

Student Handbook 2024-2025



WAUBONSEE
COMMUNITY COLLEGE

www.waubonsee.edu



FOR EVERY
STUDENT

FOR EVERY
COMMUNITY

The Community
Colleges of Illinois

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

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 Waubonsee76

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

Rules and Regulations.....129

- Federal and state laws (page 129), Code of Student Conduct (page 135), network user rules (page 159) and traffic regulations (page 165)

Who’s Who on Campus167

- Listing of administration and faculty 176
- Maps and parking for Sugar Grove, Aurora Downtown,
Aurora Fox Valley and Plano Campuses..... 181

Index187

- 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

OUR MISSION

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

- **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, academic and career 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

 LinkedIn

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
2023-2024



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 for current hours of operation.

Additional information and resources are available on the college website at www.waubonsee.edu, and current students can access personalized information on the college graduation at 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 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:	Thursday, July 4, 2024
Labor Day:	Monday, Sept. 2, 2024
Election Day:	Tuesday, Nov. 5, 2024
Thanksgiving Holiday:	Wednesday, Nov. 27 through Sunday, Dec. 1, 2024
Winter Break:	4:30 p.m., Friday, Dec. 20, 2024 through Wednesday, Jan. 1, 2025
Martin Luther King, Jr. Day:	Monday, Jan. 20, 2025
Easter:	Sunday, April 20, 2025
Memorial Day:	Monday, May 26, 2025
Juneteenth:	Thursday, June 19, 2025

Important Dates – Fall Semester 2024

Registration/Withdrawal

First day of fall registration	May 6, 2024
First day of classes (16-week, first 8-week, first 4-week courses).....	Mon., Aug. 19
Weekend classes begin (15-week, first 7-week courses) - Saturday.....	Aug. 24
Withdrawal deadline for first 4-week courses.....	Sept. 6
12-week & second 4-week courses begin.....	Sept. 16
Last day to claim honor student status designation in a 16-week course.....	Sept. 16
Withdrawal deadline for first 8-week courses.....	Sept. 27
Withdrawal deadline for first 7-week weekend courses.....	Sept. 30
Withdrawal deadline for second 4-week courses	Oct. 4
Midterm – last day to change audit enrollment status*	Oct. 9
Second 8-week & third 4-week courses begin	Oct. 14
Second 7-week weekend courses begin.....	Oct. 26
Withdrawal deadline for third 4-week courses	Nov. 1
Spring semester registration begins at 8 a.m.	Nov. 4
Withdrawal deadline for 16-week courses.....	Nov. 8
Withdrawal deadline for 15-week weekend courses.....	Nov. 11
Fourth 4-week courses begin.....	Nov. 11
Withdrawal deadline for 12-week courses.....	Nov. 15
Withdrawal deadline for second 8-week courses	Nov. 22
Withdrawal deadline for second 7-week weekend courses	Dec. 2
Withdrawal deadline for fourth 4-week courses.....	Dec. 6
Semester ends	Dec. 14
Grades available to students – Wednesday**	Dec. 18

Refund Deadlines

First 4-week courses	Aug. 20
First 8-week courses	Aug. 23
First 7-week weekend courses	Aug. 26
16-week courses	Aug. 30
15-week weekend courses	Aug. 30
Second 4-week courses	Sept. 17
12-week courses	Sept. 20
Third 4-week courses	Oct. 15
Second 8-week courses	Oct. 18
Second 7-week weekend courses	Oct. 28
Fourth 4-week courses.....	Nov. 12

Holidays

Labor Day break – Saturday through Monday (Classes will not meet)	Aug. 31-Sept. 2
Election Day – Tuesday (Classes will not meet)	Nov. 5
Thanksgiving break – Monday through Sunday (Classes will not meet) ..	Nov. 25-Dec. 1

