available shortly after the completion of each course.

## Important Dates – Spring Semester 2024

### Registration/ Withdrawal

First day of spring registration.....	November 6, 2023
<b>First day of classes (16-week, first 8-week, first 4-week courses).....</b>	<b>Tues., Jan. 16</b>
Weekend classes begin (15-week, first 7-week courses) - Saturday.....	Jan. 20
Withdrawal deadline for first 4-week courses.....	Feb. 2
12-week & second 4-week courses begin.....	Feb. 12
Last day to claim honor student status designation in a 16-week course.....	Feb. 12
Withdrawal deadline for first 7-week weekend courses.....	Feb. 19
Withdrawal deadline for first 8-week courses.....	Feb. 23
Withdrawal deadline for second 4-week.....	March 1
<b>Summer semester registration begins at 8 a.m. ....</b>	<b>March 4</b>
Midterm – last day to change audit enrollment status* .....	March 6
Second 8-week & third 4-week courses begin .....	March 18
Second 7-week weekend courses begin.....	March 23
Withdrawal deadline for third 4-week courses.....	April 5
Withdrawal deadline for 15-week weekend courses.....	April 8
Withdrawal deadline for 16-week courses.....	April 12
Fourth 4-week courses begin.....	April 15
Withdrawal deadline for 12-week courses.....	April 19
Withdrawal deadline for second 7-week weekend courses .....	April 22
Withdrawal deadline for second 8-week courses .....	April 26
Withdrawal deadline for fourth 4-week courses.....	May 3
<b>Fall semester registration begins at 8 a.m.....</b>	<b>May 6</b>
Semester ends .....	May 10
Commencement.....	May 11
Grades available to students – Wednesday**.....	May 15

### Refund Deadlines

First 4-week courses .....	Jan. 17
First 8-week courses .....	Jan. 19
First 7-week weekend courses .....	Jan. 22
16-week courses .....	Jan. 26
15-week weekend courses .....	Jan. 26
Second 4-week courses .....	Feb. 13
12-week courses .....	Feb. 16
Third 4-week courses .....	March 19
Second 8-week courses.....	March 22
Second 7-week weekend courses.....	March 25
Fourth 4-week courses .....	April 16

### Holidays

<b>Martin Luther King, Jr. Day – Monday (Classes will not meet).....</b>	<b>Jan. 15, 2024</b>
<b>Spring break – Monday through Sunday (Classes will not meet) .....</b>	<b>March 11-17</b>
<b>Easter Sunday (Classes will not meet) .....</b>	<b>March 31</b>

## Important Dates – Summer Semester 2024

### Registration/ Withdrawal

First day of summer registration.....	March 4, 2024
<b>First day of classes (11-week and 3-week courses).....</b>	<b>May 20</b>
Weekend classes begin (9-week courses) - Saturday .....	June 1
Withdrawal deadline for 3-week courses .....	June 3
8-week & first 4-week courses begin.....	June 10
Withdrawal deadline for first 4-week courses.....	June 28
Second 4-week courses begin .....	July 8
Withdrawal deadline for 11-week courses.....	July 8
Withdrawal deadline for 9-week weekend.....	July 12
Withdrawal deadline for 8-week courses .....	July 19
Withdrawal deadline for second 4-week courses .....	July 26
Semester ends .....	Aug. 2
Grades available to students – Wednesday**.....	Aug. 7

### Refund Deadlines

3-week courses.....	May 21
11-week courses .....	May 24
9-week weekend courses .....	June 3
First 4-week courses .....	June 11
8-week courses.....	June 14
Second 4-week courses .....	July 9

### Holidays

<b>Memorial Day break – Saturday through Monday.....</b>	<b>May 25-27</b>
<i>(Classes will not meet)</i>	
<b>Juneteenth – Wednesday .....</b>	<b>June 19</b>
<i>(Classes will not meet)</i>	
<b>Independence Day – Thursday .....</b>	<b>July 4</b>
<i>(Classes will not meet)</i>	

*Withdrawals after refund dates will appear on student transcripts.*

*\* Midterm date is for 16-week courses. Contact Registration and Records for midterm dates for other course lengths.*

*\*\* Grades for courses with shorter lengths are typically available shortly after the completion of each course.*

**Visit the college calendar online at  
[calendar.waubonsee.edu](http://calendar.waubonsee.edu) for more  
 information on events and sports schedules.**

June 2023						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Week of June 19, 2023

# 19

Mon

**Juneteenth - College Closed**

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# 20

Tue

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Sat

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26

Mon

27

Tue

28

Wed

29

Thu

30

Fri

Withdrawal deadline for first 4-week courses

1

Sat

2

Sun

12 Weekly Planner

July 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2023						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Week of July 3, 2023

3

Mon

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4

Tue

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

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**10**

Mon

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

**11**

Tue

Refund deadline for second 4-week courses

**12**

Wed

**13**

Thu

**14**

Fri

Withdrawal deadline for 9-week weekend courses

**15**

Sat

**16**

Sun

14 Weekly Planner

Week of July 17, 2023

July 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2023						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17

Mon

18

Tue

19

Wed

20

Thu

21

Fri

Withdrawal deadline for 8-week courses

22

Sat

23

Sun



24

Mon

25

Tue

26

Wed

27

Thu

28

Fri

Withdrawal deadline for second 4-week courses

29

Sat

30

Sun

July 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2023						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Week of July 31, 2023

31

Mon

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Tue

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Summer 2023 semester ends

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7

Mon

8

Tue

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Wed

Grades available to students

10

Thu

11

Fri

12

Sat

13

Sun

August 2023						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Week of August 14, 2023

14

Mon

15

Tue

16

Wed

17

Thu

18

Fri

19

Sat

20

Sun



**21**  
Mon

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

**22**  
Tue

Refund deadline for first 4-week courses

**23**  
Wed

**24**  
Thu

**25**  
Fri

Refund deadline for first 8-week courses

**26**  
Sat

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

**27**  
Sun

August 2023						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# Week of August 28, 2023

## 28

Mon

Refund deadline for first 7-week weekend courses

## 29

Tue

## 30

Wed

## 31

Thu

## 1

Fri

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

## 2

Sat

**Labor Day break**  
**(Classes will not meet)**

## 3

Sun

**Labor Day break**  
**(Classes will not meet)**



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**4**  
Mon

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

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**5**  
Tue

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**6**  
Wed

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**7**  
Thu

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**8**  
Fri

**Withdrawal deadline for first 4-week courses**

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<b>9</b> Sat	<hr/> <hr/> <hr/> <hr/>	<b>10</b> Sun	<hr/> <hr/> <hr/> <hr/>
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22 Weekly Planner

September 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Week of Sept. 11, 2023

11

Mon

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12

Tue

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**18**

Mon

12-week and second 4-week courses begin

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

**19**

Tue

Refund deadline for second 4-week courses

**20**

Wed

**21**

Thu

**22**

Fri

Refund deadline for 12-week courses

**23**

Sat

**24**

Sun

24 Weekly Planner

September 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Week of Sept. 25, 2023

25  
Mon

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26  
Tue

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27  
Wed

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28  
Thu

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29 Withdrawal deadline for first 8-week courses  
Fri

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30  
Sat

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1  
Sun

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**2** Withdrawal deadline for first 7-week weekend courses  
Mon \_\_\_\_\_  
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\_\_\_\_\_

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**3**  
Tue \_\_\_\_\_  
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**4**  
Wed \_\_\_\_\_  
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**5**  
Thu \_\_\_\_\_  
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**6** Withdrawal deadline for second 4-week courses  
Fri \_\_\_\_\_  
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<b>7</b> Sat _____ _____ _____ _____	<b>8</b> Sun _____ _____ _____ _____
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October 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### Week of Oct. 9, 2023

# 9

Mon

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# 10

Tue

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# 11

Wed

Midterm for 16-week courses

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

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# 12

Thu

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# 13

Fri

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# 14

Sat

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# 15

Sun

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16

Mon

Second 8-week and third 4-week courses begin

17

Tue

Refund deadline for third 4-week courses

18

Wed

19

Thu

20

Fri

Refund deadline for second 8-week courses

21

Sat

Second 7-week weekend courses begin

22

Sun

28 Weekly Planner

October 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Week of Oct. 23, 2023

23

Refund deadline for second 7-week weekend courses

Mon

24

Tue

25

Wed

26

Thu

27

Fri

28

Sat

29

Sun



30

Mon

31

Tue

1

Wed

2

Thu

3

Fri

Withdrawal deadline for third 4-week courses

4

Sat

5

Sun

November 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Week of Nov. 6, 2023

6

Mon

Spring 2024 semester registration begins at 8 a.m.

7

Tue

8

Wed

9

Thu

10

Fri

Withdrawal deadline for 16-week courses

11

Sat

12

Sun



**13**

Mon

Fourth 4-week courses begin  
Withdrawal deadline for 15-week weekend courses

**14**

Tue

Refund deadline for fourth 4-week courses

**15**

Wed

**16**

Thu

**17**

Fri

Withdrawal deadline for 12-week courses

**18**

Sat

**19**

Sun

November 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# Week of Nov. 20, 2023

20  
Mon

**Thanksgiving break (Classes will not meet)**

21  
Tue

**Thanksgiving break (Classes will not meet)**

22  
Wed

**Thanksgiving break (Classes will not meet) - College Closed**

23  
Thu

**Thanksgiving break (Classes will not meet) - College Closed**

24  
Fri

**Thanksgiving break (Classes will not meet) - College Closed**

25  
Sat

**Thanksgiving break  
(Classes will not meet)  
College Closed**

26  
Sun

**Thanksgiving break  
(Classes will not meet)  
College Closed**



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**27** Withdrawal deadline for second 7-week weekend courses  
Mon \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

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**28**  
Tue \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

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**29**  
Wed \_\_\_\_\_  
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\_\_\_\_\_  
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**30**  
Thu \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**1** Withdrawal deadline for second 8-week courses  
Fri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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<b>2</b> Sat _____ _____ _____ _____	<b>3</b> Sun _____ _____ _____ _____
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December 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Week of Dec. 4, 2023

4

Mon

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5

Tue

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6

Wed

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7

Thu

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8

Fri

Withdrawal deadline for fourth 4-week courses

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9

Sat

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10

Sun

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**11**

Mon

**12**

Tue

**13**

Wed

**14**

Thu

**15**

Fri

**16**

Sat

Fall 2023 semester ends

**17**

Sun

December 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Week of Dec. 18, 2023

18

Mon

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19

Tue

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20

Wed

Grades available to students in 16-week courses

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21

Thu

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22

Fri

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

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23

Sat

Winter Break - College Closed

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24

Sun

Winter Break - College Closed

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**25** **Winter Break - College Closed**  
Mon \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**26** **Winter Break - College Closed**  
Tue \_\_\_\_\_  
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**27** **Winter Break - College Closed**  
Wed \_\_\_\_\_  
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\_\_\_\_\_

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**28** **Winter Break - College Closed**  
Thu \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**29** **Winter Break - College Closed**  
Fri \_\_\_\_\_  
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\_\_\_\_\_

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**30** **Winter Break - College Closed**  
Sat \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**31** **Winter Break - College Closed**  
Sun \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

# Week of Jan. 1, 2024

1

Mon

**Winter Break - College Closed**

2

Tue

3

Wed

4

Thu

5

Fri

6

Sat

7

Sun



8

Mon

9

Tue

10

Wed

11

Thu

12

Fri

13

Sat

14

Sun

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Week of Jan. 15, 2024

15

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

Mon

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16

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

Tue

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17

Refund deadline for first 4-week courses

Wed

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18

Thu

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19

Refund deadline for first 8-week courses

Fri

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20  
Sat

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

21  
Sun

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22

Mon

Refund deadline for first 7-week weekend courses

23

Tue

24

Wed

25

Thu

26

Fri

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

27

Sat

28

Sun

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Week of Jan. 29, 2024

29

Mon

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30

Tue

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31

Wed

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Thu

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2

Fri

Withdrawal deadline for first 4-week courses

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3

Sat

4

Sun

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**5**

Mon

**6**

Tue

**7**

Wed

**8**

Thu

**9**

Fri

**10**

Sat

**11**

Sun

44 Weekly Planner

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2024						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Week of Feb. 12, 2024

12

12-week and second 4-week courses begin

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

Mon

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13

Refund deadline for second 4-week courses

Tue

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14

Wed

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15

Thu

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16

Refund deadline for 12-week courses

Fri

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17

Sat

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18

Sun

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**19**

Mon

Withdrawal deadline for first 7-week weekend courses

**20**

Tue

**21**

Wed

**22**

Thu

**23**

Fri

Withdrawal deadline for first 8-week courses

**24**

Sat

**25**

Sun

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2024						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Week of Feb. 26, 2024

26

Mon

27

Tue

28

Wed

29

Thu

1

Fri

Withdrawal deadline for second 4-week courses

2

Sat

3

Sun



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**4** Summer 2024 semester registration begins at 8 a.m.  
Mon \_\_\_\_\_  
\_\_\_\_\_

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**5** \_\_\_\_\_  
Tue \_\_\_\_\_  
\_\_\_\_\_

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**6** Midterm for 16-week courses  
Last day to change audit enrollment status for 16-week courses  
Wed \_\_\_\_\_  
\_\_\_\_\_

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**7** \_\_\_\_\_  
Thu \_\_\_\_\_  
\_\_\_\_\_

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**8** \_\_\_\_\_  
Fri \_\_\_\_\_  
\_\_\_\_\_

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**9** \_\_\_\_\_ **10** \_\_\_\_\_  
Sat \_\_\_\_\_ Sun \_\_\_\_\_  
\_\_\_\_\_

March 2024						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Week of March 11, 2024

11

Mon

Spring break (Classes will not meet)

12

Tue

Spring break (Classes will not meet)

13

Wed

Spring break (Classes will not meet)

14

Thu

Spring break (Classes will not meet)

15

Fri

Spring break (Classes will not meet)

16

Sat

Spring break  
(Classes will not meet)

17

Sun

Spring break  
(Classes will not meet)



**18**

Mon

Second 8-week and third 4-week courses begin

**19**

Tue

Refund deadline for third 4-week courses

**20**

Wed

**21**

Thu

**22**

Fri

Refund deadline for second 8-week courses

**23**

Sat

Second 7-week weekend courses begin

**24**

Sun

March 2024						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Week of March 25, 2024

# 25

Mon

Refund deadline for second 7-week weekend courses

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# 26

Tue

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# 27

Wed

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# 28

Thu

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# 29

Fri

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# 30

Sat

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# 31

Sun

**Easter Sunday -  
College Closed**

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1

Mon

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2

Tue

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\_\_\_\_\_

3

Wed

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4

Thu

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5

Fri

Withdrawal deadline for third 4-week courses

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6

Sat

7

Sun

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April 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2024						
M	T	W	T	F	S	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# Week of April 8, 2024

## 8

Mon

Withdrawal deadline for 15-week weekend courses

## 9

Tue

## 10

Wed

## 11

Thu

## 12

Fri

Withdrawal deadline for 16-week courses

## 13

Sat

## 14

Sun



**15**

Mon

Fourth 4-week courses begin

**16**

Tue

Refund deadline for fourth 4-week courses

**17**

Wed

**18**

Thu

**19**

Fri

Withdrawal deadline for 12-week courses

**20**

Sat

**21**

Sun

Week of April 22, 2024

April 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2024						
M	T	W	T	F	S	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22

Withdrawal deadline for second 7-week weekend courses

Mon

23

Tue

24

Wed

25

Thu

26

Withdrawal deadline for second 8-week courses

Fri

27

Sat

28

Sun



29

Mon

30

Tue

1

Wed

2

Thu

3

Fri

Withdrawal deadline for fourth 4-week courses

4

Sat

5

Sun

Week of May 6, 2024

May 2024						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6

Mon

Fall 2024 semester registration begins at 8 a.m.

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7

Tue

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8

Wed

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9

Thu

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10

Fri

Spring 2024 semester ends

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11

Sat

Commencement

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12

Sun

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**13**

Mon

**14**

Tue

**15**

Wed

Grades available to students in 16-week courses

**16**

Thu

**17**

Fri

**18**

Sat

**19**

Sun

Week of May 20, 2024

May 2024						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20  
Mon

11-week and 3-week courses begin

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21  
Tue

Refund deadline for 3-week courses

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22  
Wed

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23  
Thu

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24  
Fri

Refund deadline for 11-week courses

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25  
Sat

**Memorial Day break**  
**(Classes will not meet)**

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26  
Sun

**Memorial Day break**  
**(Classes will not meet)**

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**27** **Memorial Day (Classes will not meet) - College Closed**

Mon

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**28**

Tue

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**29**

Wed

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**30**

Thu

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**31**

Fri

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<b>1</b>	<b>9-week weekend courses begin</b>	<b>2</b>	
Sat		Sun	



## GET INVOLVED

### BENEFITS OF INVOLVEMENT

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Take advantage of all that Waubonsee has to offer by becoming involved. The Student Life Office offers leadership opportunities, service events, clubs, and general events for the student body to attend and enjoy. Students who are connected and involved meet new people, gain or enhance leadership skills, and have FUN while they are at Waubonsee. Participation in student organizations, as well as certain leadership and service opportunities, is listed on your co-curricular transcript. Check out the “Student Senate” and “Student Organization” sections that follow, and contact Student Life for other opportunities and more information.

### Finding Out About Activities

Most events and opportunities are posted on the college-wide calendar accessible online at [calendar.waubonsee.edu](http://calendar.waubonsee.edu) or follow us on social media. Also, watch campus bulletin boards, Student Life easels, or the campus TV screens for information. Call the advisor of student organizations that may interest you, or attend the Engagement Fair, held at the beginning of each semester. Visit the Student Life Office in the Student Center, Room 126 for more information or see the calendar of Student Life events on the college-wide calendar.

### How to Start a Student Organization

New ideas for student organizations are always welcome! New student organizations must meet certain criteria and be voted upon by the Student Senate before becoming a student organization affiliated with Waubonsee Community College. Any suggested group must be inclusive and welcoming of all students attending Waubonsee. To start a new student organization, contact the Student Life Office, Student Center, Room 126, (630) 466-2369.

## STUDENT SENATE

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

### Student Trustee

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

## STUDENT ORGANIZATIONS

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*Please visit [www.waubonsee.edu/directory](http://www.waubonsee.edu/directory) if you would prefer to send an email to an organization advisor.*

### AAPI

The purpose of AAPI (Asian American Pacific Islander) is to bring together individuals to share stories and share cultures relating to people around different of Asia and the Pacific. AAPI also exists to bring together individuals to advocate and educate members of the club and the wider community on historic and contemporary issues impacting people of AAPI heritage.

**Advisors:** Dr. Terry Leung, COL 265A, ext. 2898  
Courtney Nomiya, DWNTN 189, ext. 4626

### Alpha Beta Gamma (Iota Nu Chapter)

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

**Advisors:** Patty Saccone, DWNTN 367, ext. 4194  
Dr. Nour Al Naber, APC 284, ext. 2325  
Andy Clements, APC 271, ext. 2315



## Alpha Delta Nu Nursing Honor Society (Gamma Gamma Chapter)

Alpha Delta Nu recognizes the academic achievement of students studying for an Associate Degree in Applied Science in Nursing. The society encourages the pursuit of advanced degrees in the profession of nursing, as well as continuing education as a life-long professional responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing. A minimum GPA and one-time membership fee are required.

- Formal induction ceremony for members

**Advisors:** Katherine Hodur, FOXVLY 129, ext. 3915  
Laurel Krueger, FOXVLY 118, ext. 3907  
Dr. Marjie Schoolfield, FOXVLY 119, ext. 3908

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## Alpha Sigma Lambda Honor Society

This organization provides a positive influence for nontraditional students (25 or older) as they transition to academic life. Alpha Sigma Lambda Honor Society has a GPA requirement and a one-time membership fee. Invitations are issued to all eligible students at the end of the fall and spring semesters.

- Hosts social events for members
- Community service events include “Feed my Starving Children”
- Formal induction ceremonies for members

**Advisor:** Dr. Aaron Lawler, BDE 221, ext. 2861

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## Art Club

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

- Campus activities
- Field trips for members

**Advisors:** Heather Weber, BDE 130, ext. 2873  
Debra Kayes Halpern, VON 241, ext. 7900

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## Bass Fishing Club

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

**Advisor:** Joseph Kloke, AKL 238, ext. 5762

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## Black Student Alliance (BSA)

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

We host:

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

**Advisors:** Robert Cook, STC 210C, ext. 6800

Marleigha Evans, COL 123, ext. 7900

Dr. Chassie Sherretz, COL 124, ext. 5757

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## Business Club

Business Club is a professional-style club that encourages students to become successful innovators in the business world. It is for students of all experiences and majors as the information is pertinent in any professional position. In addition, this club has service opportunities and student-led trips. The club will meet every other Tuesday, with additional meetings as needed, based on the demands of the club.

**Advisors:** Andy Clements, APC 271, ext. 7900

Nour Al Naber, APC 284, ext. 2325

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## Campus Activities Board (CAB)

Join this fun, passionate group of students as they focus on planning campus events for the student body year-round. From musicians to comedians, volunteering to dodgeball - this group decides, plans, and implements the events they think students will enjoy. The Campus Activities Board (CAB) also focuses on mini-leadership sessions for members, as well as collaborating with student organizations and college-wide committees to make the most out of your student experience.

**Advisors:** Michelle Dahlstrom, STC 126, ext. 2369  
Davyn Allen, STC 125, ext. 6608

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## Ceramics Club

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



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

**Advisor:** Doug Jeppesen, CER 104, ext. 2505

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## Creative Writing Club

Waubonsee's Creative Writing Club meets once a week on Wednesdays from 12:30 p.m. - 1:30 p.m. in the Student Life office. This welcoming and flexible club works to create a vibrant culture of writing on



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

**Advisor:** Daniel Portincaso, BDE 119, ext. 6695

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## Delta Collective Gaming Club

The Delta Collective Club offers a venue for game enthusiasts to gather, play, and discuss gaming and related issues. The club hosts regular events throughout the year.

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



**Advisors:** Eamon Newman, COL 182, ext. 2940  
Jason Chatman, APC 283, ext. 2442

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## Engineering and Mathematics Club (EMC)

The goal of EMC is to promote a practical culture of science (engineering) and mathematics through various activities geared toward the mastery of technical skills.

**Advisor:** Steven Kifowit, BDE 249, ext. 6698

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## InterVarsity Christian Fellowship

The purpose of InterVarsity at Waubonsee Community College is to witness to communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world.

**Advisors:** Linda Alberty Layhew, DKN 249, ext. 6632  
John Bitterman, BDE 201, ext. 2269  
Doug McKeen, STC 210D, ext. 5752

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## Jazz Club

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

**Advisor:** Doug Jeppesen, CER 104, ext. 2505

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## Latinos Unidos

The organization provides cultural opportunities for students and fosters awareness of the richness of Latino culture. All students are welcome. Achieving Success Juntos! Direct Email: [latinosunidos.wcc@gmail.com](mailto:latinosunidos.wcc@gmail.com)



**Advisors:** Lilia Mendoza, BDE 248, ext. 2382  
Jenissa Nino, DWNTN 261, ext. 4644

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### Waubonsee Community College Lions Club

This club is open to all Waubonsee students, employees, and community members. The Waubonsee Community College Lions Club is part of Lions Club International. The mission of the Lions Club is to empower volunteers to serve their communities, meet humanitarian needs, encourage peace, and promote international understanding. Our motto is "Where there's a need, there's a Lion."

**Advisor:** Eamon Newman, COL 232, ext. 2940

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### Movimiento Estudiantil Chicanx de Aztlan (MEChA)

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

**Advisor:** Araceli Munoz Salazar, DWNTN 264, ext. 4333

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### Muslim Student Association (MSA)

It shall be the purpose of MSA to welcome not only Muslim students but to welcome all students who come from different ethnic backgrounds. With this, it will allow for a chance to spread awareness and the truth about what Islam really teaches. This is a chance to strengthen a bond with many different students and promote friendly relations between Muslims and non-Muslims. Unity is not common in today's world, unfortunately, but this club will be sure to serve the education many people have been seeking and help create more open-mindedness around campus.

**Advisor:** Amy Chaaban, AKL 216, ext. 2735

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### National Adult Education Honor Society

The group's mission is to provide recognition to adult education students. Eligible Waubonsee students are enrolled in English as a Second Language (ESL), Adult Basic Education (ABE), Adult Secondary Education (ASE), or Waubonsee Works (formerly Youth Services) programs. Membership is by faculty nomination. A one-time fee is required.

- Formal induction ceremony for members
- Assists with Adult Education events

**Advisor:** Megan Jones, DWNTN 477, ext. 4109

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## National Society of Leadership and Success (NSLS)

NSLS is an organization that helps people discover and achieve their goals. NSLS offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. NSLS also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world.

*"We are dream supporters – We build leaders, support people in achieving their dreams, and better the world in the process." ~ Gary Tuerack*

**Advisors:** Michelle Dahlstrom, STC 126, ext. 2369  
 Student Life Graduate Assistant, STC 117, ext. 5763  
 Dani Fischer, SCI 116, ext. 2345  
 Mary Mills, COL 123, ext. 7900

## National Technical Honor Society (NTHS)

The nationally recognized group's mission is, to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS members, in applied science majors or certificate students, by giving back to our community. Chapters exist at both the high school and college levels. Minimum GPA requirement and a one-time membership fee are required. Students with high school membership may apply immediately for Chapter membership at a reduced fee. Striving to "make integral learning your steps into leading others valiantly, exemplifying your optimism unencumbered." Therefore, our NTHS motto is, "Success favors the prepared mind."



- Formal induction ceremony for members
- Community service
- Opportunities for leadership and leadership development
- Access to Letters of Recommendation for scholarships, colleges, and employers
- Access to NTHS Scholarship(s)

**Advisor:** Joshua Brown, FOXVLY 127, ext. 3913

## Philosophy Club

The Philosophy Club is dedicated to discussing philosophical questions, such as, 'What is Art?', 'What constitutes moral responsibility?' and 'Do humans have free will?' The club welcomes students and members of the wider community who have any interest in discussing philosophical questions in reasoned and fair-minded ways!



**Advisors:** Keith Bickley, VON 239, ext. 2946  
Steve Zusman, BDE 222, ext. 6802

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## Phi Theta Kappa (Phi Omicron Chapter)

Academic excellence and community involvement are promoted by this international honor society. Invitations are issued to all eligible students at the end of each semester (not summer school). There is a GPA requirement and a one-time membership fee.

- Fundraising and participation in Relay for Life, March of Dimes Walk, and Feed My Starving Children
- Habitat for Humanity
- Waubonsee's One Day of Service



**Advisors:** Dr. Aaron Lawler, BDE 221, ext. 2861  
Karl Schulze, SCI 228, ext. 2562  
Dr. Sheela Vemu, SCI 226, ext. 2581

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## PRISM

The purpose of PRISM (Pride, Raising Awareness, Involvement, Support, Mentoring) is to provide a safe place of support for LGBTQ+ students at Waubonsee. PRISM also exists to bring together like-minded individuals to advocate on behalf of the queer community and provide education to club members and the wider community on historic and contemporary issues impacting LGBTQ+ people.

**Advisors:** Dr. Jacki Hartley, APC 285, ext. 2557  
Teri Fuller, DWNTN 358, ext. 4663

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## Psi Beta Honor Society/Psychology Club

The purpose of this organization is to stimulate, encourage and recognize scholarship and interest in psychology among students at Waubonsee. All students are welcome to join the Psychology Club. To join Psi Beta Honor Society, there is a GPA requirement and a one-time membership fee.

- Formal induction ceremony for Psi Beta members
- Field trips
- Service work for members
- Sponsors speakers

**Advisors:** Dr. Lisa Fozio-Thielk, APC 266, ext. 2559  
Dr. Heather LaCost, APC 267, ext. 2465



## SCOPE: Social Media Club

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

**Advisors:** Dr. Terry Leung, COL 236A, ext. 2898  
Courtney Nomiya, DWNTN 189, ext. 4626

## Student Athlete Council (SAC)

It shall be the purpose of the Student Athlete Council to work toward the following:

- Advance NJCAA student/athlete voices to include them in national dialogue.
- Create new opportunities for the student/athlete experience.
- Encourage student /athlete opinions on current proposed legislation.
- Provide recommendations based on student/athlete involvement.
- Increase encouragement and participation by the NJCAA students/athletes at a regional and national scope.

**Advisors:** Tim Betustak, FLD 176, ext. 2965  
Dana Wagner, FLD 175, ext. 2527

### Students for a Diverse Society (SDS)

This organization works to dispel misinformation about and create a dialogue among diverse peoples, cultures, and societies.

**Advisors:** Vaseliki (Vicky) Archos, BDE 204B, ext. 6696  
Dr. Aaron Lawler, BDE 221, ext. 2861

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### Waubensee Student Education Association (Associated with NEA & IEA)

The WSEA facilitates pre-professional training and provides members with opportunities for developing personal growth and professional competence.

**Advisor:** Kathleen Randall, BDE 247, ext. 2794

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### Waubensee Student Nurses Association (Associated with NSNA)

This student organization provides a professional outlet for students currently in the nursing program. Through this association, students gain access to national and state news regarding conventions, policy,



and industry changes. Our group hopes to foster a sense of leadership in students that they can carry with them after graduation as they start their own practice of nursing. A one-time fee is required and paid members are able to run for a seat on the board of directors once they are enrolled in NUR 110. Opportunities for volunteering, fundraising, as well as attendance at state and national conventions are part of being a WSNA member.

It is our intent that students from diverse backgrounds and perspectives be well-served by this organization and that the diversity that each of you brings to this club will be viewed as a resource, strength, and benefit.

**Advisors:** Sharon Erickson, FOXVLY 123, ext. 3912  
Tracy Limbrunner, FOXVLY 116, ext. 3905

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## Waubonsee Veterans Club/SALUTE

The Veterans Club connects student veterans on campus and provides opportunities for camaraderie between individuals with similar backgrounds and experiences. The group also serves as a peer network. Direct Email: [wccveterans@gmail.com](mailto:wccveterans@gmail.com)

- Sponsors a chapter of SALUTE Veterans National Honor Society for members
- Assists with college Veterans Day event
- Sponsors veterans meetings and social gatherings

**Advisors:** Tim Bizoukas, A 102, ext. 2404  
Heather Watson, STC 278, ext. 2091

## LEADERSHIP OPPORTUNITIES

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### Alternate Spring Break (ASB)

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

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

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### Community-Wide One Day of Service

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



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

## Engaging Leaders: A Student Leadership Program

The Engaging Leaders Program helps students develop and strengthen their leadership skills. Whether you have past leadership experience or are looking for new opportunities, the Engaging Leaders Program will meet your individual needs. Participants will learn from weekly guest facilitators as well as from their peers' experiences. The program is designed to reinforce leadership concepts in the sessions through collaborative conversations, activities and experiential learning, video clips, and more. Participants will move through the program as a cohort and must attend all components in order to complete the program. As a participant, one will learn about the five practices of Exemplary Leadership (Kouzes and Posner), Servant Leadership, leadership experiences from campus and community leaders, and walk away with a personal leadership philosophy. Acceptance is competitive and space is limited. The program will be offered each semester on a specific day and time which will be listed on the website and included in the application materials. Day/time may change from semester to semester. The program is free for Waubonsee students who are accepted and those who complete the program will receive recognition on their co-curricular transcript.

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

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## Leadership Summit

Join your peers for an opportunity to engage, reflect and grow as a student, professional, and leader. The Summit is a free, one-day conference that we offer to students every spring semester with the goal of integrating leadership into their personal and professional lives.

During this one-day conference, you will be able to experience inspiring sessions and learn from a diverse group of experts who will share their wisdom and knowledge to best support you in your journey to grow as a leader.

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

## ACADEMIC TEAMS AND COMPETITIONS

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### Illinois Skyway Collegiate Conference

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

**Jazz Festival:** Samuel Mosching, BDE, ext. 7900

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

**Juried Art Show:** Tonya Whitlock, VON 213, ext. 2287

**STEM Poster Competition:** Dr. Pratima Jindal, WGL 204, ext. 2457  
Dave Voorhees, SCI 230, ext. 2783

**Skyway Co-Curricular Director:** Michelle Dahlstrom,  
STC 126, ext. 2369

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### SkillsUSA

SkillsUSA is a national organization that serves students preparing for careers in occupational/technical fields. The organization hosts regional, state, and national competitions, giving students opportunities to demonstrate their knowledge and skills. Annual state and national membership fees are required. Competitions require student financial contribution. Areas of competition change yearly; contact the instructor for information about competitions in your degree/certificate area.

**Contact:** Business, Technology, and Workforce Education Division,  
AKL 230, ext. 2263

## OTHER OPPORTUNITIES

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### Music Ensembles

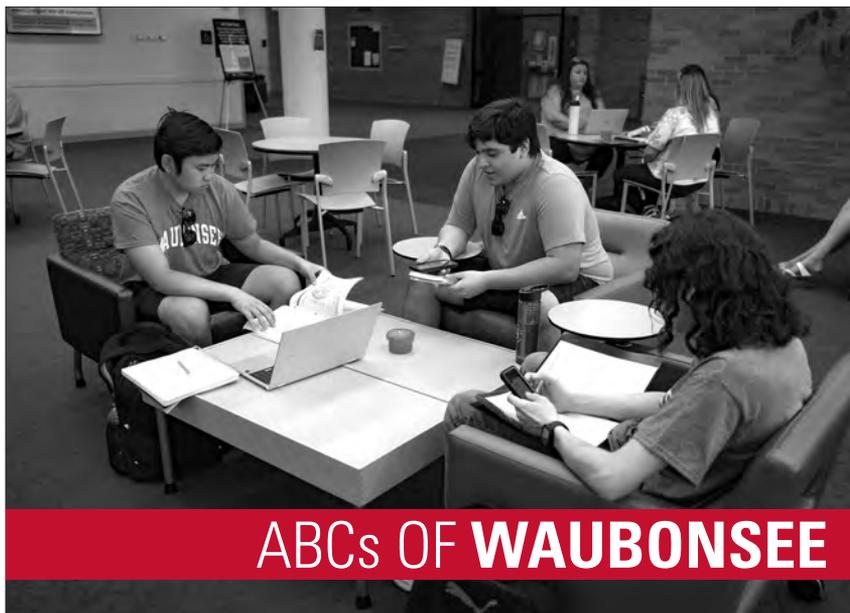
Waubonsee gives students the opportunity to participate in instrumental and vocal groups through class enrollment. Refer to the music sections in the college catalog and/or schedule, or contact the instructor.

**Contact:** Visual and Performing Arts, Education, and Sciences,  
SCI 214, ext. 2319



## ATHLETICS

The Waubonsee Chiefs participate in the Illinois Skyway Collegiate Conference, and the college is a member of the National Junior College Athletic Association (NJCAA). Men compete in cross country, golf, basketball, tennis, baseball, and soccer. There is also a co-ed cheerleading squad and Esports. Women compete in cross country, volleyball, tennis, basketball, soccer, and softball. Intramurals provide recreational activities for those not wishing to compete in an intercollegiate sport. For more information, contact the Athletics Department at ext. 2524.



## ABCs OF WAUBONSEE

### **Academic and Career Advising**

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

New students who have never attended Waubonsee or other colleges/universities before should start with Admissions. Admissions helps students through the getting started process, including completion of the New Student Application, Course Placement, Pre-Registration Review (PRR), and first-semester advising and registration.

Specific phases of the academic advising process include the following:

- 1. Course Placement:** Students will be placed into the right English and math courses based on their high school GPA; ACT/SAT/GED® or HiSet scores; placement testing results; previous coursework (including transitional high school courses); or other measures. (Note: Some other classes may require placement testing to meet prerequisite requirements. Students may also be placed into Waubonsee courses based on their placement testing done at another college or university, or prior college coursework. Visit [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement) for specific details.) There is no fee for required testing; however, students must have a picture ID and X-number handy when they come for assessment. See also “Learning Assessment and Testing Services.”

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

Students can access Pre-Registration Review through mywcc at [mywcc.waubonsee.edu/PRR](http://mywcc.waubonsee.edu/PRR). An X-number is needed to log in.

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

Whether students are following a carefully prescribed curriculum toward a certificate or Associate in Applied Science degree, or are intending to transfer to a four-year institution, they should see their assigned advisor before registering for classes each semester. Academic and Career Advisors can be especially helpful in ensuring that courses taken at Waubonsee will transfer into the desired program at the four-year institution.

Effective fall 2020, all first-semester degree-seeking students are required to meet with their Academic and Career Advisor to develop their academic plan, review career and transfer options and college success resources. Students who started at Waubonsee before fall 2020 are required to meet with their assigned advisor for program review (upon cumulative enrollment in 24-38 semester hours) to review their progress (upon email and postal notification.) First Semester Academic Planning and Program Review is required before students are permitted to register for the next semester.

## Academic Alert System

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**1. Academic Alert:** Waubonsee’s Academic Alert has been developed with the goal of increasing student success. Under this program, instructors are asked to identify students who exhibit academic difficulties that may prevent them from completing a course successfully. Areas of difficulty can include attendance, English proficiency, academic preparation/prerequisites, class participation, test/quiz scores, completion of class assignments, clinical/lab assignments, and appropriate classroom behavior.

Students identified with academic difficulties are encouraged to meet their instructor and make an appointment with their assigned advisor to address the areas of concern and develop a strategy for success.

**2. Academic Probation:** All students who earn a semester grade point average below 2.0 are automatically placed on academic probation. See “Probation, Academic.”

## Academic Computing

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The Henning Academic Computing Center on the Sugar Grove Campus provides students and area residents with opportunities to use computers and numerous types of software. All currently enrolled Waubonsee Community College students have access to the open lab. Visit [www.waubonsee.edu/computer-labs](http://www.waubonsee.edu/computer-labs) for hours and contact information.

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

**Contact:** *Henning Academic Computing Center, ext. 5723 or  
Technical Assistance Center (TAC), ext. 4357  
Aurora Downtown, Room 218, ext. 4357  
Aurora Fox Valley, Room 225  
Plano, see the main office, ext. 2623*

## **Access Center for Disability Resources**

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

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

## **Adding, Dropping, or Withdrawing from Classes**

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

## **Admissions**

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The Admissions Department assists prospective and current students. Admissions Advisors provide information on the getting started process and available academic programs and services. In addition, they provide first-semester academic advising to new students. The staff also provides a number of outreach services within the community in order to educate community members about the college. The Student Ambassadors also report to this department. Admissions oversees the selection and onboarding processes for the Gustafson Scholarship Program. Once Gustafson Scholars become students, they report to the Student Life Office.

**Contact:** *Student Center, Room 260, ext. 5756  
Aurora Downtown Campus, First Floor  
Aurora Fox Valley Campus, Second Floor  
Plano Campus, Room 130*

## **Adult Education**

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

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

## **Americans with Disabilities Act (ADA)**

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Waubonsee allows the provisions of the Americans with Disabilities Act and offers all students the opportunity to fully participate. See “Federal and State Laws,” page 131.

## **Articulated Credit**

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See “VALEES”

## **Assemblies**

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

## **Attendance**

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

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

### **Non-Attendance Due to Military Service**

In accordance with Illinois Statute (330 ILCS 60/5.2), a service member enrolled in courses and unable, because of their military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans).

If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be re-admitted in the next class or classes in their program after giving notice to re-enroll.

### **Auditing**

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Auditing a class involves enrolling and acting as a full participant in it, but not receiving credit for it. Performance and skill courses cannot be audited. Students registering for the class for credit have first priority. Auditing students pay full tuition and fees, and they must meet the course prerequisites. Audit registration status may not be changed after mid-semester of the course. Once the course has started, auditing students cannot change to credit status. High school students are not eligible to audit courses.

**Contact:**    **Registration and Records,**  
**Student Center, Room 249, ext. 2370**  
**Aurora Downtown, Room 112, (630) 801-7900, ext. 2370**  
**Aurora Fox Valley, Room 231, (630) 585-7900, ext. 2370**  
**Plano Campus, Room 129, (630) 552-7900, ext. 2370**

## **Aurora Downtown Campus**

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Waubonsee Community College has a campus in downtown Aurora ideally located to provide expanded access to educational programs and student services. The Aurora Downtown Campus is also the headquarters for Adult Education, including the Waubonsee Works WIOA youth services program, High School Equivalency (HSE/GED®), and English Language Acquisition (ELA/HSE) programs. See “Aurora Downtown Campus Map,” page 211.

**Contact: Aurora Downtown Campus**  
**18 S. River Street**  
**Aurora, IL 60506-4134**  
**(630) 801-7900**

## **Aurora Fox Valley Campus**

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Located on the Rush-Copley Medical Center campus on Route 34 in far east Aurora (see map on page 212), the Aurora Fox Valley Campus houses the college’s health care programs, including nursing, phlebotomy, medical assistant, emergency medical technician, and nurse assistant.

**Contact: Aurora Fox Valley Campus**  
**2060 Ogden Ave.**  
**Aurora, IL 60504-7222**  
**(630) 585-7900**

## **Board of Trustees**

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The board of trustees is composed of seven community members elected to six-year terms and one student member serving a one-year term. Open meetings are held once a month (usually the third Wednesday of the month). See “Who’s Who on Campus,” page 195, for a list of current members.

## Bookstore

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The college bookstores on the Sugar Grove and Aurora Downtown Campuses carry required and recommended texts for courses, as well as reference materials, study aids, educationally priced software, miscellaneous school supplies, gift items,



and imprinted sportswear and glassware. Students now have the option to purchase a textbook new, used (when available), ebook (if available), or rent for a nominal fee (please note that a major credit card is required at the time of rental). Textbooks for all credit courses are also available for purchase online at bookstore.waubonsee.edu.

**Contact:** *Dickson Center, First Floor, ext. 2908 or  
Aurora Downtown Campus, First Floor, ext. 4174*

## Bulletin Boards

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Campus bulletin boards are for official, approved postings only. Off-campus groups should contact Marketing and Communications for poster approval; student organizations should contact Student Life; employers looking to hire students should contact Career Development.

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

## Bursar Office

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See "Student Accounts and Cashier".

## Bus Transportation

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Buses currently serve the Aurora Downtown and Aurora Fox Valley Campuses. Verify current schedules with PACE.

Bus transportation from Kendall County is also available through Kendall Area Transit.

**Contact:** *PACE, (800) 972-7000 or ask for a current schedule at Waubonsee's College Information Center/main offices.*

*Kendall Area Transit, (630) 882-6970 for schedules and fares.*

## Business, Technology, and Workforce Education

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



## Calendars

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

## Campus Assessment Team (CAT)

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The Campus Assessment Team (CAT) aims to identify, assess, and respond to members of the college community who are either emotionally disturbed and/or pose a threat to themselves and intervene before their behaviors reach a critical level.

### How do I report a concern to CAT?

Submit a Waubonsee Intervention Form (WIF) report (found online at [www.waubonsee.edu/report](http://www.waubonsee.edu/report)) to notify the CAT team with concerns about the well-being or safety of students or community members who display: patterns of unusual behavior; profoundly disruptive or bizarre behavior; substance abuse, misuse or erratic medication; emotionally troubled behavior; hostile, aggressive or relationally abusive behavior; ideation or infatuation with violence, suicide or risk-taking behavior.

**Contact:** *Assistant Vice President of Student Services  
and Alumni Relations,  
Student Center, Room 239, ext. 2363*

*Visit [www.waubonsee.edu/CAT](http://www.waubonsee.edu/CAT) for more information.*

## Campus Police

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The Campus Police staff, which is made up of both law enforcement officers and student cadets, is on-duty 24 hours a day, seven days a week at the Sugar Grove Campus and during official campus hours at the Aurora Downtown Campus. Campus Police Officers have all of the powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants for violations of state statutes and to enforce county or city ordinances in all counties within the community college district.

Regardless of the campus location, call 9-1-1 in an emergency.

For non-emergencies, call (630) 466-2552. Officers and cadets can assist with emergencies, reporting a crime, or concerns about traffic and parking on campus.

Non-emergency assistance includes car lockouts, dead car batteries, escorts to cars (Sugar Grove Campus), reporting sexual assaults involving students and staff, and sex offender registration. See related pages, such as “Emergencies” and “Traffic Regulations.”

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

## Career Development

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

**Contact:** *Academic and Career Advising  
Student Center, Room 262, ext. 2368  
[careerdevelopment@waubonsee.edu](mailto:careerdevelopment@waubonsee.edu)*

## Career Education

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Career education refers to Waubonsee’s program of Certificates of Achievement and Associate in Applied Science Degrees in career areas ranging from accounting to welding. For complete information about the career education program, refer to a current college catalog or visit Waubonsee’s website.

## Career Exploration

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

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

## Certificates

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Waubonsee offers more than 60 different Certificates of Achievement in various career education areas, as well as a certificate in general studies. Students can often complete the coursework required for a certificate in one year or less. Specific requirements for each certificate are detailed in the college catalog and on Waubonsee's website.

## Children on Campus

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For the safety of children on campus, children may not accompany students to class, tutoring or testing sessions. In addition, children may not be left unattended on campus grounds, whether in college buildings or personal vehicles, at any of our campus locations.

## CLEP

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Waubonsee is a National CLEP (College Level Examination Program) Test Center where both general and subject examinations are offered. For information about testing procedures, contact Learning Assessment and Testing Services. Students may be awarded college credit depending on their test results. Please see the CLEP Course Equivalency Guide on the website.

## Closings

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Should the college close due to weather or emergency, it will be communicated through the following methods:

- the college's website at [www.waubonsee.edu](http://www.waubonsee.edu)
- mywcc (view Announcements)
- local TV and radio stations
- Waubonsee Alert System text, email and voice messages

Information in the closing announcement will include:

- indication of cancellation of day and/or evening classes
- campus or class locations that may be affected (i.e. Sugar Grove Campus, Aurora Downtown Campus, Aurora Fox Valley Campus, Plano Campus, other extension sites)

Day class cancellations will be posted by 5 a.m.

Evening class cancellations will be posted by 3:30 p.m.

## Co-Curricular Transcripts

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This is an official document that records a student's co-curricular activities, which may include athletics, student organizations and awards. Students may view and print their co-curricular transcripts through mywcc. Co-curricular transcripts are updated each semester. Contact the Student Life Office for more information at ext. 2369 or email [studentlife@waubonsee.edu](mailto:studentlife@waubonsee.edu).

## Commencement Ceremony

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Students who earn associate degrees from Waubonsee are recognized annually during a public commencement ceremony conducted at the end of the spring semester. All students who completed their requirements the previous fall semester or who will complete during the spring or summer semesters are encouraged to participate. Students are provided cap and gown information in March. May and August graduation candidates must apply for graduation no later than February 15 to be included in the annual Commencement Ceremony. Students who apply after February 15 may still be able to participate, however, preference for the ceremony will be given to those who have applied by the deadline. See also "Graduation".

**Contact:** *Graduation/Transfer Coordinator  
Counseling, Advising and Transfer Center  
Student Center, Room 276, ext. 2933*

## Communicable Diseases

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Waubonsee's policies regarding students with chronic communicable diseases are explained in "Rules and Regulations."

## Computers

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See "Academic Computing."

## Conduct

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The Code of Student Conduct is described in detail in its own section under "Rules and Regulations" page 131. Students should be familiar with their rights and responsibilities.