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 2025

Registration/ Withdrawal

First day of spring registration.....	November 4, 2024
First day of classes (16-week, first 8-week, first 4-week courses).....	Tues., Jan. 21
Weekend classes begin (15-week, first 7-week courses) - Saturday.....	Jan. 25
Withdrawal deadline for first 4-week courses.....	Feb. 7
12-week & second 4-week courses begin.....	Feb. 17
Last day to claim honor student status designation in a 16-week course.....	Feb. 17
Withdrawal deadline for first 7-week weekend courses.....	Feb. 24
Withdrawal deadline for first 8-week courses.....	Feb. 28
Summer semester registration begins at 8 a.m.	March 3
Withdrawal deadline for second 4-week.....	March 7
Midterm – last day to change audit enrollment status*	March 12
Second 8-week & third 4-week courses begin	March 24
Second 7-week weekend courses begin.....	March 29
Withdrawal deadline for third 4-week courses.....	April 11
Withdrawal deadline for 15-week weekend courses.....	April 14
Withdrawal deadline for 16-week courses.....	April 18
Fourth 4-week courses begin.....	April 21
Withdrawal deadline for 12-week courses.....	April 25
Withdrawal deadline for second 7-week weekend courses	April 28
Withdrawal deadline for second 8-week courses	May 2
Fall semester registration begins at 8 a.m.....	May 5
Withdrawal deadline for fourth 4-week courses.....	May 9
Semester ends	May 16
Commencement.....	May 17
Grades available to students – Wednesday**.....	May 21

Refund Deadlines

First 4-week courses	Jan. 22
First 8-week courses	Jan. 24
First 7-week weekend courses	Jan. 27
16-week courses	Jan. 31
15-week weekend courses	Jan. 31
Second 4-week courses	Feb. 18
12-week courses	Feb. 21
Third 4-week courses	March 25
Second 8-week courses.....	March 28
Second 7-week weekend courses.....	March 31
Fourth 4-week courses	April 22

Holidays

Martin Luther King, Jr. Day – Monday (<i>Classes will not meet</i>).....	Jan. 20, 2025
Spring break – Monday through Sunday (<i>Classes will not meet</i>)	March 17-23
Easter Sunday (<i>Classes will not meet</i>)	April 20

Important Dates – Summer Semester 2025

Registration/ Withdrawal

First day of summer registration.....	March 3, 2025
First day of classes (11-week and 3-week courses).....	Tues., May 27
Weekend classes begin (9-week courses) - Saturday	May 31
Withdrawal deadline for 3-week courses	June 9
8-week & first 4-week courses begin.....	June 16
Withdrawal deadline for first 4-week courses.....	July 7
Second 4-week courses begin	July 14
Withdrawal deadline for 11-week courses.....	July 14
Withdrawal deadline for 9-week weekend courses.....	July 18
Withdrawal deadline for 8-week courses	July 25
Withdrawal deadline for second 4-week courses	Aug. 1
Semester ends	Aug. 8
Grades available to students – Wednesday**	Aug. 13

Refund Deadlines

3-week courses.....	May 28
11-week courses	May 30
9-week weekend courses	June 2
First 4-week courses	June 17
8-week courses.....	June 20
Second 4-week courses	July 15

Holidays

Memorial Day break – Saturday through Monday.....	May 24-26
<i>(Classes will not meet)</i>	
Juneteenth – Thursday	June 19
<i>(Classes will not meet)</i>	
Independence Day break – Friday through Sunday	July 4-6
<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 for more
 information on events and sports schedules.**