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

## Cooperative Agreements

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Students in Waubonsee's District 516 who wish to pursue workforce education and training degree and certificate programs not available at Waubonsee Community College may do so through cooperative agreement.

Waubonsee participates in the Community College Educational Agreement: Comprehensive Agreement Regarding the Expansion of Education Resources (CAREER). Through this agreement, a resident of District 516 may attend another participating community college at the other school's in-district tuition rate. All Illinois community colleges participate in this agreement.

For information and guidelines regarding the cooperative agreement, contact the Vice President of Student Development and Executive Director of the Foundation (see directory). Out-of-district students who want to enroll in a program at Waubonsee under a cooperative agreement should contact their own community college first to make an initial application.

**Contact:** *Student Development, Student Center, Room 134, ext. 2941*

## Counseling

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Counselors assist students with issues such as career and educational goals, transfer planning, programs of study, lifestyle transitions related to education, and other personal issues that may interfere with academic progress. Counselors can also assist students with crisis counseling and community referrals for issues such as domestic and sexual violence, addiction, depression, and other personal issues. See also “Waubonsee Talk Line.”

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

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

*Visit [www.waubonsee.edu/counseling](http://www.waubonsee.edu/counseling) for service hours at all four campuses or call ext. 2361 for more information.*

## Course Fees

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Certain courses require more than the normal supplies, equipment or services. When these costs are \$5 or more, a course fee is charged to partially cover this expense. Examples include laboratory breakage, welding supplies, ceramic materials, towel services, etc. These fees are subject to change based on the cost of supplies as determined by the board of trustees.



## Credit for Prior Learning

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Students enrolled at Waubonsee may be awarded credit based on college-level learning that occurred outside of the traditional classroom setting. This includes Credit by Exam (CBE); Military Training; Professional Training; Industry Certification and Licensure; Articulation Agreements; or Faculty Evaluation.

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

## Crime Awareness and Campus Security

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A federal law requires colleges to publish crime and security statistics. See page 133 for further information.

## Dean's List

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Students who achieve a 3.50 to 3.99 semester grade point average while enrolled in six or more credit hours are honored by placement on the Dean's List (fall, spring, and summer semesters). See also "Grades."

## Degree Audit

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Students can track their progress toward a certificate or degree by using the "Degree Audit" tool in mywcc. (For Students > Planning Your Path > Graduation > My Degree Audit).

**Contact:** *Graduation/Transfer Coordinator,  
Counseling, Advising, and Transfer Center  
Student Center, ext. 2933*

## Degrees

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A degree is a credential awarded to a student signifying completion of a program of study consisting of at least 60 credits in a particular field. Waubonsee awards six different associate degrees: Arts (AA), Science (AS), Engineering Science (AES), Fine Arts (AFA), Applied Science (AAS) and General Studies (AGS). To receive a degree, students must complete an Intent to Graduate Form in mywcc (For Students > Planning Your Path > Graduation > Intent to Graduate). The Graduation/Transfer Coordinator and Credential Analysts can then review the student's program for completeness. All degree programs and requirements are described in the college catalog and on Waubonsee's website. See also "Graduation."



## Development Office

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The Waubonsee Community College Development Office is a not-for-profit organization that raises funds for scholarships, special educational and technical programs and services, unrestricted funds, and endowments. Its primary goal is to provide as much support and access to education for district citizens as possible.

**Contact:** *Dickson Center, Room 225, ext. 2316*

## Disability Resources

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See “Access Center for Disability Resources.” See also “Americans with Disabilities Act” in “Rules and Regulations.”

## Driver Safety

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The Driver Safety Program at Waubonsee offers defensive driving classes for individuals and businesses. These courses are available for drivers of all ages and focus on preventing traffic collisions and avoiding citations.

**Contact:** *Aurora Downtown,  
Room 266, ext. 4161*



## Email

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All registered Waubonsee students are given email accounts, called mymail, which are accessible through mywcc.waubonsee.edu. The email address typically begins with the first letter of the student’s first name followed by the student’s last name@student.waubonsee.edu.

Instructions on forwarding your waubonsee email to your personal email can be found at [www.waubonsee.edu/emailfaq](http://www.waubonsee.edu/emailfaq). See “Logins,” “mywcc,” and “X-number” for more information.

**Contact:** *Technical Assistance Center (TAC), ext. 4357  
tac@waubonsee.edu*

## Educational Records

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Students have access to their educational records, and public access is controlled under the Family Educational Rights and Privacy Act (FERPA). For an explanation, see “Federal and State Laws” in “Rules and Regulations.”

## Emergencies

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Campus Police is available to handle any emergency on campus such as student injuries, automobile accidents, fires, etc. Fire alarms are located around each campus, and emergency telephones are located in the hallways of campus buildings and the blue light emergency call boxes in the parking lots. See also "Safety."

***Emergency number on any campus: 911***

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

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

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

## Emergency Needs Scholarship

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The Emergency Needs Scholarship Fund is sponsored by the Waubonsee Community College Foundation. The Emergency Needs Scholarship Fund is designed to assist currently enrolled students who experience an unusual, unexpected or exceptional emergency that jeopardizes their financial ability to continue their academic studies. Amounts are limited, subject to the availability of funds, and not all requests are approved. Funding is provided through donations. The maximum amount awarded is \$1,000, with the average amount awarded between \$200 to \$500.

To see if you qualify for assistance through the Emergency Needs Scholarship Fund, find the link at [www.waubonsee.edu/scholarships](http://www.waubonsee.edu/scholarships) to view the program details in mywcc (requires X-number and password) or email [emergencyneeds@waubonsee.edu](mailto:emergencyneeds@waubonsee.edu).

## Employment Opportunities

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Academic and Career Advising offers employment information to students and college district residents seeking full- or part-time employment.

Visit [www.waubonsee.edu/employment](http://www.waubonsee.edu/employment) for information about Student Worker and Federal Work Study positions and other jobs on campus. See also "Career Development."

## **ELA (English Language Acquisition)**

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

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

## **Events**

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There's always something going on around campus, thanks to the dedication and creativity of Waubonsee students and staff. A variety of events are hosted year-round to pique everyone's interest such as plays, sports, musical performances, speakers, workshops, and student organization meetings.

One major campus-wide event of particular interest to students is College Night, which takes place every fall. The mywcc portal, along with calendar.waubonsee.edu, features event listings. Note that all campus events sponsored by student organizations must be registered with Student Life well in advance of the proposed event. Also see "Rules and Regulations," regarding assemblies and student conduct.

## **Extension Locations**

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In addition to its four main facilities (Sugar Grove Campus, Aurora Downtown Campus, Aurora Fox Valley Campus and Plano Campus), Waubonsee offers classes at more than 40 different locations across the college district. At these diverse extension locations, students may find credit courses, community education classes and business seminars. Refer to the credit and noncredit schedules for the offerings each semester, or search online at [www.waubonsee.edu/schedules](http://www.waubonsee.edu/schedules).

## Financial Aid

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Four basic types of financial aid are available to eligible Waubonsee students: grants, scholarships, loans, and employment. Eligibility requirements vary for each type of assistance but generally require the student to show financial need or demonstrate high academic achievement. This office provides assistance in both the search for financial aid and the process necessary to qualify and apply for different programs, including those for veterans.

For general information about available financial aid and application procedures, visit [www.waubonsee.edu/financialaid](http://www.waubonsee.edu/financialaid). To access a computer or to get hands-on assistance, visit the Sugar Grove or Aurora Downtown Campus Financial Aid Office. Be aware that specific deadlines and attendance requirements apply to financial aid students and can affect eligibility.

Students who receive federal financial aid<sup>+</sup> are subject to the Federal Return of Funds policy if they withdraw or fail to successfully complete any course prior to attending at least 60 percent of the semester.<sup>++</sup> The Financial Aid Office will calculate the federal financial aid earned using the percentage of the term attended.

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

<sup>+</sup> *Federal financial aid includes the Federal Pell Grant, SEOG Grant Federal Work-Study and the Direct Loan Program.*

<sup>++</sup> *Last date of attendance is defined as the last recorded date of attendance.*

For more information, see the college's current Financial Aid Handbook.

**Contact:**    **Sugar Grove: Student Center, Second Floor, Room 234**  
                   **Aurora Downtown: Second Floor, Room 241**  
                   **Plano: Student Services Suite, First Floor**  
                   **Phone: (630) 466-5774 Fax: (630) 966-4846**  
                   **Email: [financialaid@waubonsee.edu](mailto:financialaid@waubonsee.edu)**

## Fines

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Information on campus citations and fines can be found in the "Traffic Regulations" section.

## Fishing

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Fishing is not allowed at any of our campuses.

## Food Service

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

More information on campus food options can be found online at [www.waubonsee.edu/food](http://www.waubonsee.edu/food).

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

## Grades

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Students receive grades for every credit course they enroll in at Waubonsee. Grades can be accessed through [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu). Waubonsee has policies regarding academic probation, grade changes, grade appeal, and grade forgiveness. Students may be able to qualify for honors programs, the Dean's List, the President's List, membership in honor societies, and graduation academic honors.

**Incomplete Grades:** A grade of I signifies incomplete coursework and is assigned at the discretion of the instructor when illness or other unusual circumstances prevent a student from completing course requirements by the end of the term. A grade of I may not be assigned as a final grade unless a signed, completed Agreement for Incomplete Coursework is submitted to the appropriate dean's office by the instructor no later than the Friday prior to the deadline to submit grades.

The intent of the agreement is to:

- establish course components required to be completed by the student;
- establish a time frame for completion of required course components—must be no later than the end of the next full 16-week semester;
- establish a grade for the student in the event that required course components are not completed.

In the event that a faculty member is unable to meet the terms of the Agreement, the grade agreed to in the Agreement will be assigned by the appropriate dean. This definition does not allow for regular letter grades (A, B, C, D, F, or W) to be changed to an I grade after final grades are assigned. Special exceptions may be presented to the Vice President of Educational Affairs for consideration.

**Grades in Repeated Courses:** If a credit course is repeated, only the higher grade is used to calculate the grade point average. However, certain courses are designed to be repeatable, such as applied music, physical education, and developmental courses. Grades in these repeatable courses are calculated in the grade point average based on the allowable amount of repeats noted in the course description.

For these courses that are designed to be repeatable, it is necessary to complete a Repeatable Course Grade Change Request form if the student wishes to have only the higher grade(s) calculated in their GPA. Request forms are available online in mywcc.

**Grade Change Process:** Requests for a change in a final grade must be submitted to the instructor within one calendar year of the date the final grade was officially due to Registration and Records. Contact the Registration and Records office for the appropriate grade due date. No grade change may be processed after one calendar year. Regular letter grades (A, B, C, D, or F) cannot be changed to an I or a W grade after final grades are assigned. An I grade can only be changed to an A, B, C, D, or F grade. Special exceptions may be presented to the Vice President of Educational Affairs for consideration.

**Grade Appeal Procedures:** Students must discuss their final grade concerns with their course instructor prior to initiating the formal appeal process described here.

**Step 1:** If, after discussion with the course instructor, a student is not satisfied with the results of their final grade concerns, the student should then send a written appeal of their grade to the Dean who oversees that area within one calendar year (from date grades were officially due to the Registrar). The Dean investigates the student's concerns and attempts to facilitate a resolution. Within 30 college days (Monday to Friday by 4:30 p.m. or close of business day), the Dean prepares a written determination addressing the student's concerns and sends it to the student's Waubonsee email address and via United States Postal Service to the address on file with a copy to the appropriate instructor.

**Step 2:** Upon receipt of the determination from the Dean described in Step 1, the student has the right to present a written appeal of such determination, postmarked or email time-stamped within 10 college days (Monday to Friday by 4:30 or close of business day), to the instructional Assistant Vice President. Grade Appeals that are denied because they fall outside of the postmark or email time stamp will not be considered for the next step of the Grade Appeal Procedure.

The Assistant Vice President investigates the student's grade concerns and attempts to facilitate a resolution. Within 30 college days (Monday to Friday by 4:30 or close of business day) of the receipt of the appeal, the Assistant Vice President sends a written determination to the student's Waubonsee email address and via United States Postal Service to the address on file with a copy to the appropriate instructor.

**Step 3:** Upon receipt of the determination, the student may file a written appeal, postmarked or email time-stamped within 10 college days (Monday to Friday by 4:30 or close of business day), to the Vice President of Student Development and Executive Director of the Foundation, requesting that the matter be considered by the Academic Review Board. Grade Appeals that are denied because they fall outside of the postmark or email time stamp will not be considered for the next step of the Grade Appeal Procedure. Within 45 college days (Monday to Friday by 4:30 or close of business day) after receipt of the appeal, the Academic Review Board convenes to consider the matter. At that time, the student and the faculty member or their representative have the opportunity to present oral and/or written statements in support of their position.

**Step 4:** Within 30 college days (Monday to Friday by 4:30 or close of business day) after the conclusion of the Academic Review Board's consideration, the board makes a final determination based on the facts and the evidence of the case. The Vice President of Student Development and Executive Director of the Foundation transmits the decision to the student and the instructor.

**Step 5:** Upon receipt of the Academic Review Board's determination, the student may, if postmarked or email time-stamped within 10 college days (Monday to Friday by 4:30 or close of business day), submit a written appeal to the Vice President of Educational Affairs for procedural review to ensure that the grade appeal process was conducted in accordance with established procedures.

**Step 6:** Within 30 college days (Monday to Friday by 4:30 or close of business day), the Vice President shall complete their procedural review and send a final written report to the student and instructor indicating the final disposition of the matter.

**Grade Forgiveness:** This procedure provides the student with a second chance. A student may apply for forgiveness of grades of D or F earned in courses taken previously at Waubonsee. To be eligible to apply for grade forgiveness, a student must meet the following two conditions:

- cannot have attended Waubonsee Community College or any other post-secondary school for a consecutive period of at least 18 calendar months between the dates of enrollment at Waubonsee, and
- must have completed a minimum of 15 semester hours with a grade point average of 2.0 or better at Waubonsee Community College since the re-enrollment after the 18-month out-of-school period.

Courses approved for grade forgiveness are listed with a special notation (G) on the student's transcript and are not included in the calculation of the student's GPA. More information is available on mywcc or from the office of the Vice President of Student Development and Executive Director of the Foundation.

## Grade Point Average

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

To calculate a GPA, a student needs:

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

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

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

**Grades not figured into grade point average:**

WU, WC, W	withdrew
I	incomplete
E	credit by proficiency
Z	audit
Y	successful completion of a continuing education course
N	unsuccessful completion of a continuing education course
MG	missing grade
NC	noncredit course
(H)	honors course notation
(G)	grade forgiveness
(T)	transfer course

*Note: Repeated courses are marked with a notation.*

Here are the steps to calculate a grade point average: (Students may do this for a semester, a year, or cumulative to date.)

1. List each course, semester hours, and grade point level.
2. Multiply the semester hours by the grade point level to get the grade points achieved for each course.
3. Add the column of semester hours to get the total semester hours.
4. Add the the column of grade points to get the total grade points.
5. Divide the total grade points by the total semester hours to get GPA.

### Figuring Your Grade Point Average: An Example

Course	Sem. Hrs.	GP Level	Grade Points
COM 100	3	4.0 (A)	12 (3 x 4)
PSY 100	3	2.0 (C)	6 (3 x 2)
BIO 120	4	2.0 (C)	8 (4 x 2)
MTH 107	3	3.0 (B)	9 (3 x 3)
<b>Totals</b>	<b>13</b>		<b>35</b>

Grade points ÷ semester hours = GPA                      35 ÷ 13 = 2.69

## Graduation

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Students should know and observe the requirements of the certificate or degree they are seeking and the rules that govern academic work. Academic and Career Advisors or Counselors can help make can help make wise decisions, but the ultimate responsibility for meeting the requirements to complete rests with the student. Consult the catalog for certificate or degree requirements.

**Applying for any associate degree:** Intent to Graduate form in mywcc (For Students > Planning Your Path > Graduation > Intent to Graduate) should be submitted once you've registered for the final courses required to complete your program. Once the Intent to Graduate is processed, you will receive an email confirming the remaining courses in your program.

***Final deadline for accepting Intent to Graduate forms:***

The Intent to Graduate form should be submitted before the end of the semester that you are completing the program requirements. Intent forms may be completed after the end of the semester, but you may not be awarded until the next semester.

***Participation in the May Commencement Ceremony:***

Commencement is Waubonsee's graduation ceremony and occurs each May. Graduates from fall, spring, and summer semesters are invited to participate. Spring and summer graduates will be invited to the current year's ceremony if the Intent to Graduate form is received before February 15th. Intent forms received after that date will be invited to the next year's ceremony. Your diploma will be mailed out at the end of the semester that you are awarded your degree, regardless of ceremony participation. See also "Commencement Ceremony".

**Contact:** *Graduation/Transfer Coordinator  
Student Center, Room 276, ext. 2933*

## Health Professions and Public Service

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

## High School Equivalency (HSE)

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

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

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

## Honors Program

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This program is offered for students of high ability who enjoy intellectual challenges. Waubonsee offers several incentives to encourage qualified students to enter the program, including the opportunity to work closely with members of the college's honors faculty and a competitive advantage in college admissions and scholarship applications. Students must apply for the honors program. See the college catalog for more information.

**Contact:** *Honors Program,  
Science Building, Room 214, ext. 2319  
[honors@waubonsee.edu](mailto:honors@waubonsee.edu)*

***Applications are available on mywcc > For Students >  
Planning Your Path > Special Opportunities.***

## Illinois Skyway Collegiate Conference

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Waubonsee is part of the Illinois Skyway Collegiate Conference that includes College of Lake County, Elgin Community College, McHenry County College, Moraine Valley Community College, Morton College, Oakton Community College, and Prairie State College. In addition to intercollegiate athletics, the conference also sponsors competitions in jazz, STEM, writing, and arts.



**Contact:** *Assistant Vice President of Student Services and Alumni Relations, Student Center, Room 234, ext. 2363 or 2349*  
**Website:**  
[www.skywayconference.com](http://www.skywayconference.com)

## International Students

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A person who is a citizen of a country other than the United States and is requesting I-20 documentation and full-time admission to Waubonsee Community College is considered an international student. These students must complete special application procedures. See the catalog under "Admissions and Registration."

**Contact:** *Admissions, Student Center, Room 260, ext. 5756*  
**Email:** [admissions@waubonsee.edu](mailto:admissions@waubonsee.edu)

## International Studies

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See "Study Abroad."

## Internship Program

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Internships enable students to acquire professional work experience, establish references and begin a career. Students with a faculty advisor's consent can also earn up to three semester hours per term. Students are encouraged to research internship opportunities and the Business, Technology and Workforce Education staff are available to assist. Please contact [internships@waubonsee.edu](mailto:internships@waubonsee.edu) or the dean for the appropriate instructional division for more information.

**Contact:** *Business, Technology, and Workforce Education,  
Akerlow Hall, Room 230, ext. 2263  
[Internships@waubonsee.edu](mailto:Internships@waubonsee.edu)*

## Late Enrollment

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

**Contact:** *Registration and Records,  
Student Center, Room 249, ext. 2370*

## Latinx Resource Center

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The Latinx Resource Center (LRC) is an identity-based center that provides resources, support services, and educational experiences to support students' academic and social success. We offer all students a place to belong and to learn more about Latinx culturas, "cultures" herencias, "heritage" y tradiciones and "traditions."

*This program is funded through a Developing Hispanic Serving Institutions (Title V) grant from the U.S. Department of Education.*

**Contact:** *Latinx Resource Center,  
Aurora Downtown, Room 250, ext. 4180  
[LRC@waubonsee.edu](mailto:LRC@waubonsee.edu)*

## Learning Assessment and Testing Services

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The Learning Assessment and Testing Services provides a wide range of testing services to students, members of the community, and area businesses. Services include placement testing, proficiency testing, certification testing, program testing, online learning testing, and customized testing. See also "Academic Advising."



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

***Note that a picture ID is required for testing.***

## Liberal Arts and Sciences

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One of the instructional divisions at Waubonsee, the Liberal Arts and Sciences division offers courses in communications, economics, English, history, humanities, mass communication, mathematics, interdisciplinary studies, philosophy, political science, psychology, religious studies, sociology, Spanish, Chinese, French, German, and Japanese. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 195.

## Library Services

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

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

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

**Email:** *Librarian: [reference@waubonsee.edu](mailto:reference@waubonsee.edu)*  
*General questions: [library@waubonsee.edu](mailto:library@waubonsee.edu)*  
*Technology support: [librarytechsupport@waubonsee.edu](mailto:librarytechsupport@waubonsee.edu)*

## Logins

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To gain access to Waubonsee's computer network and workstations, registered students must use special login procedures. A student's login is their X-number. The first time you log on to the computer network, use your birthdate as your password in MMDDYY format; you can then change it to whatever you choose. See also "Email," "mywcc," and "X-number."

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

## Lost and Found

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All unclaimed articles left anywhere on campus should be sent to the lost and found department at the Campus Police Department at Sugar Grove, and at the information desks at Aurora Downtown, Aurora Fox Valley, and Plano. Owners may claim their property after proper identification.

**Contact:** *Campus Police, Sugar Grove,  
Dickson Center, First Floor, ext. 2552*

*Athletics Office, Field House, Room 170, ext. 2524*

*Campus Police, Aurora Downtown Campus,  
First Floor, ext. 4142*

*Administrative Office, Aurora Fox Valley Campus,  
(630) 585-7900*

*Administrative Office, Plano Campus,  
(630) 552-7900*

## Maps

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See maps of the district, the Sugar Grove Campus, the Aurora Downtown Campus, the Aurora Fox Valley Campus, and the Plano Campus beginning on page 209.

## Money Matters

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Students participating in this financial education program meet with a trained peer in a confidential setting to discuss their financial goals and habits as well as resources to make their current and future goals achievable. Group events and presentations can be found on [www.waubonsee.edu/moneymatters](http://www.waubonsee.edu/moneymatters).

*The Money Matters Financial Education program is a federally-funded Title V grant program that serves all Waubonsee students.*

**Contact:** *Financial Education Coordinator, ext. 6838*

## **MyMaterials (Inclusive Access and Open Educational Resources)**

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MyMaterials assures students have the correct course materials at the lowest price possible. For courses using Inclusive Access, a fee is charged at registration. Open Educational Resources (OER) courses use open license and publicly available materials for education, and so required course materials, such as e-textbooks, videos, and/or digital assets, are totally free. Students receive online access to the materials, accessible on a tablet, laptop, or desktop computer. Visit [www.waubonsee.edu/mymaterials](http://www.waubonsee.edu/mymaterials) for more information and a list of courses that offer MyMaterials.

## **mywcc**

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Students can access their important Waubonsee information online — at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu). Once signed in, students are able to access email, registration tools, Canvas, and more.

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

## **Online Courses**

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Online courses allow students to take classes anywhere, anytime. Students need a computer with a connection to the Internet. Most courses are offered fully online using browser-based Canvas conferencing software. A few online courses may require proctored exams through one of Waubonsee's testing centers or through an approved proctor at another college or university testing center. For a complete list of online classes, see the current semester schedule or visit [www.waubonsee.edu/courses](http://www.waubonsee.edu/courses).

***Contact: Technical Assistance Center, (630) 466-4357***

## **Parking**

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Unless otherwise marked, parking at the Sugar Grove Campus is allowed in designated lots and is available on a first-come, first-served basis. Students should consider parking in the overflow lots during busy school periods such as the beginning of the semester. See the maps section for information about other campuses.

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

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## Paying Tuition

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See “Student Accounts and Cashier “ and “Tuition and Fees.”

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## Payment Plans

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See “Tuition and Fees.”

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## Placement Testing and College Readiness

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All students can obtain proper course placement in English and math and meet other course pre-requisites by submitting any of the college readiness indicators (scores from ACT, SAT, GED®, or HiSet, placement test scores, high school unweighted GPA, previous coursework, or successful completion of a High School Transition course).

For a complete list of multiple measures accepted to demonstrate college readiness visit [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement).

All new full-time students are required to fulfill placement in English, reading, and math. Visit [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement) for details.

If identified through the assessment process, students are required to enroll in classes designed to enhance skill levels before they are allowed to enroll in the next higher level class.

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## Plano Campus

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

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

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## Pre-Registration Review (PRR)

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

## **Pregnant and Parenting Students, Services for**

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Pregnant and parenting students in need of support or assistance should contact their instructors or the Dean for Student Engagement. More information can be found at [www.waubonsee.edu/experience](http://www.waubonsee.edu/experience).

## **President's List**

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Students who achieve a 4.0 semester grade point average while enrolled in six or more credit hours are honored by placement on the President's List (fall, spring, and summer semesters). See also "Grades."

## **Probation, Academic**

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All students who earn a semester grade point average below 2.0 are automatically placed on academic probation. Students remain on probation until their cumulative grade point average is equal to 2.0 or higher. There are three progressive stages of academic probation: (1) academic caution, (2) academic warning, and (3) academic restriction. A registration hold is placed at each stage until the student completes the prescribed intervention. Students avoid progressing to the next stage of academic probation if they earn a semester GPA of 2.0 or above.

**Contact:** *Academic and Career Advising,  
Student Center, Second Floor, ext. 2361*

## **Probation, Financial Aid**

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For the purpose of maintaining financial aid eligibility, a student is evaluated for academic progress following each regular semester attended. Academic progress is based on the completion rate, grade point average, and time frame requirements outlined in the financial aid policy. If the GPA requirement is not met for two semesters the student will go to a Fail Status and will lose eligibility. If the student attempts 12 or more credits and earns 0 credits in any semester and the completion requirement is not met for two semesters the student will go to a fail status and will lose eligibility. If the student submits an appeal that is approved, the student will be placed on probation.

## Publications

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Many different publications describe the varied educational and extracurricular activities at Waubonsee. Look for displays on campus, ask pertinent departments, or call Marketing and Communications to get a copy of something specific. Consult Waubonsee's website ([www.waubonsee.edu](http://www.waubonsee.edu)) for the most up-to-date information about courses and other time-sensitive information.

**Contact:** *Marketing and Communications,  
Dickson Center, Room 250, ext. 2411*

## Refunds and Student Account Appeals

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

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

Students can have refunds directly deposited into a checking or savings account by signing up for eRefunds. Access the Student Account Suite through mywcc (For Students > Tuition, Payments, and Financial Aid) to register.

### **Tuition Refunds Due to Hardship:**

The college recognizes that students may face hardship or other extenuating circumstances that may hinder attendance and/or academic performance. These circumstances may sometimes lead students to consider withdrawing from classes. Students are encouraged to discuss the impact of withdrawing from courses with their advisor before making any registration adjustments. Please note that the Emergency Needs Scholarship Fund is available to assist currently enrolled students who experience an unusual or unexpected emergency.

Students who decide to withdraw from courses because of hardship may request a refund by submitting the Student Account Appeal along with supporting documentation. A PDF Student Account Appeal Form is available if students are unable to access the online form. The submission of this form does not automatically result in a refund. The Student Account Appeals Committee will review all appeals. Students are notified of the decision through their Waubonsee email.

*Please note: students should have withdrawn from courses prior to the submission of the appeal. If it's beyond the withdrawal deadline, students may contact their instructor to request a W notation in place of a final grade.*

**Types of hardships shall include but are not limited to:**

- Student health-related circumstances (includes a serious injury/ illness, mental health condition, chronic illness, etc.)
- Health-related circumstances of an immediate family member where the student is a part-time or full-time caretaker
- Death of an immediate family member (parent, child, spouse/ partner, sibling, or grandparent)
- Military Deployment
- Sudden or consistent lack of transportation
- A significant cost of living increase

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

## **Registration and Records**

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This office handles course registration, transcripts, residency classification, transfer credit evaluations, degree & certificate awarding and other official student records. The process of registering for classes is described in detail on the college's website.

**Contact:** *Student Center, Room 249, ext. 2370*  
*Aurora Downtown, Room 112, (630) 801-7900, ext. 2370*  
*Aurora Fox Valley, Room 231, (630) 585-7900, ext. 2370*  
*Plano Campus, Room 127, (630) 552-7900, ext. 2370*

## Reserve Officers' Training Corps (ROTC)

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Students who intend to transfer to a four-year school offering a Reserve Officers' Training Corps (ROTC) may accomplish the basic coursework in their first two years at Waubonsee. See the catalog for more details about the ROTC transfer option.

**Contact:** *Assistant Dean for Liberal Arts and Sciences,  
Bodie Hall, Room 135, ext. 6622*

## Residency

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For the purpose of determining fees and tuition, Waubonsee students are classified as in-district students, out-of-district students, out-of-state students, or international students. To qualify as in-district, students must reside (live) within the district for at least 30 days immediately prior to the beginning of the semester. Students may be required to furnish legal evidence proving residence. All questions about residency and pertinent fees should be directed to Registration and Records.

## Safety and Security

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

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

Students, faculty, and staff may visit [www.waubonsee.edu/report](http://www.waubonsee.edu/report) to access the form to report a person of concern.

## Schedules

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

## Scholarships

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A variety of scholarships are available to Waubonsee students from the Waubonsee Community College Foundation and private funding sources. The Foundation awards more than 300 scholarships annually. Online applications are available in the fall and are due in February and May for the following academic year. Applications for the 2024-2025 academic year are due in February and May 2024.

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

## Senior Citizen Tuition

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

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

## Smoking

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

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

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The S.T.A.R. Program guides student-athletes through a successful transition to their career goals. Each student is provided with one-on-one personal, career, and academic counseling and advising. Academic monitoring is done on an ongoing basis. A weekly study hall is required for all student athletes.

**Contact:** **S.T.A.R. Counselors/Academic and Career Advisors,  
Field House, Rooms 180 and 182,  
ext. 2525 and ext. 2870**

## **Student Accounts and Cashier**

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The Student Accounts and Cashier Office is where students pay their fees or arrange for the installment payments option. Students can pay tuition and fees in person at any of our four campuses, by mail, fax, or online. Payment can be made by cash, electronic check, or credit card (VISA, MasterCard, Discover, American Express).

**Contact:** *Student Center, Second Floor, ext. 5705*  
*Aurora Downtown, Room 112, (630) 801-7900, ext. 2370*  
*Aurora Fox Valley, Room 231, (630) 585-7900, ext. 2370*  
*Plano Campus, Room 130, (630) 552-7900, ext. 2370*

## **Student Ambassadors**

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The ambassador program is an employment opportunity for all qualified students who demonstrate leadership potential, an ability to relate well with diverse populations, and a commitment to promoting education. Student ambassadors work closely with Admissions staff. Trained ambassadors perform various activities such as campus tours and telecounseling of prospective students to provide them with information and encourage them to attend Waubonsee.

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

## **Student Assemblies**

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See "Procedures for Student Assemblies," page 186 in the "Student Conduct" section.

## **Student Fee**

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This fee is currently assessed at \$8 per credit hour to all students. Student fee monies are used to support a variety of educational, scholarship, social, recreational, club, and entertainment programs.

## **Student Life**

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This office provides numerous services to student organizations, leadership experiences, civic engagement opportunities, and the curricular transcript. The student senate and organization mailboxes are in the Student Life Office. See the "Get Involved" section in this handbook.

## Student Senate

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A 12-member senate elected in spring and fall elections governs the Waubonsee student body. See the “Get Involved” section for more details on student government.

## Student Support Services (TRIO)

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The Student Support Services Program serves first-generation, low-income, or students with disabilities who are seeking educational support. Services include individual/small group tutoring, academic, career and transfer advising, financial aid guidance, cultural enrichment activities, and workshops on a variety of topics.

**Contact:** *Student Center, Room 262, ext. 5767*

## Student Trustee

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

## Study Abroad

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Waubonsee is a member of the Illinois Consortium for International Studies and Programs (ICISP). Study abroad programs take Waubonsee students to England, Austria, Spain, Costa Rica, France, and other countries for full-semester programs offering a comprehensive mix of study and cultural/social activities. Summer, fall, and spring opportunities are available. Students should make inquiries and turn in applications early.

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

## Technical Assistance Center (TAC)

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

**Contact:** *Technical Assistance Center (TAC), ext. 4357*  
*7 a.m. - 10 p.m. Monday-Friday*  
*8 a.m. - 4:30 p.m. Saturday*  
*Noon - 5 p.m. Sunday*

## Textbooks

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Students are expected to buy their own textbooks and supplies as specified for each course. These may be purchased at one of the college bookstores at either the Sugar Grove or Aurora Downtown Campus or by ordering online at [bookstore.waubonsee.edu](http://bookstore.waubonsee.edu).

Costs for books and supplies are listed by course at [www.waubonsee.edu/courses](http://www.waubonsee.edu/courses) but are subject to change by the publisher. To view this information on the website, click on the course title, then select "View Books/Materials."

*\*See "MyMaterials" for information about Inclusive Access and Open Educational Resources (OER) Classes.*

## Traffic Regulations

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For traffic regulations that apply to vehicles or other mobility devices on campus, see "Rules and Regulations" on page 193. For parking rules at each campus, see the respective maps beginning on page 209.

## Transcripts

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Registration and Records maintains student records. Students desiring their academic transcript to be sent to another institution, prospective employer, etc., should submit a request to Registration and Records. Transcripts requested in person, by mail, or by fax will be \$10 each while transcripts requested online will be \$5 each. Unofficial transcripts are available for free via mywcc. The Transcript Request form is available at [www.waubonsee.edu/transcript](http://www.waubonsee.edu/transcript) or can be requested online via mywcc.

## Transferring Credit from Waubonsee (Transfer Advising and Planning)

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

Also, see [www.waubonsee.edu/transferring](http://www.waubonsee.edu/transferring) for more information, including:

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

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

## **Transfer Degree Curriculum**

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

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

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

## **Transfer Degree Pathways**

The transfer degree pathways listed in the catalog illustrate courses a student might take if interested in a particular area of study. The pathways are based on the format used to show degree requirements, and they assist the student in completing the general education requirements of a four-year degree, as well as taking introductory courses in a major field of study. While the pathways are helpful, students should work with an advisor or counselor to develop individual plans.

## **Transfer Agreement**

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

## Transfer Guarantee

The Transfer Guarantee formally assures students that certain courses transfer to in-state colleges and universities. The college backs up the guarantee with a tuition refund if the course does not transfer. Students should be aware that because baccalaureate degree completion requirements change over time, transfer agreements may expire, and/or students may be expected to complete additional coursework by the transfer institution. Students should contact an academic advisor/counselor for determining the transferability of courses to their chosen four-year institution.

To make a claim, students must notify Waubonsee's Vice President of Educational Affairs, in writing, within 60 days of learning that course credit has been declined or refused by the receiving university. The letter should state the reasons, if any, given for the action and the name, position, address, and telephone number of the person who processed the application for credit transfer or acceptance. Copies of any correspondence, transfer evaluation or other documentation provided to or received from the transfer institution regarding the student's transfer application must accompany the notice.

Waubonsee Community College agrees to reimburse students the tuition for any course listed on the application if the receiving public Illinois university declines to transfer or accept the course credit for some purpose under these terms:

1. Students take and successfully complete the course(s) during the term stated;
2. Students earn at least a grade of C for the course(s);
3. Students are accepted by and actually transfer to the receiving university within three years from the date this guarantee is issued;
4. Students promptly apply to have the course credit transferred to and accepted by the receiving university upon transfer;
5. Students make a claim under this guarantee as provided above within four years from the date this guarantee is issued;
6. Students cooperate fully with Waubonsee Community College in its efforts to have the credit transferred or accepted by the receiving university, including giving any necessary consents or releases regarding student records; and,
7. After the claim is received, Waubonsee Community College has 120 days to attempt to have the receiving university reverse its earlier decision to deny course credit.

### **Illinois Articulation Initiative**

Waubonsee Community College participates in the Illinois Articulation Initiative (IAI), a major, statewide, cooperative agreement among participating Illinois colleges and universities to facilitate the successful transfer of course credits from one participating institution to another, effective beginning summer 1998. The IAI defines a general education core curriculum, and Waubonsee's transfer curriculum for the Associate in Arts (AA) and Associate in Science (AS) degrees conforms to it. Students who follow the prescribed curriculum can be assured that the credits satisfy general education requirements at participating Illinois colleges and universities.

Since individual colleges and universities determine which course credits earned prior to summer 1998 will transfer, students should contact Academic and Career Advising at Waubonsee to discuss their particular circumstances.

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

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

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

## Transferring Credit to Waubonsee

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Students who have attended and earned credit at previous colleges or universities would follow the same enrollment process as new students and would arrange to have official transcripts sent to Registration and Records to be evaluated for transfer credit.

The Registration and Records office will evaluate prior coursework and post applicable transfer credit as transcripts come in. Students will receive an email from [transfercredit@waubonsee.edu](mailto:transfercredit@waubonsee.edu) after each transcript has been evaluated. *Please note, the evaluation can take up to four weeks.*

### Information and Regulations

Credits to be considered for transfer must have been earned at a post-secondary institution accredited by the Higher Learning Commission or other regionally accrediting agency with an earned grade of “D” or better in the course(s) involved.

A maximum of 45 credit hours from transfer and/or prior learning assessment can be applied to a degree. For certificate programs, the maximum amount of transfer and/or prior learning assessment credit hours that can be applied is one-half of the required credits. Transfer credit and credit for prior learning assessment do not apply to the College’s credit hour residency requirement, nor does it count in the grade point average. Credit will not be granted if a student has previously earned credit for an equivalent course at Waubonsee.

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

## Tuition and Fees

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Estimated tuition and fees noted in the catalog and the schedules are subject to change. Check with Registration and Records or the Student Accounts and Cashier Office for the current tuition and fees. Students expecting to receive financial aid should contact the Financial Aid Office at (630) 466-5774.

### Arrange for Payment

To hold your classes, you must make one of the following tuition payment arrangements within one week of your registration:

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

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

### What are the Payment Options?

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

#### Financial Aid:

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

**Scholarships:**

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

**Veterans Using CH 33 or 31:**

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

**Employer/Third Party Payments:**

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

## How to Pay

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

- online at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu) (credit card or electronic check);
- in person at the Sugar Grove, Aurora Downtown, Aurora Fox Valley, or Plano campuses;
- by mailing payment to:

***Student Accounts and Cashier Office  
Waubonsee Community College  
Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454***

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

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

## What If I Don't Pay?

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

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

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

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

## Tutoring Centers

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

**Appointment** - To request tutoring from a Waubonsee tutor, please fill out the form on [mywcc.waubonsee.edu/tutoring](http://mywcc.waubonsee.edu/tutoring) to submit a tutoring request. If you have worked with a tutor in the past, feel free to contact them directly!

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

**Chat** - If you have a quick question for a Waubonsee tutor, feel free to click chat on [mywcc.waubonsee.edu/tutoring](http://mywcc.waubonsee.edu/tutoring) to talk with a tutor live.

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

**Contact:** *Sugar Grove, Collins Hall, Room 144, ext. 2408  
Aurora Downtown, Room 215, ext. 4227*

## VALEES

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Through a mutual agreement between Valley Education for Employment System (VALEES) and Waubonsee, the college awards college credit for a number of high school-level career or technical courses. This credit is referred to as VALEES articulated credit and enables students to receive advanced placement in college, to save time and money, and to avoid duplication of material already learned in high school. Students must earn an A or B in the high school course and apply for credit within two years of high school graduation. Visit [www.valees.org](http://www.valees.org) for a complete listing of approved articulated courses. Please note that only certain high schools have been approved for articulated courses. See [www.valees.org](http://www.valees.org) for a listing of approved high schools.

**Contact:** *VALEES Office, Building A, Room 116, ext. 5736*

## **Veterans' Services**

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Waubonsee is proud to support students who have served or are serving their country. Military-connected students can receive assistance in applying for Financial Aid, State or Federal Benefits, and registering for courses. Community resources can also be provided to those who qualify. Assistance with educational planning, transfer planning, academic progress, financial aid questions, and benefits questions or issues are provided. Veteran Services also provides programming to military-connected students.

**Contact:** [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans)

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

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

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

***Financial Aid Veterans' Coordinator,  
Student Center, Room 244, ex 6847***

## **Visual and Performing Arts, Education, and Sciences**

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One of the instructional divisions at Waubonsee, the Visual and Performing Arts, Education, and Sciences division includes such disciplines as art, astronomy, biology, chemistry, disability studies, early childhood education, earth science, geography, geology, education, kinesiology/physical education, music, and physics. For a listing of all the disciplines and the faculty within the division, see "Who's Who on Campus," page 195.

## Waubonsee Talk Line

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

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

**National Suicide Prevention Lifeline: (800) 273-8255**

**Crisis Text Line: Text HOME to 741741**

**National Suicide Prevention Lifeline: 9-8-8**

## Withdrawals

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### Administrative Withdrawal

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

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

See “Code of Student Conduct,” page 137.

### Student-Initiated Drop or Withdrawal

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

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

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

### **Withdrawals and Financial Aid**

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

- ***Withdrawing from some but not all courses.***

If the courses remaining in the student's schedule total less than 6 credit hours, the student is not loan eligible. Student loans require a minimum of 6 credit hours at the time of disbursement.

- ***Withdrawing from all courses.***

Withdrawing from all coursework could result in a reduction to federal student aid already released or pending for the affected period. Federal regulations require that students "earn" their financial aid by attending or participating in class. The amount of financial aid eligibility earned is determined by the amount of time (measured in days) the student participated in class divided by the total number of days in the payment period. Students who earned 60% or less of their financial aid will have a reduction in financial aid eligibility. This reduction in financial aid could result in the student owing institutional charges, and if the withdrawal occurred after the financial aid was disbursed, a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.

- ***Failure to successfully complete courses.***

Students who do not complete at least one course with a final grade of A, B, C, or D are considered unofficial withdrawals. Last dates of attendance are reported by instructors for students whose final grades are Fs or Ws. The last dates of attendance are used to determine the percentage of federal financial aid that has been earned. The amount of financial aid eligibility earned is determined by the amount of time (measured in days) the student participated in class divided by the total number of days in the payment period. Students who earned 60% or less of their financial aid will have a reduction in financial aid eligibility. This reduction in financial aid could result in the student owing institutional charges and a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.

### **Withdrawal Due to Active Military Service**

In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees applicable to their registration, when called to duty for a period of seven or more consecutive days. To initiate the withdrawal process, eligible students should first withdraw from the affected course(s) and complete the Student Account Appeal Form printable from their mywcc portal and attach a copy of their orders. Withdrawn students will receive a notation on their official transcript that reflects that the withdrawal is due to military service. Additional information on the Withdrawal Due to Active Duty Policy can be found on the website at [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans). Questions should be directed to the Veterans Services staff.

### **Workforce Education and Training**

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

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

## **XCARD**

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The XCARD features a student's picture, name, and X-number, which is printed on the card as well as encoded in the magnetic strip and bar code. The XCARD is a way for students to keep their X-numbers handy and can be used at various campus offices. To get an XCARD, a student should bring their X-number and a legal photo ID (e.g. driver's license, state ID, or passport) to the bookstore at either Sugar Grove Campus or Aurora Downtown Campus during regular hours.

The XCARD is not a bank debit/credit card and is not associated with a bank account. However, students are able to load XCASH onto their XCARDS, which can be used at the campus bookstores. To load XCASH onto your card, visit the XCARD website at [www.waubonsee.edu/xcard](http://www.waubonsee.edu/xcard) or use the XCARD kiosk located near the dining cafés.

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

## **X-number**

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The X-number is the key to all student resources at Waubonsee. Students use it to access the mywcc portal, as well as to log on to computers here on campus. New students will receive their X-number from Admissions after submitting a completed New Student Application.

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



# RULES AND REGULATIONS

## FEDERAL AND STATE LAWS

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Waubonsee Community College does not discriminate based on an individual's actual or perceived race, color, creed, religion, gender, gender identity, sex, sexual orientation, age, national origin, ancestry, veteran's status, military status, unfavorable discharge from military service, marital status, order of protection status, pregnancy, disability, citizenship status, or any other characteristic protected by law in educational programs, activities, services or employment practices. Career and technical education (CTE) courses and program offerings and admission criteria can be found on the college's website at [www.waubonsee.edu](http://www.waubonsee.edu). The college will take steps to ensure the lack of English-language skills will not be a barrier to admission and participation in CTE programs.

Inquiries regarding this nondiscrimination policy may be directed to: Michele Needham, Title IX/ADA/Section 504 Coordinator; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454; [compliance@waubonsee.edu](mailto:compliance@waubonsee.edu). Inquiries may also be made directly to the U.S. Department of Education, Office of Civil Rights: Citigroup Center 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, or (312) 730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **Accommodation of Religious Observances/Practices**

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The college does not discriminate on the basis of religious beliefs or practices. Reasonable accommodations will be made for students' religious observances in regards to admissions, class attendance, scheduling of exams and work requirements. Students are responsible for notifying faculty/staff in sufficient time to make accommodations.

## **Americans with Disabilities Act**

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

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

### **Waubonsee Community College Resources:**

Institutional ADA Coordinator: Michele Needham, Executive Director of Human Resources, ext. 2367

### **Access Center for Disability Resources:**

ext. 2564 [www.waubonsee.edu/access](http://www.waubonsee.edu/access)  
(630) 405-6110 Video Phone [accesscenter@waubonsee.edu](mailto:accesscenter@waubonsee.edu)

### **Federal Resources:**

Americans with Disabilities Act: [www.ADA.gov](http://www.ADA.gov)

### **Office of Civil Rights:**

[www2.ed.gov/ocr](http://www2.ed.gov/ocr)

## **Concealed Carry**

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Waubonsee Community College enforces State law prohibiting concealed firearms on all college campuses as well as college controlled classrooms and college sponsored events.

## **Crime Awareness and Campus Security Act**

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This federal law requires colleges to annually publish information relating to the number of crimes reported on the college campus and the security measures that are in place to reduce the risk of crime within the college community. For more details, contact Waubonsee's Campus Police Department, or see the Annual Security And Disclosure Report on the college's website at [www.waubonsee.edu/annual-disclosure](http://www.waubonsee.edu/annual-disclosure).

Waubonsee Community College complies with the Higher Education Act Amendments of 1992 and 1998 by disclosing campus crime statistics, including any reported incidents of forcible or non-forcible sex offenses. In addition, the college complies with the law by adopting procedures for victims to follow if a sex offense occurs. Contact the Executive Director of Human Resources, ext. 2367, if you have questions about the reporting or disclosing procedures.

**Contact: Campus Police, Sugar Grove,  
Dickson Center, First Floor, ext. 2552**

## **Drug-free Schools and Communities Act**

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In accordance with this federal law, the use of alcoholic beverages and illegal chemical substances is a major concern on college campuses across the nation. Waubonsee is committed to providing its students with information about health risks, available resources, laws and current policies regarding the use of drugs and alcohol. For more information, contact the Campus Police Department or Counseling and Student Support.

## **Family Educational Rights and Privacy Act (FERPA)**

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All information provided to Waubonsee Community College is kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380).

In accordance with FERPA, the following student rights are covered by the act and afforded to all students at Waubonsee:

- Inspect and review their educational records;
- Request the amendment of inaccurate or misleading records;
- Consent to disclosure of personally identifiable information contained in their educational record;
- File a complaint with the U.S. Department of Education concerning alleged failures by Waubonsee Community College to comply with this law.

## 134 Rules and Regulations

At the college's discretion, directory information may be provided in accordance with the provisions of the act without the written consent of the student unless the student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released for any purpose at the discretion of Waubonsee Community College unless a request for non-disclosure is on file:

- student's name
- city of residence
- major field of study
- Waubonsee email address
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (and withdrawal)
- full- or part-time status
- degrees, certificates and awards received

Contact the Registration and Records office for any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act or visit the Waubonsee website.

### **Illinois Student Optional Disclosure of Private Mental Health Act (P.A. 99-278)**

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In accordance with the Illinois Student Optional Disclosure of Private Mental Health Act (the "Act"; P.A. 99-278), a student's mental health information is considered private in nature and will not be released to a third party without that student's prior written consent, unless otherwise provided by other state or federal laws.

A student who desires to authorize disclosure of certain private mental health information about themselves to a designated person for purposes set out in the Act must complete a Student Optional Disclosure of Private Mental Health Information Form. See [www.waubonsee.edu/legal](http://www.waubonsee.edu/legal) or contact the Counseling and Student Support Manager.

## **Medical Marijuana Statement**

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Waubonsee Community College is committed to establishing a healthy and safe learning and working environment within the parameters of existing state and federal law. The college complies with the Drug-Free Schools and Communities Act that prohibits the use, sale, distribution, manufacture and/or possession of drugs including controlled substances. While the use of medical marijuana (cannabis) is allowed in Illinois under the Compassionate Use of Medical Cannabis Pilot Program Act, no person shall use medical cannabis or possess any cannabis product while on any college property or while participating in any college sponsored programs or events, whether on or off campus.

Questions should be directed to the Office of Human Resources located in Building A, Room 110 on the Sugar Grove Campus or at (630) 466-2718.

## **Preventing Sexual Violence in Higher Education Act**

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This state law requires colleges to annually train new students and employees about the campus climate related to sexual assault, dating violence, domestic violence, and stalking, as well as the crimes in the Annual Security Report. Support, information and services for victims of these crimes can be obtained from counselors in the Counseling, Advising & Transfer Center. Students may also contact the Executive Dean for Student Success and Retention, Dean for Student Engagement, Assistant Vice President of Student Services and Alumni Relations, or the Vice President of Student Development and Executive Director of the Foundation. Educational sessions regarding safety, bystander education, and sexual misconduct prevention are regularly offered. See [www.waubonsee.edu/titleix](http://www.waubonsee.edu/titleix) for victim support resources at the college and in the community.

## **Student Right to Know Act**

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This federal law requires colleges to disclose graduation rates or projected graduation rates for full-time degree or certificate students. Waubonsee is in compliance with this regulation. Information of this nature is available in the Annual Disclosure Report and published on the college's website.

## **Title IX**

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This Federal law states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” For information on Waubonsee’s Title IX processes and programs, including sexual misconduct reporting and support for pregnant and parenting students, visit [www.waubonsee.edu/titleix](http://www.waubonsee.edu/titleix) or contact the college Title IX coordinators:

**Contact:**

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

***Title IX Deputy Coordinators:***

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

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

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

## CODE OF STUDENT CONDUCT

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### Introduction

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Waubonsee Community College strives to create a community climate where learning can flourish and all students feel welcome and respected. Toward this aspiration and in accordance with the mission of the College it is an expectation that students, and their guests, will govern themselves in terms of appropriate behavior with an emphasis on self-respect, integrity, and respect for others. Waubonsee Community College prohibits all forms of violence on the campus, including but not limited to, sexual assault, domestic violence, dating violence, stalking, or interpersonal violence (e.g. fights). This Code of Student Conduct outlines the expectations and procedures for redressing conduct of students and student organizations that fail to abide to these standards. It is the practice of Waubonsee to respect the properly exercised rights of its students. The College recognizes a student's rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of an education; and to the reasonable use of services and facilities of the college.

In essence, the Code of Student Conduct serves as a guide to control actions that go beyond the exercise of such rights, to maintain order on campus, and to guarantee the broadest range of freedom for all who learn at Waubonsee. Specifically, the Code describes what constitutes as misconduct, lists the process and procedures that will be used in response to such misconduct, provides the sanctions that may be imposed, and informs students of the appeal process.

Waubonsee Community College encourages the reporting of sexual misconduct and seeks to remove any barriers to an individual/group making a report. Therefore, an individual who reports sexual misconduct will not be subject to disciplinary action for violations of alcohol or drug use at or near the time of the incident, as long as these violations did not put the health or safety of any other person at risk. Amnesty may not be granted for other violations of college policy other than alcohol and drug use and does not preclude or prevent action by police or other legal authorities.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available through the Student Life Office (Student Center, Room 126), from the Dean for Student Engagement (Student Center, Room 103), or from the Counseling, Advising and Transfer Center (Student Center, Room 262). The Code of Student Conduct can be accessed online via [www.waubonsee.edu/student-handbook](http://www.waubonsee.edu/student-handbook) or may be found in the Student Handbook.

## 138 Rules and Regulations

The college further recognizes each student's and student organization's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the Code of Student Conduct will:

1. Receive written notice of the alleged violation. The notice will include
  - a. the specific code violations; and
  - b. reference to the process and rights of students as indicated in the code.
2. Be provided an opportunity to respond to the charges before the Dean for Student Engagement and/or the Student Conduct Board. A hearing before the Dean for Student Engagement or the Student Conduct Board is not a formal legal proceeding. Guidelines are presented in Section (III)(A)(4).
3. Be provided an opportunity to appeal the decision.

Students wishing to discuss the alleged violation before the hearing occurs should contact the Dean for Student Engagement (Student Center, Room 103; (630) 466-6686).

### **I. Proscribed Conduct by Students**

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#### **A. Scope of the Code of Student Conduct**

Discipline may be imposed for student conduct and/or student guest(s) conduct which occurs on College premises, off-campus instructional sites, off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College's operational and educational programs or the safety and welfare of the College community. This includes addressing issues of misconduct that occur during breaks within or between semesters of enrollment.

#### **B. Conduct – Rules and Regulations**

Students at Waubensee Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:

1. Acts of dishonesty, including, but not limited to:
  - a. cheating which includes, but is not limited to
    - (1) use of or providing any unauthorized assistance, resources or materials in taking quizzes, tests or examinations; or

- (2) dependence upon or providing the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
    - (3) providing or acquiring, without permission, a test or other academic material that may belong to a text publisher including online resources to textbooks, to Waubensee Community College, to any department or to any staff.
  - b. plagiarism (see Plagiarism Statement in Appendix A on page 154) which includes, but is not limited to:
    - (1) use, by paraphrase or direct quotation, of the published or unpublished work (including your own) of another person without full and clear acknowledgement; or
    - (2) unacknowledged use of materials prepared for by another person or any artificial intelligence-driven programs, such as Chatbot-GPT. This includes direct copying (in whole or in part); or
    - (3) use of any agency engaged in the selling of term papers or other academic materials.
  - c. furnishing false information to any college official, faculty member, or law enforcement officer.
  - d. forgery, alteration or misuse of any college document, record, form, or instrument of identification.
  - e. alteration or sabotage of another student's work, such as tampering with laboratory experiments.
  - f. tampering with the election of any college-recognized student organization or the student trustee election.
  - g. permitting another to use their XCARD, impersonating another, or misrepresenting authorization to act on behalf of another.
2. Disruption or obstruction of any operation of the college, including, but not limited to, teaching, disciplinary proceedings, college activities, public service functions on or off campus, or other authorized non-college activities.
  3. Violent or threatening behavior, Violent or threatening behavior, which include but are not limited to:
    - a. fighting
    - b. relationship violence including but not limited to (dating violence, domestic violence, interpersonal violence)
    - c. abuse (physical, verbal or written)

- d. threats
  - e. intimidation
  - f. harassment including but not limited to:
    - (1) Any verbal or physical behavior, such as a disparaging comment, epithet, slur, insult, or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the behavior is inherently likely to provoke a violent reaction, whether or not it actually does so.
    - (2) Any act, display, or communication that would cause a reasonable person to fear for their personal safety or causes substantial injury and/or distress. This includes, but is not limited to, physical coercion and/or restraint.  
*Refer to Board Policy 3.170.01, Harassment, Discrimination, and Sexual Misconduct, for greater detail.*
  - g. hazing including but not limited to fear or intimidation, embarrassment or ridicule, physical exhaustion, endangerment, harm, mutilation, or alteration of any part(s) of the body, mental fatigue, harassment/duress, and defacement/damage/destruction of property. The intent of the act or the consent/cooperation of the hazing recipient shall not constitute a defense of hazing. The College of the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either on or off campus.
  - h. coercion
  - i. other conduct which threatens or endangers the health or safety of any person or destruction of college premises.
4. Any sexual assault, dating violence, coercion, stalking, unwelcome sexual advances, requests for sexual favors, any conduct of a sexual nature and/or any other conduct which threatens or endangers the health or safety of any person or destruction of college premises when:
- a. such conduct has the purpose or effect of interfering with an individual's educational performance or extracurricular activities; or creating an intimidating, hostile or offensive educational environment.
  - b. such conduct has the purpose or effect of interfering with an individual's academic or work performance; or creating an intimidating, hostile or offensive academic or working environment.

*Refer to Board Policy 3.170.01, Harassment, Discrimination, and Sexual Misconduct, for greater detail.*

5. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
6. Failure to comply with directions of college officials, faculty members or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises; or unauthorized entry to, occupancy of, or use of college premises.
8. Violation of published college policies, rules, regulations, posted notices, guidelines, or procedures.
9. Violation of federal, state, and local law or board policy on college premises or at college-sponsored or supervised activities.
10. Gambling, in all forms, in which money is bet on the outcome of a game or contest.
11. Use, selling, possession, manufacture, or distribution of any substance prohibited by local, State or federal law. This includes but is not limited to illegal drugs and controlled substances (including cannabis, narcotics, cocaine, heroin, prescription medications, synthetic cannabinoids or other drugs, and any chemical substantially similar to a controlled substance; please note that federal laws require Waubonsee to prohibit the use and possession of cannabis on campus, regardless of state law, therefore cannabis remains an illegal drug under this policy). *Refer to Board Policy 3.100.01, Drugs and Alcohol, for greater detail.*
12. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations, as well as public intoxication or driving under the influence while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions. *Refer to Board Policy 3.100.01, Drugs and Alcohol, for greater detail.*
13. Illegal or unauthorized possessions of firearms, fireworks, explosives, knives with a blade of at least 3 inches, other weapons, or dangerous chemicals on college premises, off-campus instructional sites, or at college-sponsored or supervised functions.

14. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on college premises, or at college-sponsored or supervised functions.
16. Unauthorized use of electronic or other devices to monitor or make an audio or video record of any person while on college premises without their prior knowledge, or without their consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures or video of another person in a gym, locker room, shower, restroom or classroom. Additionally, this includes the use of drones, micro-recording devices, and phone photo/videos.
17. Lewd, indecent, disorderly or alarming conduct. Conduct performed in such unreasonable manner as to disturb or alarm another, including but not limited to, actions that breach the peace, disrupt one's ability to learn and study, and it includes any actions, or series of actions, that puts a person in fear for their safety. Examples, may include, but are not limited to:
  - a. following a person;
  - b. unsolicited phone calling;
  - c. watching a person's work environment;
  - d. unsolicited contacts including texts and emails;
  - e. repeated unwarranted contacts;
  - f. any other manner of behavior or action that may frighten.
18. Improper and unauthorized use or abuse of Waubensee computers, printers, copiers, telephones, facsimile (fax) machines and online access. Specifically, this includes, but is not limited to:
  - a. unauthorized entry into a file to use, read or change the contents, or for any other purpose;
  - b. unauthorized transfer of a file;
  - c. unauthorized use of an individual's identification and password;
  - d. use of computing facilities to interfere with the work of a student, faculty member or college official;

- e. use of computing facilities to interfere with operation of the college and other computing systems;
  - f. unauthorized use or copying of copyrighted software;
  - g. the installation or use of a program whose effect is to damage the media, files or programs that capture information;
  - h. unauthorized use of computer time for personal, business or illegal purposes.
19. Bullying or cyber-bullying.
- a. Defined as aggressive behavior or intentional harm that occurs within an interpersonal relationship characterized by an imbalance of power. This may include, but is not limited, to behavior that is carried out repeatedly and over time.
  - b. Defined as tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting by another person using the internet, social media, texting, or any interactive and digital technologies and/or mobile phones.
20. Abuse of the student conduct review procedure, including, but not limited to:
- a. failure to obey the request to appear before the Student Conduct Board or college official;
  - b. falsification, distortion or misrepresentation of information before a Student Conduct Board;
  - c. disruption or interference with the orderly conduct of a proceeding;
  - d. bringing about charges without cause;
  - e. attempting to discourage an individual's proper participation in or use of the procedure;
  - f. attempting to influence the impartiality of a member of the Student Conduct Board prior to and/or during the course of the proceeding;
  - g. harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Board prior to, during and/or after a proceeding;
  - h. filing a charge but not appearing before the Student Conduct Board unless the student provides advance notice to the Student Conduct Board concerning the inability to appear;
  - i. failure to keep Student Conduct Board information confidential;

## 144 Rules and Regulations

- j. failure to comply with the sanction(s) imposed under the Code of Student Conduct;
  - k. influencing or attempting to influence another person to commit an abuse of the process; retaliation against a complainant for submitting a charge to the Student Conduct Board.
- 21. Drones, quadcopters, and other small unmanned airborne devices are not permitted to be used on Waubonsee Community College Campuses without prior authorization.
  - 22. Aiding in or failure to report a violation of the Student Code of Conduct.

### **C. Violation of Federal, State or Local Laws and College Discipline**

- 1. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this code; that is, if both violations result from the same factual situation without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
- 2. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Board, however, the college may advise off-campus authorities of the existence of the code and of how such matters are handled within the college community. The college will cooperate fully with law enforcement and other agencies in the investigation of potential criminal activity on campus or involving students, enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students.

## **II. Definitions**

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- A. The term “college” means Waubonsee Community College.
- B. The term “college days” is defined as any workday, Monday through Friday, when the college is open.
- C. The term “college official” includes any person employed by the college performing assigned administrative or professional staff responsibilities.

- D. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
- E. The term “reporting party” means any person who submits a report alleging that a student violated the Code of Student Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he is a victim will have the same rights under this Code of Student Conduct as are provided to the reporting party, even if another member of the college community submitted the report itself.
- F. The term “faculty member” means all full- or part-time teachers, counselors and librarians, excluding interns and student teachers.
- G. The term “hazing” means any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- H. The term “law enforcement officer” includes any federal, state or local sworn police officer acting in their official capacity.
- I. The term “may” is used in the permissive sense.
- J. The term “member of the college community” includes any person who is a student, faculty member, college official, or any other person employed by the college. A person’s status in a particular situation will be determined by the Dean for Student Engagement.
- K. The term “organization” means any number of persons who have complied with the formal requirements for college recognition.
- L. The term “preponderance of the evidence” refers to the standard of proof the Dean for Student Engagement and the Student Conduct Board use to make the determination if an action or behavior of a student violated the code. The standard is met if the evidence suggests that it is more likely to be true (greater than 50%) than not true that an accused student violated the Code of Conduct.
- M. The term “student,” for the purposes of this code, includes all persons applying for admission or taking credit or non-credit courses provided by the college both full-time and part-time. This also includes Lifelong Learning Institute participants and all individuals taking Waubonsee Community College courses online.
- N. The term “responding party” refers to a student who is identified in a report as allegedly violating the Code of Student Conduct.

## 146 Rules and Regulations

- O. The term “Student Conduct Board” means any person or persons authorized by the Dean for Student Engagement to determine whether a student has violated the Code of Student Conduct and to impose appropriate sanctions.
- P. The term “separation” which applies to College Suspension and College Expulsion means that student is denied access to the campus (including classes), to off-campus instructional sites, and/or to all other college activities or privileges for which the student might otherwise be eligible.
- Q. The term “threat” means any expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic.
- R. The term “will” is used in the imperative sense.

### **III. Dean for Student Engagement’s Authority**

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- A. The Dean for Student Engagement has the authority to hear adjudicate cases, impose sanctions, and determine if the Student Conduct Board should be convened.
- B. The Dean for Student Engagement will determine the composition of the Student Conduct Board. This will include faculty and student representative(s). The chair will be a faculty member appointed by the Dean for Student Engagement.
- C. The Dean for Student Engagement will develop procedures for the administration of the Code of Student Conduct.
- D. In certain circumstances, the Dean for Student Engagement may impose an interim suspension prior to a hearing before the Student Conduct Board. Circumstances could include but are not limited to theft or other abuse of College property, or students posing a danger to themselves or others.
- E. Decisions made by the Student Conduct Board will be final, pending the appeal process.
- F. All references to the Dean for Student Engagement will also include the Dean for Student Engagement authorized designee.

## IV. Procedures

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### A. Charges

1. Any member of the college community may file a report against any student for misconduct. Reports will be prepared in writing and directed to the Dean for Student Engagement, who is responsible for the administration of the student conduct process. Any report should be submitted as soon as possible after the event takes place. Faculty and Staff are encouraged to submit information through the Waubonsee Intervention Forms (WIFs) located at [www.waubonsee.edu/report](http://www.waubonsee.edu/report).
2. The Dean for Student Engagement may conduct an investigation to determine if the report has merit and the responding party should be charged with a violation. The Dean for Student Engagement will then determine if the case can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to parties involved. Such disposition will be final and there will be no subsequent proceedings. If it is determined that the case cannot be disposed of by mutual consent, the case will be heard by the Student Conduct Board.
3. All specific charges will be presented to the responding party in written form by the Dean for Student Engagement.
4. Proceedings will be conducted by a Student Conduct Board according to the following guidelines:
  - a. proceedings will be conducted in private unless otherwise mutually agreed to by the responding party and the chairperson of the Student Conduct Board;
  - b. admission of any person to the proceeding will be at the discretion of the Student Conduct Board;
  - c. in proceedings involving more than one responding party, the chairperson of the Student Conduct Board, at their discretion, may permit the proceedings concerning each responding party to be conducted separately;
  - d. the reporting party and the responding party have the right to be assisted by one advisor they choose, at their own expense. The advisor may be anyone, such as parent, friend, faculty, or attorney. The student is responsible for presenting their own case and, therefore, while an advisor may be present, they are not permitted to speak or to participate directly in any proceeding before a Student Conduct Board, nor will they be permitted to cross examine witnesses;

- e. the reporting party, the responding party and the Dean for Student Engagement will have the privilege of presenting witnesses;
  - f. pertinent records, exhibits and written statements may be accepted and/or requested by the Student Conduct Board at the discretion of the chairperson;
  - g. all questions are to be directed to and disseminated by the person designated as chair of the Student Conduct Board in their sole discretion;
  - h. after the proceedings, the Student Conduct Board will collectively determine, using a standard of preponderance of the evidence, whether or not the responding party is found responsible for violating the Code of Student Conduct.
    - (1) If the Student Conduct Board determines that a responding party has violated the Code of Student Conduct, the Student Conduct Board will collectively determine the sanction(s) to be imposed. Following the proceedings, the chair of the Student Conduct Board will forward its written decision to the Dean for Student Engagement.
    - (2) The Dean for Student Engagement shall render the written decision within ten (10) college days of the proceedings. A decision will be made of any code violation whether the responding party is present or not at the proceedings. The Board, at its sole discretion, may grant a continuance of the proceedings when specifically requested by the responding party.
5. No responding party may be found to have violated the Code of Student Conduct solely because the responding party failed to cooperate in the investigation or failed to appear before the Student Conduct Board. However, evidence of the accused student's failure to cooperate in the investigation or failure to appear before the Student Conduct Board may be taken into consideration by the Student Conduct Board, along with other evidence, in reaching a decision concerning the charges. In all cases, the facts in support of the charges will be presented and considered whether or not the accused student is in attendance.
6. An responding party against whom disciplinary charges are pending will not be permitted to withdraw from the college with a clear record until such charges have been resolved.
7. When a responding party is found not responsible for violating the Code of Student Conduct, a written statement to the

responding party will be issued that no violation of a college regulation has been determined.

8. All Student Conduct Board decisions are effective upon notification to the student by certified mail, email or hand delivery.

#### B. Sanctions

1. The following sanctions may be imposed upon any student found responsible for violating the Code of Student Conduct. All sanctions will be issued in writing.
  - a. **Warning** – a notice in writing to the student that the student is violating or has violated institutional rules, policies and/or regulations.
  - b. **Probation** – a reprimand for violation of specified rules, policies and/or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional rules, policies and/or regulations during the probationary period.
  - c. **Loss of Privileges** – denial of specified privileges for a designated period of time.
  - d. **Restitution** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. **Discretionary Sanctions** – work assignments, service to the college or neighboring communities, or other related discretionary assignments.
  - f. **Limited Access** – administrative restriction to selected parts/ locations of campus sites.
  - g. **Withdrawal from Class** – administrative withdrawal with consequent loss of tuition and fees from a class or classes.
  - h. **Withdrawal from Program** – administrative withdrawal with consequent loss of tuition and fees from a program or programs.
  - i. **College Suspension** – separation for a specific period of time, with consequent loss of tuition and fees, of the student from the college after which the student may be eligible to return. While separated the student is not allowed to attend classes, be on college premises including off-campus instructional sites, and is not allowed to participate in college activities or other privileges for which the student might otherwise be eligible. Conditions for re-admission may be specified.

- j. **College Expulsion** – indeterminate separation, with consequent loss of tuition and fees, of the student from the college. The student is not allowed to attend classes, be on college premises including off-campus instructional sites, and is not allowed to participate in college activities or other privileges for which the student might otherwise be eligible.
- (1) Reconsideration of expulsion – after an expulsion has become final, the former student may submit a written petition to the Dean for Student Engagement requesting reinstatement. A petition to be reinstated will not be considered prior to the expiration of three (3) years after the effective date of the expulsion. Repeat petitions will not be considered until at least one (1) year has passed since the previous filing for reinstatement.
  - (2) The petition for reinstatement should list reasons why a former student deserves to be readmitted. These reasons must extend beyond the arguments that the decision of expulsion was inappropriate, unless new information becomes available that exonerates the individual. Reasons for restatement should focus on actions and behaviors of the former student after the expulsion. These reasons should be why the student believes they should be given the opportunity to further pursue their education at Waubensee.
  - (3) Once a petition is received the Dean for Student Engagement will form a hearing committee comprised of faculty and staff to review the petition. The Dean for Student Engagement will chair hearing committee. The committee may interview the former student and ask for additional information in the evaluation of the petition.
  - (4) The committee will make a recommendation regarding the petition to the Vice President of Student Development and Executive Director of the Foundation, who will render the final decision and notify the petitioner. If denied the former student may re-petition once one (1) year has passed. There is no appeal process to this decision.
- k. **Revocation of Admission or Degree** – admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.

- I. **Withholding Degree** – the College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Waubonsee Community College Code of Student Conduct, including the completion of all sanctions imposed, if any.
  2. Students may be directed to participate in counseling or educational seminars in lieu of, or in addition to, the imposition of sanctions.
  3. More than one of the sanctions listed above may be imposed for any single violation.
  4. Disciplinary sanctions other than academic sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Dean for Student Engagement. Academic sanctions include Withdrawal from Class, Withdrawal from Program, and College Expulsion.
  5. The following sanctions may be imposed upon clubs, groups, or organizations:
    - a. those sanctions listed in Section B.1., a through f.
    - b. Deactivation - loss of all privileges, including college recognition, for a specified period of time.
- C. Interim Suspension

In certain circumstances, the Dean for Student Engagement, or designee, may impose an interim suspension prior to an administrative hearing or a Student Conduct Board hearing. Circumstances could include, but are not limited to, theft or other abuse of College property.

1. Interim Suspension may also be imposed, but not limited to the following:
  - a. safety and well-being of members of the college community or preservation of college property; or
  - b. ensuring the student's own physical or emotional safety and well-being; or
  - c. avoiding a threat of disruption of or interference with the normal operations of the college.
2. During the interim suspension, students will be denied access to the campus (including classes), to off-campus instructional sites, and/or to all other college activities or privileges for which the student might otherwise be eligible, as the Dean for Student Engagement determines appropriate.

D. Appeals

A decision reached or a sanction imposed by the Student Conduct Board may be appealed in writing. Letter must be postmarked within ten (10) college days of the receipt of the letter to the Vice President of Student Development and Executive Director of the Foundation of the College, Grounds for appeals should rely upon new evidence, previously unavailable evidence or how the proceeding and/or decision was unjustified. The Vice President shall make a determination based upon the report from the Student Conduct Board and Dean for Student Engagement, as well as any written documentation submitted by the student. The Vice President of Student Development and Executive Director of the Foundation shall render a decision within ten (10) college days after receipt of the appeal.

1. An appeal will be limited to a procedural review except when substantive evidence is presented or when the decision involves suspension or expulsion.
2. The Dean for Student Engagement will perform a content review of all decisions involving suspension and expulsion and furnish recommendations as warranted to Vice President of Student Development and Executive Director of the Foundation.
3. Review of the case by the Vice President of Student Development and Executive Director of the Foundation may not result in more severe sanctions for the accused students.
4. The decision of the Vice President of Student Development and Executive Director of the Foundation shall be final.

## V. Interpretation and Revision

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- A. Any question of interpretation regarding the Code of Student Conduct will be referred to the Dean for Student Engagement for final determination.
- B. The code will be reviewed periodically and amended as necessary under the direction of the Dean for Student Engagement. This Code of Student Conduct was last reviewed 06/03/20.

If you need a disability-related accommodation through any part of this process, please contact the Title IX Coordinator, Michele Needham at [mneedham@waubonsee.edu](mailto:mneedham@waubonsee.edu) or call (630) 466-2367.

## STUDENT COMPLAINTS

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

### **Filing a Report**

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

### **Report Intake**

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

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

### **Resolution**

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

For questions regarding this student complaint process, please contact the Assistant Vice President of Student Services and Alumni Relations at (630) 466-2349.

## WAUBONSEE COMMUNITY COLLEGE PLAGIARISM STATEMENT

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Plagiarism, using your own or another person's published or unpublished work by paraphrase or direct quotation without full and clear acknowledgment, is a serious breach of academic integrity, and is considered a breach of the Code of Student Conduct. The college expects that students will submit their original work, in their own words, representing their own ideas and judgments. Students will appropriately cite and document ideas, words and works used. Penalties for plagiarism will be determined by the instructor, the Dean for Student Engagement and/or the Student Conduct Board as the situation warrants.

### ***What is plagiarism?***

Plagiarism is more than the theft of mere words: plagiarism involves ideas, theories, insights, work products, projects and images—all collectively termed intellectual property. Authors, scientists, and artists own their intellectual property, so any use of this property without credit is the equivalent of theft. [Refer to Section (I)(B)(1)(b) in Code of Student Conduct.]

### ***Examples of plagiarism include:***

- Handing in a paper or assignment (in part or in whole) written by someone else
- Incorporating information from a book or article without documenting the source
- Incorporating information from an electronic source (website, listserv, etc.) without documenting the source
- Submitting a paper, assignment, or project that was purchased and representing it as your own work
- Inaccurate or incomplete documentation of the source of any information

### ***What is not plagiarism?***

The learning process often calls upon students to work collaboratively or seek outside assistance—such work does not fall within the bounds of plagiarism.

Examples of work that is **not** plagiarism include:

- Working on a group project
- Seeking assistance from the Writing Assistance Center
- Asking another student to read over your work and offer their opinion
- Consulting with an instructor on a paper or assignment

### ***Why is plagiarism such a concern?***

Plagiarism runs counter to the entire learning process. When a student takes a shortcut to completing an assignment or hands in someone else's work, they have missed the opportunity to learn. This is a rather disingenuous approach to education as well as a breach of academic integrity. Furthermore, students who cheat may find that they have really cheated their own futures, as they may later be called upon to use the very skills and abilities the assignment was designed for them to learn.

Plagiarism is about ownership. Scholars, artists, writers, computer programmers and other professionals make their livings through the articulation of ideas. Through publication they have allowed others access to these ideas but they still own them. Plagiarism robs these individuals not just of their intellectual property but also of their livelihood.

Plagiarism is a form of dishonesty. Students who plagiarize hurt not only themselves but also other students who have done the work honestly. Avoiding the sometimes laborious work of scholarship is not only dishonest, it is also unfair to those who were willing to put in the time and effort necessary.

### ***How can students avoid plagiarism?***

There are several ways students can avoid plagiarism.

#### ***As you prepare a paper or assignment:***

1. Keep careful records of the sources you consult. If you record this information as you work, you will avoid needless searching later on.
2. Familiarize yourself with the instructor's preferred citation and documentation style (MLA, APA, CMS, etc.). If you need additional assistance, Waubensee offers workshops on research writing and the services of professional tutors in the Tutoring Centers.
3. Learn what falls within the limits of common knowledge. What is considered common knowledge may differ by discipline, but it generally consists of facts and information that are readily available to the public through a variety of sources.
4. When in doubt, cite it! If you are not sure whether or not the information would be considered public knowledge either ask your instructor or cite it to be on the safe side.
5. Place quotes around words that are not your own. Even if you've documented the source at the end of the paper or assignment, you are not done yet. Quotation marks indicate that you are using someone else's language.
6. Be careful when you paraphrase information. Paraphrasing refers to including someone else's information in your own words. Learn what makes for an appropriate paraphrase and remember to cite—even though you may have changed the language, the author still owns the ideas behind the language.

***Before you hand in a paper or assignment:***

1. Keep copies of drafts, outlines, and any other planning documents you used in preparing course assignments. If any questions arise, you will then have evidence you've done your own work.
2. Double-check your documentation and citation format for accuracy. Read through the paper or assignment asking yourself: Did I know this before I began my research? Would I have expressed this the same way had I not been exposed to the same sources? Is every quote followed by the source? Are paraphrases accurate? Are paraphrases representative of my own language use?

***After you hand in a paper or assignment:***

1. Keep a dated copy for yourself. In case questions arise, you will have a record of the completed version.
2. Do not allow others to hand in your work as their own. Allowing others to misrepresent your work is also plagiarism and truly undermines the hard work you have put into the learning process.
3. Do not submit the same assignment for another class or recycle the research without first consulting with the instructor.

***What are the consequences for plagiarizing?***

If a faculty finds that you have cheated or plagiarized, faculty may give a zero grade for the assignment, fail you from the course, and report the Academic Misconduct to the Dean for Student Engagement for further disciplinary action.

**Integrity Statement for Waubonsee Community College**

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Waubonsee Community College believes that all members of the community (students, faculty, staff, and administrators) have a responsibility to participate in learning with honesty, respect, and integrity. We must commit to engage in learning both in and out of the classroom, value each member in our learning community, demonstrate original thought, and help foster ethical, open, safe learning environments for all.

## HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT

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### I. Purpose

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

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

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

## II. Jurisdiction

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

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

## III. Scope

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

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

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

Appendix A provides definitions for these Complaint Procedures.

## IV. Administration

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### A. Title IX Coordinator

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

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

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

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

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

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

### **B. Office of Human Resources**

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

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

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

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### **A. On- and Off-Campus Counselors and Advocates**

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

- On-campus: Students may seek assistance and also make reports to Waubonsee Community College Counselors (Student Center Room 2nd Floor, (630) 466-2361).
- Off-campus: Reports of sexual misconduct may be reported to confidential advisors at Mutual Ground of Aurora, Emergency Response Coordinator (418 Oak Avenue, Aurora, Illinois 60506; (630) 897-0084, extension 162). Emergency and ongoing support for survivors of sexual violence is available through Mutual Ground of Aurora's Sexual Assault Hotline (630) 897- 8383 and/or Domestic Violence Hotline (630) 897-0080.  
 Mutual Ground website: [www.mutualground.org](http://www.mutualground.org).

## 162 Rules and Regulations

- Other Resources:

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

\*Indicates Confidential Advisors, as defined in Appendix A.

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

### **B. Emergency Response**

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

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

### **C. State of Illinois Sexual Harassment and Discrimination Helpline**

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

### **V. Making a Report of Alleged Sex-Based Misconduct**

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

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

- b. Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation  
(Student Center, Room 137, (630) 466-2590,  
mtejada@waubonsee.edu)
- c. Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations  
(Student Center, Room 241, (630) 466-2363,  
speska@waubonsee.edu)
- d. Julie Olczyk, Employee Relations Manager  
(Building A, Room 121, (630) 466-2771,  
jolczyk@waubonsee.edu)

Students may also make a report to Jami Hinshaw, Dean for Student Engagement (Student Center, Room 103, (630) 466-5748, jhinshaw@waubonsee.edu) or to any Responsible Employee, as defined below:

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

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

### **A. Student Reporting**

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

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

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

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

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

- a. Michele Needham, Executive Director of Human Resources  
(Building A, Room 115, (630) 466-2367,  
mneedham@waubonsee.edu)
- b. Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation  
(Student Center, Room 137, (630) 466-2590,  
mtejada@waubonsee.edu)
- c. Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations  
(Student Center, Room 241, (630) 466-2363,  
speska@waubonsee.edu)
- d. Julie Olczyk, Employee Relations Manager  
(Building A, Room 121, (630) 466-2771,  
jolczyk@waubonsee.edu)

2. Student Reporting to Responsible Employees

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

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

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

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

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

### 3. Confidential Reporting

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

Mutual Ground of Aurora, Emergency Response Coordinator (418 Oak Avenue, Aurora, Illinois 60506; (630) 897-0084, extension 162). Emergency and ongoing support for survivors of sexual violence is available through Mutual Ground of Aurora's Sexual Assault Hotline (630) 897-8383 and/or Domestic Violence Hotline (630) 897-0080.

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

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

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

#### 4. Electronic and/or Anonymous Reporting

The college maintains an online system for electronic reporting. The reporter may choose to provide their identity or may choose to report anonymously. The system will notify the user, before they enter information, that entering personally identifiable information may serve as notice to the college for the purpose of initiating an investigation. Anonymous reports can be filed using the link from [www.waubonsee.edu/title-ix](http://www.waubonsee.edu/title-ix). Where a reporter chooses to provide their identity and contact information, the college will respond to the reporter within 12 hours.

#### 5. Knowingly False Reporting

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

#### 6. Note Regarding Student Participation in Public Awareness Events

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

## **B. Employee Reporting**

### 1. Alleged Sex-Based Misconduct of a Student

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

### 2. Alleged Sex-Based Misconduct of an Employee

An employee should notify the Title IX Coordinator, Michele Needham, Executive Director of Human Resources (Building A, Room 115, (630) 466-2367, [mneedham@waubonsee.edu](mailto:mneedham@waubonsee.edu)) or Julie Olczyk, Employee Relations Manager (Building A, Room 121, (630) 466-2771, [jolczyk@waubonsee.edu](mailto:jolczyk@waubonsee.edu)) if they believe that the college or a member of the college community has engaged in sex discrimination, sexual harassment or other sex-based misconduct in violation of the Board Policy on Harassment, Sexual Harassment, Discrimination and Sexual Misconduct.

### 3. Knowingly False Reporting

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

## **C. Board Member Reporting**

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

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

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### **A. Processing of Report**

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

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

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

### **B. Supportive Measures**

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

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

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

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

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

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

### **C. Emergency Removals and/or Administrative Leave**

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

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

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

### **D. Clery Act Reporting Obligations**

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

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

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

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

### **A. Notice of Allegations**

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

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

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

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

### **B. Informal Resolution**

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

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

### **C. Consolidation of Formal Complaints**

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

### **D. Dismissal of Formal Complaints**

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

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

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

### **E. Investigation of Formal Complaint**

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

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination

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

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

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

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

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

## **F. Hearings**

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

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

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

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

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

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

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

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

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

### **G. Determination Regarding Responsibility**

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

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

## H. Appeals

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

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

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

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

If you need a disability-related accommodation through any part of this process, please contact the Title IX Coordinator, Michele Needham at [mneedham@waubonsee.edu](mailto:mneedham@waubonsee.edu) or call (630) 466-2367.

## **IX. Prevention and Education for Students**

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The college will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and educational programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant college policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

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

## **X. Training**

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

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

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

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

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

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

## **XI. Prohibition of Retaliation**

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In compliance with Board Policy 3.170.01 and these related Complaint Procedures, as well as Federal and State laws, retaliation is prohibited against any individual who, in good faith, reports, files a complaint, testifies in support of a complaint or participates in any way to oppose suspected or alleged unlawful sex-based discrimination, harassment or misconduct that is related to the college in any way. Any individual making a good-faith claim or report of alleged unlawful sex-based discrimination, harassment or misconduct is protected from retaliation under Board Policy 3.170.01 and these related Complaint Procedures; the Illinois Whistleblower's Act, 740 ILCS 174/1 *et seq.*; and the *Illinois Human Rights Act*, 775 ILCS 5/6-101. To reinforce this prohibition, the college has an additional Board Policy, Whistleblower and Fraud Reporting Protection, Policy 6.200.05, that provides protection from reprisal to individuals who make a good faith disclosure of suspected wrongful conduct.

## XII. Compliance with Legal Mandates Requiring Procedural Modifications

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These procedures will be updated by the Title IX Coordinator or designee at any time in accordance with Federal and State of Illinois law. The Title IX Coordinator or designee may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. However, the Title IX Coordinator or designee may also vary procedures with notice (on the institutional website with appropriate date of effect identified) upon determining that changes to law or regulation require alterations not reflected in the current procedure. Procedures in effect at the time of its implementation will apply. Board Policy in effect at the time of the offense will apply even if the Board Policy is changed subsequently, unless the parties consent to be bound by the current Policy. Any revisions will be noted in the online version of the Board Policy and procedures will include the date of revision and will highlight the specific revisions for three months following the date of the revision.

## APPENDIX A

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

- A. Bystander Intervention:** see Section 5 of the *Illinois Preventing Sexual Violence in Higher Education Act*, 110 ILCS 155/5.
- B. Complainant:** An individual who is alleged to be the complainant of conduct that could constitute sex-based misconduct.
- C. Confidential Advisor:** A person who is employed or contracted by the college to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the college partners. Individuals designated as "Responsible Employees" in Section VI of these Complaint Procedures are not Confidential Advisors.

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

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

**F. Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

**G. Educational Program or Activity:** A location, event, or circumstance over which the college exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the college.

**H. Hate Crime:** An act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of their sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.

- I. Hostile Environment Caused by Sexual Harassment:** A sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive and persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the college's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- J. Incapacitation:** When a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- K. Intimidation:** To intentionally make another individual timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the Board Policy on Discrimination, Harassment and Sexual Misconduct and these Complaint Procedures.
- L. Preponderance of the Evidence:** When considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.
- M. Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.
- N. Responsible Employee:** A college employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section VI of these Complaint Procedures lists categories of employees who are Responsible Employees for the college.

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

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

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

**R. Sexual Exploitation:** When a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

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

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

Examples of conduct of a sexual nature may include:

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

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

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

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

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

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

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

## **Compliance with Legal Mandates Requiring Procedural Modifications**

### **a. Revision**

These procedures will be updated by the Title IX Coordinator or designee at any time in accordance with federal and state of Illinois law. The Title IX Coordinator or designee may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. However, the Title IX Coordinator or designee may also vary procedures with notice (on the institutional website with appropriate date of effect identified) upon determining that changes to law or regulation require alterations not reflected in the current procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the Policy is changed subsequently, unless the parties consent to be bound by the current Policy. Any revisions will be noted in the online version of the Policy and procedures will include the date of revision and will highlight the specific revisions for three months following the date of the revision.

### **Right to Withdraw**

A complainant may withdraw a complaint of discrimination or harassment at any time prior to the conclusion of the investigation. A request to withdraw a complaint of discrimination or harassment must be submitted in writing to the Executive Director of Human Resources.

### **Title IX**

Waubonsee Community College adheres to the provisions outlined in Title IX of the 1972 Federal Education Amendment Act prohibiting sex discrimination and sexual harassment in all activities of the college. For more information, see page 136 and [www.waubonsee.edu/title-ix](http://www.waubonsee.edu/title-ix).

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

## COMMUNICABLE DISEASES POLICY

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It is the policy of Waubonsee Community College to not discriminate, in enrollment or employment, against any individual infected with a communicable disease. The Illinois Department of Public Health and the National Centers for Disease Control and Prevention have specified diseases that are contagious, infectious, communicable and dangerous to the public health. Instances of communicable diseases will be reviewed on a case-by-case basis and reasonable accommodations will be made in compliance with applicable state and federal laws, regulations and rules. The college is committed to protecting the health and general welfare of the students, faculty and staff.

Waubonsee Community College will report to the community on those communicable disease/conditions listed on the nationally notifiable communicable diseases or conditions web page at [wwwn.cdc.gov/nndss/conditions/notifiable/2020](http://wwwn.cdc.gov/nndss/conditions/notifiable/2020) that is published annually by the Centers for Disease Control and Prevention (CDC).

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

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

**Students:**

Jami Hinshaw, Dean for Student Engagement, (630) 466-5748 or [jhinshaw@waubonsee.edu](mailto:jhinshaw@waubonsee.edu)

**Employees:**

Michele Needham, Executive Director of Human Resources  
(630) 466-2367 or [mneedham@waubonsee.edu](mailto:mneedham@waubonsee.edu)

**Procedures**

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1. The college will not disclose the identity of any employee or student who has a communicable disease, except as authorized by law or where that individual provides written consent.
2. All confidential medical information about an individual will be handled in compliance with legal requirements and professional ethical standards.
3. The college shall identify sources of competent and confidential testing for communicable diseases as well as counseling services upon request.
4. This policy is subject to applicable college personnel policies and program requirements.

## PROCEDURES FOR STUDENT ASSEMBLIES

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Student assemblies are an important part of the college experience and can provide an opportunity for students to present issues in a manner appropriate to the traditions of the academic community. To protect the rights and privileges of all students so they may benefit from the educational opportunities offered by the college, the rules and regulations regarding student assemblies are as follow:

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

## NETWORK USER RULES

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The following Information Technology Acceptable Usage Agreement relates to the utilization of all forms of technology to further the mission of the College: to provide a quality, accessible, educational experience for a broad array of students and community members.

Information Technology is considered an institutional resource. As such, efficient and effective utilization of various forms of technology taking into account the institution's needs balanced with the interests of individual students and community members, faculty and staff is an institutional priority.

### Acceptable Usage Agreement

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

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

### Rights and Responsibilities

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The rights of academic freedom and freedom of expression apply to the use of college computing resources. So too, however, do the responsibilities and limitations associated with those rights. The College supports a campus and computing environment open to the free expression of ideas, including unpopular points of view. However, the use of college computing resources, like the use of other College-provided resources and activities, is subject to the requirements of legal and ethical behavior. Thus, legitimate use of a computer, computer system or network does not extend to whatever is technically possible.

## General Rules

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Users of College computing resources must comply with federal and state laws, college rules and policies, and the terms of applicable contracts including software licenses while using college computing resources. Examples of applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Illinois Computer Crime Prevention Law, the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking" and similar activities; the college's Student Code of Conduct; the College's Discrimination and Harassment Policy.

Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks. Users with questions as to how the various laws, rules and resolutions may apply to a particular use of College computing resources should contact the Office of the Chief Information Officer for more information.

Users are responsible for ascertaining what authorizations are necessary and for obtaining them before using college computing resources. Users are responsible for any activity originating from their accounts which they can reasonably be expected to control. Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been assigned by the account administrator. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident to the Technical Assistance Center (TAC) at [tac@waubonsee.edu](mailto:tac@waubonsee.edu) or (630) 466-4357.

User may not copy, store, or transmit unencrypted confidential and sensitive data on smart phones, floppy disks, CD/DVDs, PDAs, USB flash drives, non-College-owned/-leased computing devices, or other portable storage or computing devices.

Although there is no set bandwidth, disk space, CPU time or other limit applicable to all uses of College computing resources, the College may require users of those resources to limit or refrain from specific uses if, in the opinion of the system administrator, such use interferes with the efficient operations of the system.

Users may not state or imply that they speak on behalf of the College or use College trademarks and logos without authorization to do so. Authorization to use College trademarks and logos on College computing resources may be granted only by the Office of the Executive Director of Marketing and Communications. The use of appropriate disclaimers is encouraged.

## Enforcement

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Users who violate this Agreement may be denied access to College computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the College disciplinary procedures applicable to the user. The College may suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

## Security and Privacy

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The College employs various measures to protect the security of its computing resources and its user's accounts. Users should be aware, however, that the College cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly.

Users should also be aware that their uses of College computing resources are not completely private. While the college does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. The College may also specifically monitor the activity and accounts of individual users of College computing resources, including individual login sessions and the content of individual communications, without notice, when:

- The user has voluntarily made them accessible to the public, as by posting to Usenet or a Web page;
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of college or other computing resources or to protect the College from liability;
- There is reasonable cause to believe that the user has violated or is violating this policy;

An account appears to be engaged in unusual or unusually excessive activity; or it is otherwise required or permitted by law.

Any such monitoring of communications, other than what is made accessible by the user, required by law, or necessary to respond to

perceived emergency situations, must be authorized in advance by the Executive Director of Human Resources, or Chief Information Officer consultation with the College General Counsel. The college, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings and/ or criminal charges. Communications made by means of college computing resources are also generally subject to the Illinois Freedom of Information Act to the same extent as they would be if made on paper.

Visitors to Waubonsee websites who are not currently Waubonsee students, faculty or staff should refer to the college's Internet Privacy Policy for privacy information.

## Email

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For purposes of this document, email includes point-to-point messages, postings to newsgroups and listservs and any electronic messaging involving computers and computer networks. Organizational email accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the Waubonsee community. Email is also generally subject to the Illinois Freedom of Information Act to the same extent as it would be on paper.

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

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

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

## **Web Pages**

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Official College pages represent the College and are intended for the official business functions of the College. Each official page, including faculty Web pages, must be built using the College's content management system and registered with the College's Marketing and Communications Department.

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

### **Commercial Pages**

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

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

### **Excessive or Disruptive Use**

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

### **Retention Periods**

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

### **Network Infrastructure/Routing**

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

### **Wireless**

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

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

### **Virtual Private Network (VPN)**

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

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

## TRAFFIC REGULATIONS

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The Waubonsee Vehicle Code is available for inspection at Campus Police. All “Rules of the Road” are adhered to on campus and apply to all persons operating a motor vehicle or riding a bicycle.

The following are samples of the offenses reported and prosecuted under the Illinois Vehicle Code.

- Driving while under the influence of intoxicating liquor or drugs.
- Transportation of alcoholic beverages. (Note that college regulations also forbid liquor on campus.)
- Reckless driving.
- Drag racing.

The following actions are prohibited. Violators are issued a citation for either a Parking or Moving violation and ordered to pay the corresponding fine.

- Speeding
  - in excess of 25 miles per hour on access roads
  - in excess of 15 miles per hour in parking areas
  - in excess of safe speed for weather/road conditions
- Passing
- Disobeying a stop sign
- Failing to yield right-of-way to emergency vehicles
- Driving upon sidewalk, grass or cross country path without authorization
- Operating any off-road vehicle on campus (for example, snowmobile, dirt bike)
- Failing to yield right-of-way
- Failing to obey directives of a campus police officer or police cadet
- The use of bicycles, skateboards, scooters, roller blades/skates, and hoverboards on sidewalks and within all buildings on campus, unless approved in advance as part of a scheduled program, demonstration, or special event.

### **Campus Citations and Fines**

Campus Police issue citations for violations of the college traffic regulations listed in the previous section and for certain other college regulations. Campus Police officers may also issue state traffic citations for serious violations of the Illinois Vehicle Code and make arrests for criminal offenses.

Written appeals to contest a college citation must be made within 14 days of the date of the on a form available at the Campus Police office in Dickson Center, Room 165. If the violator does not appeal the citation within this time frame the right to appeal the citation is waived. State citations are handled in the appropriate traffic court and are not subject to appeal through the College. Students may submit a written appeal to contest a college citation to the Vice President of Student Development and Executive Director of the Foundation in the Student Center, Room 134.

If a college citation is not paid within 28 days from the date of the citation a late fee will be assessed as indicated below.

#### **Parking Citations:**

Handicapped Parking Violation	\$250	(Late fee \$10)
Fire lane Violation	\$50	(Late fee \$10)
Other Parking Violation	\$20	(Late fee \$10)
Traffic Violation	\$50	(Late fee \$25)
Smoking Violation	\$50	(Late fee \$25)

For payment options, see page 124.



# WHO'S WHO ON CAMPUS

## BOARD OF TRUSTEES

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Chair	Rebecca D. Oliver, Sugar Grove
Vice Chair	Patrick Kelsey, Montgomery
Secretary	Greg Thomas, Aurora
	Jimmie Delgado, Oswego
	Rick Guzman, Aurora
	Stacey Ries, Oswego
	Tina Willson, Montgomery
Student Trustee	Van Wheeler, North Aurora (2023-2024)

## HOWTO GET INTOUCH

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### Office Hours

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See "Hours of Operation" in the front of this handbook for specific departmental hours. During the first week of classes, faculty members provide students with their office hours or other ways to contact them during non-classroom hours. Students may also call the office of the instructor's Dean.

## Voice Mail

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Students can reach full-time faculty members from any touch-tone phone by dialing the main campus number, (630) 466-7900, followed by the office extension of the faculty member. If the phone is not answered, a message can be left. Voice mail is available 24 hours a day, seven days a week.

Adjunct faculty have voice mail only. To leave them a message from a campus phone, dial 2601 to access the voice mail system. When you hear the auto-attendant answer, dial the four-digit extension you are trying to reach. If, after dialing 2601, you are asked for your security code, press \*, wait for the auto-attendant to answer, and then dial the four-digit extension. From off-campus, dial the main switchboard number, (630) 466-7900. When the auto-attendant answers, enter the four-digit mailbox number of the faculty member you are trying to reach. If you do not know the four-digit number, dial 0 for the college information center to connect you or follow the prompts.

## Email

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All Waubonsee students have their own individual email account, accessible through the mywcc portal (see "ABCs of Waubonsee" section for more information). Using this or any other personal email account, students may email many Waubonsee departments and staff and faculty members. For a directory of email addresses, visit [www.waubonsee.edu](http://www.waubonsee.edu). Here you can look up an instructor or staff member and instantly connect with them via email, or simply find their address and phone number for future reference.

## EDUCATIONAL AFFAIRS

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**Dr. Diane Nyhammer,**  
**Vice President**  
Collins Hall,  
Room 132, ext. 2353

## Instruction



**Suzette Murray,**  
**Assistant Vice President of**  
**Education and Workforce Development**  
Academic and Professional Center,  
Room 244, ext. 2358

## Instructional Divisions

### Business, Technology, and Workforce Education



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



**Dr. Jeanine McMillen,**  
**Assistant Dean**  
Akerlow Hall,  
Room 228, ext. 2264

#### Disciplines:

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Accounting	Engineering
Automation Technology	Finance and Banking
Automotive Technology	Heating, Ventilation and Air Conditioning
Business Administration	Machine Tool Technology
Collision and Refinishing Technology	Management
Computer Aided Design and Drafting	Marketing
Computer Information Systems	Website Development
Construction Management	Welding Technology
Cybersecurity	

#### Other Areas:

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Career and Technical Education Services	Internships
Independent Study	Small Business Development Center
Interdisciplinary Studies	Workforce Education

#### Faculty:

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Al Naber, Dr. Nour	Friedland, Tyler	Kunz, Kenneth
Ballee, Shawn	Gibbons, Daniel	Moriarty, Timothy
Blagg, Brandon	Gloudeman, Mark	Rochon, Jason
Chaaban, Amy	Hines, Randall	Skaggs, Steven
Clements, Andy	Kline, Justin	Tiberio, Guy
Collins, Catherine	Kloke, Joseph	

## Health Professions and Public Service



**Robert Cofield,**  
**Dean**  
Aurora Fox Valley,  
Room 110, ext. 3904



**Dr. Mary Beth  
Hutches,**  
**Director of Nursing**  
Aurora Fox Valley,  
Room 111, ext. 3903

### Disciplines:

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

### Other Areas:

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

### Faculty:

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

## Liberal Arts and Sciences



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



**John Metych III,**  
**Assistant Dean**  
Bodie Hall,  
Room 135, ext. 6622

### Disciplines:

---

Anthropology	History	Political Science
Chinese	Humanities	Psychology
Communications	Japanese	Religious Studies
English	Mass Communication	Social Science
Economics	Mathematics	Sociology
Film Studies	Military Science	Spanish
French	Peace Studies	
German	Philosophy	

### Other Areas:

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Independent Study	Interdisciplinary Studies
Internships	

### Faculty:

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Archos, Vicky	Frankel, Amy	McDonald, Dr. Jeanne
Bickley, Keith	Hartley, Dr. Jacqueline	McGuire, Jennifer
Bitterman, John	Iseli, Elior	Mendoza, Lilia
Chatman, Jason	Kiefer, Richard	Nichols, Jon
Clark, Gary	Kifowit, Dr. Steven	Portincaso, Daniel
Clem, Dr. Billy	LaCost, Dr. Heather	Powers, Dr. Amy
Crawford, Mark	Laufenberg, Todd	Quirk, Sarah
Draper, Dr. Timothy	Lawler, Dr. Aaron	Sen, Dr. Reshmi
Fozio-Thielk, Dr. Lisa	Livingston, Kimberly	Zusman, Steve

**Visual and Performing Arts, Education, and Sciences**



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



**Dr. Ruth Anne**  
**Rehfeldt,**  
**Dean**  
Science Building,  
Room 218, ext. 2854



**Dr. Hoitung Leung,**  
**Assistant Dean**  
Science Building,  
Room 216, ext. 2852

**Disciplines:**

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- |                           |                                |
|---------------------------|--------------------------------|
| Art                       | Geography                      |
| Astronomy                 | Education                      |
| Biology                   | Health Education               |
| Chemistry                 | Kinesiology/Physical Education |
| Disability Studies        | Music                          |
| Early Childhood Education | Physics                        |
| Earth Science             | Sustainability                 |
| Geology                   | Theatre                        |

**Other Areas:**

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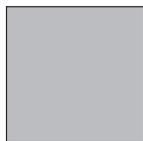
- |                   |                           |
|-------------------|---------------------------|
| Honors Program    | Internships               |
| Independent Study | Interdisciplinary Studies |

**Faculty:**

---

- |                        |                        |                  |
|------------------------|------------------------|------------------|
| Christensen, Dr. Nancy | Jindal, Dr. Pratima    | Thomas, Dr. Evan |
| Dosch, Tracey          | Lathan, Dr. Mark       | Vemu, Dr. Sheela |
| Fischer, Dani          | O'Connell-Knuth, Linda | Voorhees, David  |
| Gore, Barbara          | Popowitch, Mark        | Weber, Heather   |
| Heller, Dr. Emily      | Randall, Kathleen      | Weiss, Alfred    |
| Hoshaw, Justin         | Schulze, Karl          |                  |
| Jeppesen, Doug         | Showalter, Jennifer    |                  |

## Academic Support



**Vacant,  
Executive Dean**  
Aurora Downtown  
Campus, Room 259,  
ext. 4139



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

### Disciplines:

Developmental English

College Success Topics

Developmental Mathematics

### Other Areas:

Academic Success Initiatives

Testing Services

College Readiness

Tutoring Centers

Library

### Faculty:

Brown, Maribeth

Lindquist, Michelle

Theobald, Jo Lynn

Field, Ellen

Mattern, Joshua

Fuller, Teri

Morgan, Melissa

## Admissions



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

## Adult Education



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

## Library Services



**Spencer Brayton, Director**

Collins Hall,  
Room 222, ext. 2405

## Faculty:

Burke, Adam

Nomiyama, Courtney

Stach, Marilee

## Registration and Records/Registrar



**Marc Dale, Jr., Director**

Student Center,  
Room 245, ext. 2373

## Student Engagement



**Jami Hinshaw, Dean**

Student Center,  
Room 103, ext. 5748

## Student Development



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

Student Center,  
Room 137, ext. 2590

## Student Financial Services



**Mary Greenwood, Director**

Student Center,  
Room 242, ext. 2359

## Student Services



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

Student Center,  
Room 241, ext. 2363

## Student Success and Retention



**Dr. Lisa Richardson, Executive Dean**

Student Center,  
Room 274, ext. 2389

## Faculty:

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Avilés-Davis, Evelyn  
Barreto, David

Koehler, Imelda  
Locke, Christian

Metcalf, Dr. Tracy  
Popik, John

## Directory of Full-Time Faculty and Administrators

If you are looking for a department, try the “Quick Directory” on the inside back cover. You can look up faculty and staff members on Waubonsee’s website ([www.waubonsee.edu](http://www.waubonsee.edu)) to get their phone number or contact them by email. See the maps in this handbook for building locations — DWNTN is Aurora Downtown Campus, FOXVLY is Aurora Fox Valley Campus and PLANO is Plano Campus.

NAME	AREA	LOCATION	EXT.
Al Naber, Nour	Business	APC 284	2325
Avilés-Davis, Evelyn	Bilingual Counselor	DWNTN 119	4183
Ballee, Shawn	Automation Technology/ Industrial Systems Technology	AKL 234	2313
Barreto, David	Counselor	DWNTN 121	4606
Bickley, Keith	Philosophy	VON 239	2946
Bitterman, John	Communications	BDE 201	2269
Bizoukas, Tim	Employee Development	A 102	2404
Blagg, Brandon	Manufacturing Technology	AKL 237	2437
Brayton, Spencer	Library Services	COL 222	2405
Brooks, Pamela	Nurse Assistant/ Allied Health	FOXVLY 130	3916
Brown, Joshua	Nursing	FOXVLY 127	3913
Brown, Maribeth	Mathematics	BDE 122	5741
Bryant, John	Financial Services	DKN 263	2475
Burke, Adam	Librarian	COL 221	2421
Caponi, Kimberly	Director Presidential Communications and Operations	DKN 203	5703
Chaaban, Amy	Information Systems	AKL 216	2735
Chatman, Jason	Sociology	APC 283	2442
Christensen, Nancy	Chemistry	SCI 224	2472
Clark, Gary	English	BDE 223	2391
Clem, Billy	English	WGL 220	2388
Cofield, Bob	Health Professions and Public Service	FOXVLY 110	3904
Collins, Catherine	Accounting	APC 275	2328
Crawford, Mark	Mathematics	BDE 231	2895

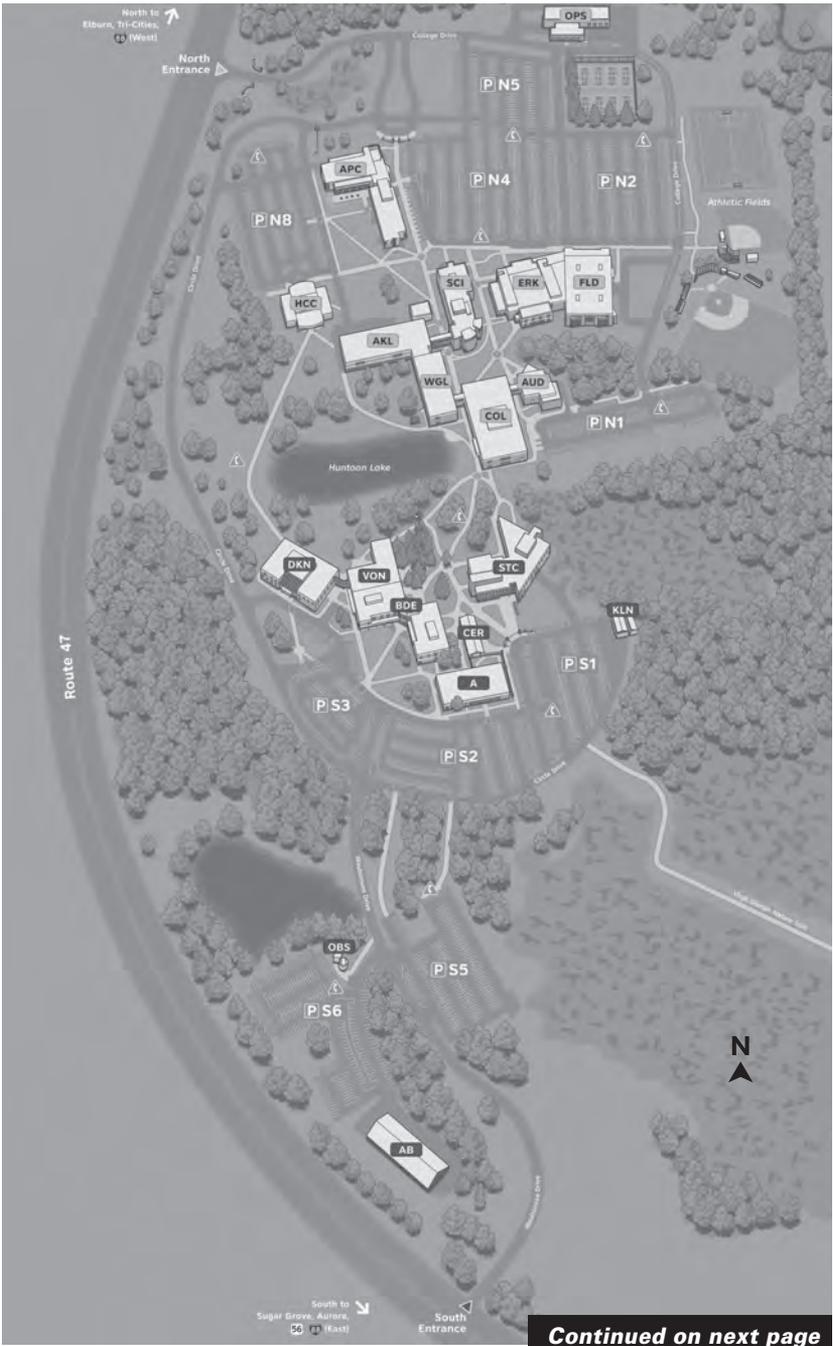
NAME	AREA	LOCATION	EXT.
Dale Jr., Marc	Registration and Records/Registrar	STC 245	2373
Dosch, Tracey	Biology	SCI 118	2948
Draper, Timothy	History	APC 271	2556
Erickson, Sharon	Nursing	FOXVLY 123	3912
Felton, Terence	Chief Information Officer	DKN 101	2572
Field, Ellen	Mathematics	AKL 217	2851
Fischer, Danielle	Biology	SCI 116	2345
Fozio-Thielk, Lisa	Psychology	APC 266	2559
Frankel, Amy	Mathematics	BDE 229	2554
Friedland, Tyler	Automotive Technology	AKL 100	2308
Fuller, Teri	English	BDE 225	2732
Garcia, Sharon	Liberal Arts and Sciences	BDE 134	2985
Gibbons, Daniel	Accounting	APC 268	2326
Giese, Lisa	Medical Assistant/ Phlebotomy	FOXVLY 121	3114
Gloudeman, Mark	Welding	PLANO 213	6063
Gore, Barbara	Chemistry	SCI 222	2454
Gorski, Kathleen	Learning Outcomes, Curriculum and Program Development	APC 242	2280
Greenwood, Mary	Financial Aid	STC 242	2359
Hartley, Jacki	Sociology	APC 285	2557
Heller, Emily	Kinesiology/ Health Education	ERK 204	2545
Hines, Randall	CADD	AKL 251	2930
Hinshaw, Jami	Student Engagement	STC 103	5748
Hodur, Katherine	Nursing	FOXVLY 129	3915
Hoshaw, Justin	Biology	SCI 120	5739
Hutches, Mary Beth	Health Professions and Public Service	FOXVLY 111	3903
Iseli, Elior	Economics	APC 281	2747
Jeppesen, Doug	Art/Ceramics	CER 104	2505
Jindal, Pratima	Physics	WGL 204	2457
Kayes Halpern, Debra	Art	VON 241	7900

**206** Who's Who on Campus

<b>NAME</b>	<b>AREA</b>	<b>LOCATION</b>	<b>EXT.</b>
Kiefer, Richard	Political Science/History	APC 273	2329
Kifowit, Steven	Mathematics	BDE 249	6698
King, Amber	Librarian	COL	2396
Kline, Justin	Computer Information Systems and Cybersecurity	PLANO 212	6065
Kloke, Joseph	Heating, Ventilation and Air Conditioning	AKL 238	5762
Knetl, Brian	President	DKN	2300
Koehler, Imelda	Bilingual Counselor	STC 264	6668
Krueger, Laurel	Nursing	FOXVLY 118	3907
Kunz, Kenneth	Automotive Technology	AKL 100	2331
LaCost, Heather	Psychology	APC 267	2465
Larsen, Daniel	Director of Campus Safety and Operations	OPS	2916
LaShure, Faith	Admissions	STC 241	5730
Lathan, Mark	Music	VON 136	2501
Laufenberg, Todd	English	BDE 129	2748
Lawler, Aaron	Humanities	BDE 221	2861
Leung, Hoitung	Visual and Performing Arts, Education, and Sciences	SCI 216	2852
Limbrunner, Tracy	Nursing	FOXVLY 116	3905
Lindquist, Michelle	English	BDE 131	2849
Livingston, Kimberly	English	BDE 204A	2431
Locke, Christian	Counselor	STC 265	6872
Mattern, Joshua	English	BDE 118	2318
McDonald, Jeanne	English	BDE 230	2456
McGuire, Jennifer	Communications	BDE 131	2327
McMillen, Jeanine	Business, Technology, and Workforce Education	AKL 228	2264
Mendoza, Lilia	Foreign Language	BDE 248	2382
Metcalf, Tracy	Counselor	STC 270	2354
Minter, Doug	Finance and Administration	DKN 227	2900

NAME	AREA	LOCATION	EXT.
Montgomery, Andrea	Fire Science Technology/ Emergency Medical Technician	FOXVLY 122	3910
Moran, Michael	Human Services	APC 276	2461
Moreno, Jessica	Academic Support and Developmental Education	COL 161	2409
Morgan, Melissa	Mathematics	BDE 114	5718
Moriarty, Timothy	Information Systems	AKL 223	2565
Murray, Suzette	Education and Workforce Development	APC 244	2358
Nakaji, Denise	Massage Therapy	AKL 200	2597
Needham, Michele	Human Resources	A 115	2367
Newman, Eamon	Online Learning and Flexible Delivery	COL 182	2940
Nichols, Jon	English	BDE 120	2874
Nomiyama, Courtney	Librarian	DWNTN 189	4626
Nyhammer, Diane	Educational Affairs	COL 132	2353
O'Connell-Knuth, Linda	Early Childhood Education	DWNTN 368	6698
Paton, Mary	Nursing	FOXVLY 128	3914
Peska, Scott	Student Services and Alumni Relations	STC 241	2363
Popik, John	Counselor	STC 266	2274
Popowitch, Mark	Music	VON 132	6634
Portincaso, Daniel	English	BDE 119	6695
Powers, Amy	History	APC 262	2271
Quirk, Sarah	English	BDE 224	2392
Randall, Kathleen	Education	BDE 247	2794
Randall, Stacey	Institutional Effectiveness	A 146	2897
Rehfeldt, Ruth Anne	Visual and Performing Arts, Education, and Sciences	SCI 218	2854
Richardson, Lisa	Student Success and Retention	STC 274	2389

NAME	AREA	LOCATION	EXT.
Rochon, Jason	Computer Information Systems and Cybersecurity	PLANO 214	6064
Saccone, Patricia	Health Information Technology	DWNTN 367	4194
Schauer, Adam	Adult Education	DWNTN 462	4110
Schoolfield, Marjie	Nursing	FOXVLY 119	3908
Schulze, Karl	Earth Science	SCI 228	2562
Scott, Jamal	Strategy and Community Development	COL 132	2881
Sen, Reshmi	Communications	BDE 203	2390
Showalter, Jennifer	Biology	SCI 126	5717
Skaggs, Steven	Business/ Information Systems	APC 277	2780
Smogur, Monica	Nursing	FOXVLY 117	3906
Stach, Marilee	Librarian	COL 221	5710
Stepney, Ne'Keisha	Business, Technology, and Workforce Education	AKL 227	2966
Tejada, Melinda	Student Development and Foundation	STC 137	2590
Theobald, Jo Lynn	Mathematics	DWNTN 365	4666
Thomas, Evan	Biology	SCI 122	2945
Thomas, Katherine	Interpreter Training/ Sign Language	DWNTN 366	3900
Tiberio, Guy	Automotive Technology	AKL 100	2731
Vemu, Sheela	Biology	SCI 226	2581
Voorhees, David	Earth Science/Geology	SCI 230	2783
Weber, Heather	Art	BDE 130	2873
Weiss, Alfred	Earth Science/Geography	SCI 232	2720
Xie, Lei	Accounting/Business Services	DKN 262	2913
Zusman, Steven	Philosophy	BDE 222	6802



**NORTH SIDE BUILDINGS**

- AKL** Akerlow Hall
- APC** Academic and Professional Center  
Event Room
- AUD** Auditorium
- COL** Collins Hall  
Library  
Tutoring Center  
TV Studio
- ERK** Erickson Hall
- FLD** Field House
- HCC** Henning Academic Computing Center
- OPS** Campus Safety and Operations
- SCI** Science Building
- WGL** Weigel Hall

**SOUTH SIDE BUILDINGS**

- A** Building A  
Human Resources
- AB** Auto Body
- BDE** Bodie Hall
- CER** Ceramics
- DKN** Dickson Center  
Administration  
Arrowhead Room  
Board Room  
Bookstore  
Business Office  
Campus Police
- KLN** Kiln Shelter
- OBS** Observatory
- STC** Student Center  
Admissions  
Access Center for Disability Resources  
Assessment  
Counseling  
Financial Aid  
Information Center  
Registration  
Student Accounts and Cashier  
Student Life
- VON** Von Ohlen Hall

-  **Automatic External Defibrillator (AED)**
-  **Emergency Phones**

**Sugar Grove Campus Abbreviations:**

The abbreviations shown on the map are used in schedules, directories and registration materials.

**Where Student Services Are Located:**

**Building A** — Human Resources

**Bodie Hall** — Two-story atrium with student lounge areas

**Collins Hall** — Todd Library, Tutoring Center

**Dickson Center** — Bookstore

**Erickson Hall** — Athletics Department, Gymnasium

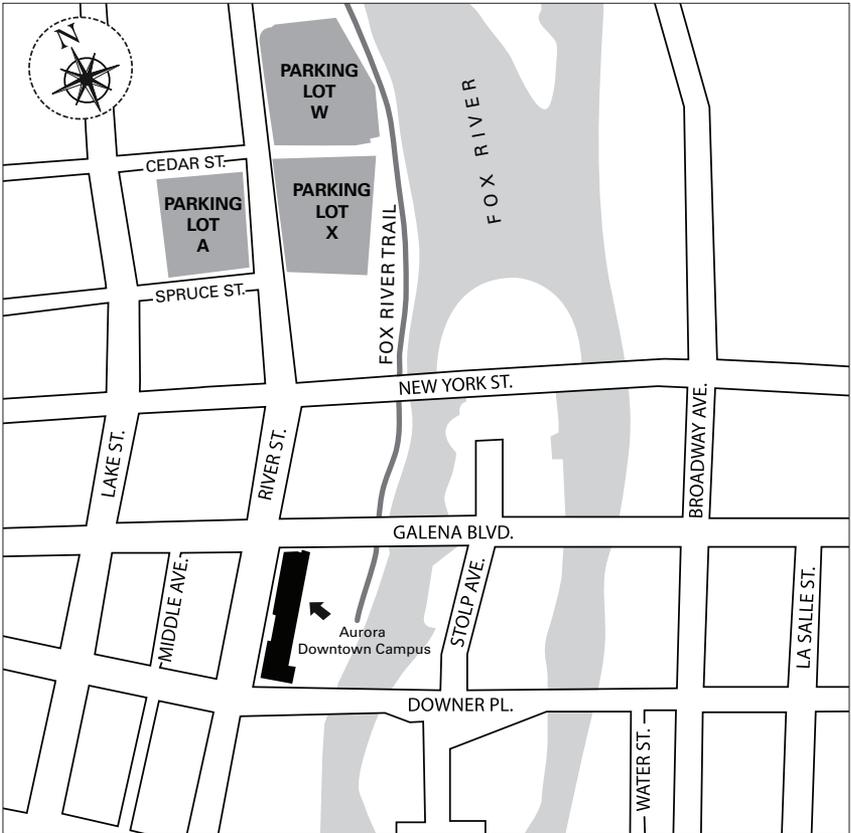
**Henning Academic Computing Center** — Open computer lab with 120 workstations

**Student Center** — Admissions, Café area, Student Life, Academic and Career Advising, Financial Aid, Registration and Records, Student Accounts and Cashier, Learning Assessment and Testing Services, College Information Center, Student Support Services, Access Center for Disability Resources

**Parking at Sugar Grove Campus:**

1. Registration of student cars is not necessary. Use only designated parallel-line parking spaces.
2. Parking is prohibited in unmarked areas or in designated non-parking areas; vehicles parked in unauthorized spaces will be ticketed and could be towed. Use overflow lots or park as directed by cadets.
3. Adhere to all "Rules of the Road" on campus. Drive and park according to posted signs.
4. You may not park vehicles on campus for more than 24 hours without authorization; violations are subject to the fine schedule. Notify Campus Police if vehicle is to be left on campus overnight, contact Campus Police at (630) 466-2552.
5. Temporary handicapped hang tags for parking in reserved spots are available with a doctor's note. They can be obtained at the Campus Police Department, Dickson Center, first floor.
6. See page 193 for further information about traffic regulations or citations.

## AURORA DOWNTOWN CAMPUS MAP



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

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

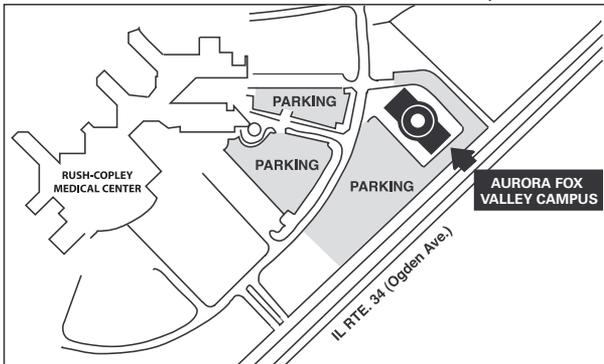
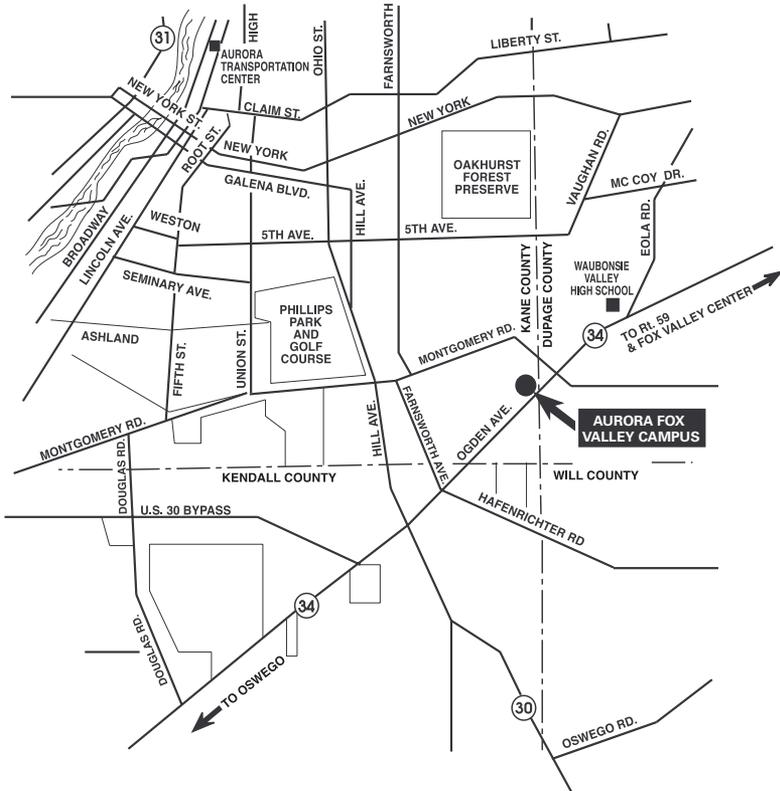
Lot X - located just south of Lot W on the east side of River Street

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

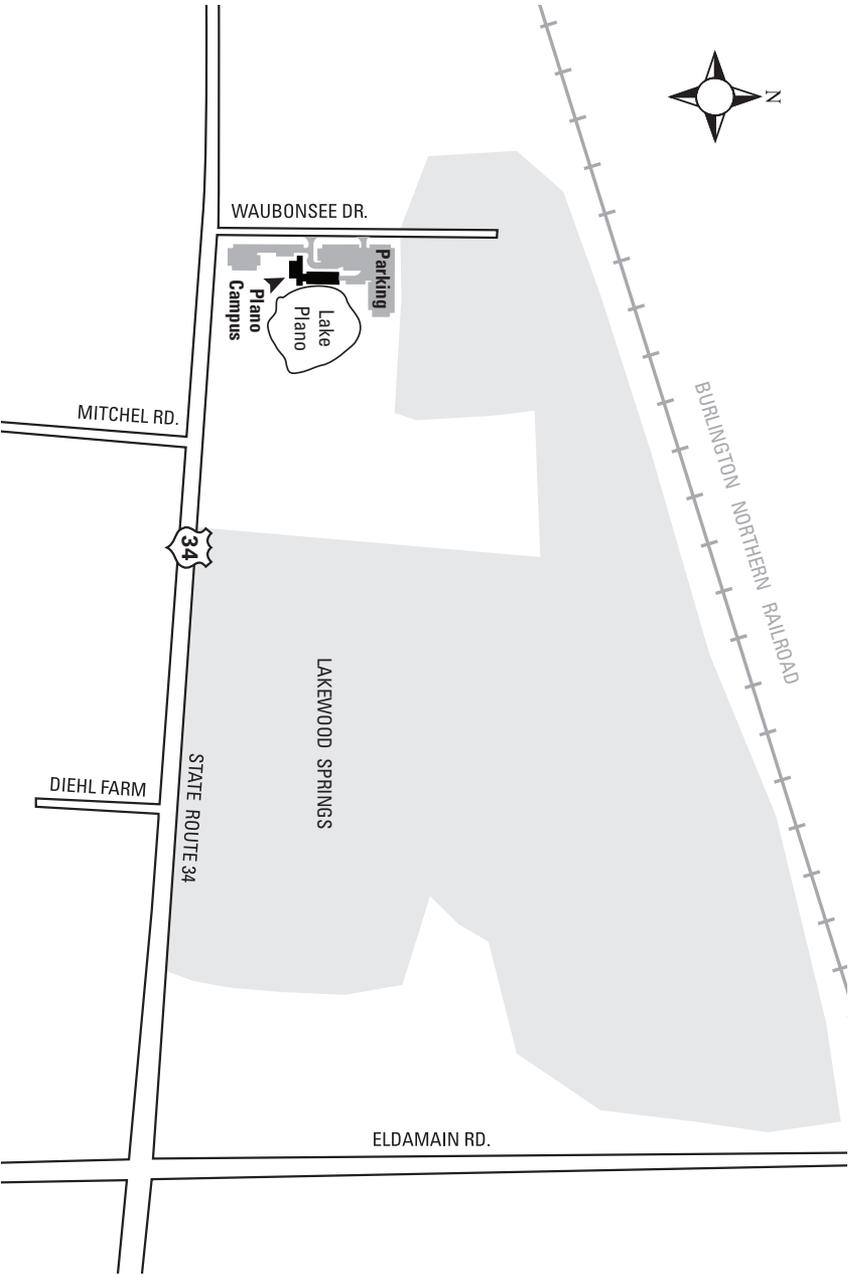
*Note: There is a \$15 charge to park in the Hollywood Casino parking garage.*

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

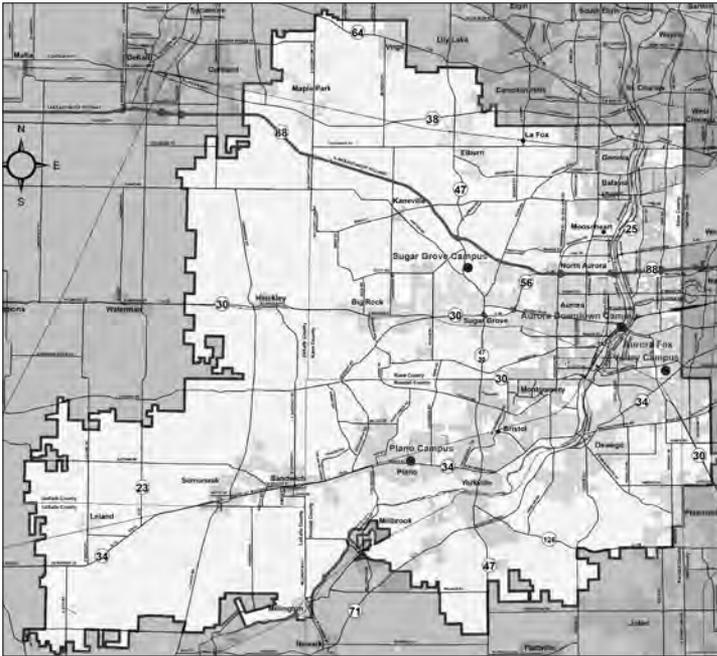
# AURORA FOX VALLEY CAMPUS MAP



# PLANO CAMPUS MAP



## 214 District Map



### Illinois Community College District #516

2022 District population estimate\* ..... 462,770

Projected population for the year 2027 ..... 477,053

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

District 516 serves

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

\*Data Source: Claritas demographic purchase, File: PFPILZ12. Field: L, Field Name: Pop\_C

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

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

**A**

- AAPI (Asian American Pacific Islander)..... 61
- Academic and career advising .... 76
- Academic alert system..... 78
- Academic computing ..... 78
- Academic Support .....201
- Access Center for
  - Disability Resources..... 79, 132
- Accommodation of Religious
  - Observances/Practices ..... 132
- Add/Drop Classes..... 79
- Administrative withdrawal..... 127
- Admissions ..... 79, 201
- Adult Education ..... 80, 201
- Advising (academic) ..... 76
- Alpha Beta Gamma
  - (Iota Nu Chapter)..... 61
- Alpha Delta Nu Nursing
  - Honor Society..... 62
- Alpha Sigma Lambda..... 62
- Alternate Spring Break ..... 72
- Ambassadors, student ..... 115
- Americans with Disabilities
  - Act (ADA) ..... 80, 132
- Art Club..... 62
- Articulated Credit..... See VALEES
- Assemblies, procedures for ..... 186
- Assessment testing..... 105
- Athletics, intercollegiate..... 75
- Attendance..... 80
- Auditing ..... 81
- Aurora Downtown
  - Campus/Map ..... 82, 211
- Aurora Fox Valley
  - Campus/Map ..... 82, 212

**B**

- Bass Fishing Club ..... 63
- Black Student Alliance ..... 63
- Board of Trustees ..... 82, 195
- Bookstore..... 83
- Bulletin boards ..... 83
- Bursar ..... See Student Accounts and Cashier
- Bus transportation ..... 84
- Business Club ..... 63
- Business, Technology and Workforce
  - Education Division ..... 84, 197

**C**

- Calendars..... 6, 84
- Campus Activities Board..... 64
- Campus Assessment Team ..... 85
- Campus Police ..... 85
- Campus Security Act..... 133
- Career Development ..... 86
- Career Education ..... 86
- Career Exploration..... 87
- Ceramics Club..... 64
- Certificates..... 87
- Cashier (Student Accounts) ..... 115
- Children on Campus ..... 87
- Citations and fines..... 194
- CLEP ..... 87
- Closings, emergency ..... 88
- Co-Curricular Transcripts..... 88
- Code of Student Conduct..... 137
- College Readiness..... 109
- Commencement Ceremony.. 88, 101
- Communicable
  - Diseases Policy..... 185
- Community-Wide
  - One Day of Service..... 72
- Computers/Computing facilities
  - ..... See Academic Computing
- Concealed Carry..... 132
- Conduct, Student ..... 137
- Cooperative Agreements ..... 89
- Counseling..... 90
- Course Fees ..... 90
- Creative Writing Club..... 64
- Credit for prior learning..... 90
- Crime Awareness Act ..... 133

**D**

- Day of Service..... 72
- Dean's List ..... 91
- Degree Audit..... 91
- Degrees..... 91
- Delta Collective Gaming Club ..... 65
- Development, Waubonsee..... 92
- Disability Resources ..... 79, 132
- Discrimination Policy ..... 158
- District map ..... 214
- Driver Safety..... 92
- Drop Class ..... 79
- Drug-free Schools and
  - Communities Act..... 133

**E**

Email.....92, 190  
 Educational records .....92, 133  
 Emergencies ..... 93  
 Emergency closing..... 88  
 Emergency needs scholarship .... 93  
 Employment opportunities ..... 93  
 Engaging Leaders ..... 73  
 Engineering and  
     Mathematics Club (EMC)..... 65  
 English Language Acquisition..... 94  
 Events ..... 94  
 Extension locations..... 94

**F**

Faculty directory ..... 204  
 Family Educational Rights  
     & Privacy Act (FERPA) ..... 133  
 Federal laws..... 131  
 Financial aid ..... 95  
 Fines ..... 95,194  
 Fishing ..... 95  
 Food service ..... 96

**G**

Get Involved..... 60  
 Grade Appeal ..... 97  
 Grade Change Process..... 97  
 Grade Forgiveness ..... 99  
 Grade Point Average ..... 99  
 Grades ..... 96  
 Grades in Repeated Courses..... 97  
 Graduation..... 88, 101

**H**

Harassment Policy ..... 158  
 Health Professions  
     and Public Service..... 101, 198  
 High School Equivalency .....102  
 Holidays..... 6  
 Honors Program.....102  
 Hours of operation..... 6

**I**

IAI (Illinois Articulation  
     Initiative)..... 120  
 Illinois Skyway Collegiate  
     Conference ..... 74, 103  
 Inclusive Access (MyMaterials)..108  
 Incomplete Grades..... 96  
 Instructional divisions .....197  
 Integrity Statement..... 157  
 International students.....103  
 International studies/  
     study abroad ..... 116  
 Internship program.....104  
 InterVarsity Christian  
     Fellowship ..... 65

**J**

Jazz Club..... 65

**L**

Late Enrollment .....104  
 Latinos Unidos..... 65  
 Latinx Resource Center.....104  
 Leadership Summit..... 73  
 Learning Assessment  
     and Testing Services.....105  
 Laws, federal and state ..... 131  
 Liberal Arts and Sciences... 105, 199  
 Library Services ..... 106, 202  
 Lions Club, Waubonsee..... 66  
 Logins .....106  
 Lost and found.....107

**M**

Maps ..... 209  
 Medical Marijuana ..... 135  
 Mental Health Disclosure Act.... 134  
 Mission ..... 2  
 Money Matters.....107  
 Movimiento Estudiantil Chicax  
     de Aztlan (MEChA) ..... 66  
 Muslim Student Association ..... 66  
 Music Ensembles ..... 74  
 MyMaterials (Inclusive Access)..108  
 mywcc.....108

**N**

National Adult Education	
Honor Society.....	66
National Society of	
Leadership and Success.....	67
National Technical	
Honor Society.....	67
Network User Rules .....	187

**O**

One Day of Service .....	72
Online courses.....	108
Open Educational	
Resources (OER).....	108

**P**

Parking.....	108
Payments/Payment Plans... ..	115, 122
Philosophy Club.....	68
Phi Theta Kappa .....	68
Placement testing .....	109
Plagiarism.....	154
Plano Campus/Map.....	109, 213
Pre-Registration	
Review (PRR).....	77
Pregnant and Parenting	
Students, Services for .....	110
President's List.....	110
President's message .....	4
Preventing Sexual Violence in	
Higher Education Act.....	135
PRISM .....	68
Probation, academic .....	78, 110
Probation, financial aid.....	110
Psi Beta Honor Society/	
Psychology Club.....	69
Publications .....	111

**R**

Refunds.....	111
Registration and Records... ..	112, 202
Religious observances.....	132
Reserve Officers' Training Corps	
(ROTC).....	113
Residency .....	113
Rules and Regulations .....	131

**S**

Safety and Security.....	113
Schedules .....	113
Scholarships .....	114
SCOPE: Social Media Club.....	69
Senior citizen tuition.....	114
Sexual harassment policy.....	158
SkillsUSA .....	74
Skyway Collegiate	
Conference .....	74, 103
Smoking regulations.....	114
Sports .....	75
State laws .....	131
S.T.A.R. Program.....	114
Student Account Appeals.....	111
Student Accounts and Cashier... ..	115
Student Ambassadors.....	115
Student assemblies,	
procedures .....	186
Student Athlete Council (SAC)....	69
Student Complaints .....	153
Student Conduct, Code of.....	137
Student Development .....	202
Student fee .....	115
Student Financial Services.....	202
Student Life .....	115
Student organizations.....	60
Student Right to Know Act.....	135
Student Senate .....	5, 61
Student Services.....	203
Student Success	
and Retention .....	203
Student Support Services/	
TRIO .....	116
Student trustee .....	61
Student Engagement .....	202
Students for a Diverse Society ...	70
Study Abroad.....	116
Sugar Grove Campus map.....	209

**T**

Technical Assistance	
Center (TAC).....	6, 116
Testing, assessment.....	105
Textbooks.....	117
Title IX .....	136

Traffic regulations..... 117, 193  
 Transcripts ..... 117  
 Transferring Credit..... 117, 121  
 TRIO/Student Support  
     Services..... 116  
 Trustees ..... 82, 195  
 Tuition and fees ..... 115, 122  
 Tutoring Centers ..... 125

**V**

---

VALEES ..... 125  
 Veterans Information  
     Active Duty..... 81  
     Financial Aid/Benefits..... 126  
     Veteran Services..... 126  
     Veterans Club ..... 71  
     Withdrawal ..... 129  
 Vision..... 2  
 Visual and Performing Arts,  
     Education,  
     and Sciences ..... 126, 200  
 Voice mail ..... 196

**W**

---

Waubonsee Student Education  
     Association..... 70  
 Waubonsee Student Nurses  
     Association..... 70  
 Waubonsee Talk Line ..... 127  
 Waubonsee Veterans Club..... 71  
 Welcome ..... 4  
 Who's Who on Campus ..... 195  
 Withdrawal ..... 127  
 Withdrawal, course..... 79, 127  
 Withdrawal, financial aid ..... 128  
 Workforce Education  
     and Training..... 129

**X**

---

XCARD ..... 130  
 X-number..... 130

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









# QUICK DIRECTORY

Department	Building	Email	Ext.
Academic and Career Advising	STC 262 DWNTN 110 FOXVLY 231 PLANO	advising@waubonsee.edu	2361
Academic Support	COL 162	academicsupport@waubonsee.edu	2503
Access Center for Disability Resources	STC 201	accesscenter@waubonsee.edu Video Phone: (630) 405-6110	2564
Admissions	STC 260 DWNTN 110	admissions@waubonsee.edu	5756
Adult Education Division	DWNTN 460	adulted@waubonsee.edu	4119
Adult Education Youth Services	DWNTN 460	adulted@waubonsee.edu	4176
Athletics	FLD 170	athletics@waubonsee.edu	2524
Bookstore	DKN 1st floor DWNTN 1st floor	bookstore@waubonsee.edu	2908 4174
Business, Technology, and Workforce Education Division	AKL 230	BTWE@waubonsee.edu	2263
Campus Police	DKN 1st floor DWNTN 1st floor	campuspolice@waubonsee.edu	2552 4142
Career Development	STC 262	careerdevelopment@waubonsee.edu	2368
Computing Center	HCC DWNTN 218	TAC@waubonsee.edu	5723 4124
Development Office	DKN 2nd floor	foundation@waubonsee.edu	2316
Driver Safety	DWNTN 266	DSP@waubonsee.edu	3675
Educational Affairs	COL 132		2352
Financial Aid	STC 234 DWNTN 241 FOXVLY 234 PLANO 130	financialaid@waubonsee.edu	5774
GED® & TASC Testing	DWNTN 275	assessment@waubonsee.edu	4182
Graduation	STC 276	graduation@waubonsee.edu	2933
Health Professions and Public Service Division	FOXVLY 107	HPPS@waubonsee.edu	3900
High School Equivalency Preparation Classes	DWNTN 457	adulted@waubonsee.edu	4600
Honors Program	SCI 214	honors@waubonsee.edu	2319
Human Resources	A 110	hr@waubonsee.edu	2718
Latinx Resource Center	DWNTN 250	LRC@waubonsee.edu	4180

*Continued on next page*

## 224 Quick Directory

Department	Building	Email	Ext.
Learning Assessment and Testing Services	STC 230 DWNTN 275 FOXVLY 229 PLANO 129	assessment@waubonsee.edu	5700
Liberal Arts and Sciences	BDE 136	LAS@waubonsee.edu	2921
Library	COL 2nd floor DWNTN 1st floor FOXVLY	library@waubonsee.edu	2400 4625 3917
Lifelong Learning Institute	COL 174	LLI@waubonsee.edu	2593
Marketing and Communications	DKN 250	marketingandcommunications@waubonsee.edu	2411
Money Matters	STC 238 BDE 225	moneymatters@waubonsee.edu	2493
President's Office	DKN 2nd floor		2903
Registration and Records	STC 249 DWNTN 112 FOXVLY 231 PLANO 127	registration@waubonsee.edu	2370
Student Accounts and Cashier	STC 2nd floor	studentaccounts@waubonsee.edu	5705
Student Development	STC 134		2941
Student Life	STC 126	studentlife@waubonsee.edu	2369
Student Services	STC 234		2349
Student Support Services	STC 262	SSS@waubonsee.edu	5767
Student Engagement	STC 103	deanforstudents@waubonsee.edu	6686
Tutoring Centers	COL 144 DWNTN 215	tutoring@waubonsee.edu  (PLANO & FOX by appt)	2408 4628 2408
Visual and Performing Arts, Education, and Sciences	SCI 214	VPAES@waubonsee.edu	2319
Workforce Education and Training	APC 246	CTE@waubonsee.edu	2356



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**Aurora Downtown Campus** • 18 S. River St. • Aurora, IL 60506 • (630) 801-7900

**Aurora Fox Valley Campus** • 2060 Ogden Ave. • Aurora, IL 60504 • (630) 585-7900

**Plano Campus** • 100 Waubensee Drive • Plano, IL 60545 • (630) 552-7900

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

[www.waubensee.edu](http://www.waubensee.edu)





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Community College



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**WAUBONSEE**  
COMMUNITY COLLEGE

### **Sugar Grove**

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

### **Aurora Downtown**

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

### **Aurora Fox Valley**

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

### **Plano**

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