10 Weekly Planner

Week of June 17, 2024

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

17

Mon

18

Tue

19

Wed

Juneteenth - College Closed

20

Thu

21

Fri

22

Sat

23

Sun



24

Mon

25

Tue

26

Wed

27

Thu

28

Fri

Withdrawal deadline for first 4-week courses

29

Sat

30

Sun

12 Weekly Planner

Week of July 1, 2024

July 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				

August 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	

1

Mon

2

Tue

3

Wed

4

Thu

Independence Day (Classes will not meet) - College Closed

5

Fri

6

Sat

7

Sun



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

Mon

9 Refund deadline for second 4-week courses

Tue

10

Wed

11

Thu

12 Withdrawal deadline for 9-week weekend courses

Fri

13		14	
Sat		Sun	

14 Weekly Planner

July 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				

August 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 July 15, 2024

15

Mon

16

Tue

17

Wed

18

Thu

19

Fri

Withdrawal deadline for 8-week courses

20

Sat

21

Sun



22

Mon

23

Tue

24

Wed

25

Thu

26

Fri

Withdrawal deadline for second 4-week courses

27

Sat

28

Sun

July 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				

August 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 July 29, 2024

29

Mon

30

Tue

31

Wed

1

Thu

2

Fri

Summer 2024 semester ends

3

Sat

4

Sun



5

Mon

6

Tue

7

Wed

Grades available to students

8

Thu

9

Fri

10

Sat

11

Sun

18 Weekly Planner

August 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	

September 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 August 12, 2024

12

Mon

13

Tue

14

Wed

15

Thu

16

Fri

17

Sat

18

Sun



19
Mon

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

20
Tue

Refund deadline for first 4-week courses

21
Wed

22
Thu

23
Fri

Refund deadline for first 8-week courses

24
Sat

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

25
Sun

20 Weekly Planner

August 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	

September 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 August 26, 2024

26

Mon

Refund deadline for first 7-week weekend courses

27

Tue

28

Wed

29

Thu

30

Fri

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

31

Sat

Labor Day break
(Classes will not meet)

1

Sun

Labor Day break
(Classes will not meet)



2 Labor Day break (Classes will not meet) - College Closed
Mon _____

3 _____
Tue _____

4 _____
Wed _____

5 _____
Thu _____

6 Withdrawal deadline for first 4-week courses
Fri _____

<p>7 _____ Sat _____ _____ _____ _____</p>	<p>8 _____ Sun _____ _____ _____ _____</p>
---	---

22 Weekly Planner

September 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						

October 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 Sept. 9, 2024

9

Mon

10

Tue

11

Wed

12

Thu

13

Fri

14

Sat

15

Sun



16

Mon

12-week and second 4-week courses begin

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

17

Tue

Refund deadline for second 4-week courses

18

Wed

19

Thu

20

Fri

Refund deadline for 12-week courses

21

Sat

22

Sun

24 Weekly Planner

September 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						

October 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 Sept. 23, 2024

23

Mon

24

Tue

25

Wed

26

Thu

27

Fri

Withdrawal deadline for first 8-week courses

28

Sat

29

Sun



30 Withdrawal deadline for first 7-week weekend courses
Mon _____

1 _____
Tue _____

2 _____
Wed _____

3 _____
Thu _____

4 Withdrawal deadline for second 4-week courses
Fri _____

5 _____	6 _____
Sat _____	Sun _____
_____	_____
_____	_____

26 Weekly Planner

October 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			

November 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 Oct. 7, 2024

7

Mon

8

Tue

9

Wed

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

10

Thu

11

Fri

12

Sat

13

Sun



14

Mon

Second 8-week and third 4-week courses begin

15

Tue

Refund deadline for third 4-week courses

16

Wed

17

Thu

18

Fri

Refund deadline for second 8-week courses

19

Sat

20

Sun

28 Weekly Planner

October 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			

November 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 Oct. 21, 2024

21

Mon

22

Tue

23

Wed

24

Thu

25

Fri

26

Sat

Second 7-week weekend
courses begin

27

Sun



28

Mon

Refund deadline for second 7-week weekend courses

29

Tue

30

Wed

31

Thu

1

Fri

Withdrawal deadline for third 4-week courses

2

Sat

3

Sun

November 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	

December 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 Nov. 4, 2024

4

Mon

Spring 2025 semester registration begins at 8 a.m.

5

Tue

Election Day - College Closed

6

Wed

7

Thu

8

Fri

Withdrawal deadline for 16-week courses

9

Sat

10

Sun



11

Mon

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

12

Tue

Refund deadline for fourth 4-week courses

13

Wed

14

Thu

15

Fri

Withdrawal deadline for 12-week courses

16

Sat

17

Sun

32 Weekly Planner

November 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	

December 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 Nov. 18, 2024

18

Mon

19

Tue

20

Wed

21

Thu

22

Fri

Withdrawal deadline for second 8-week courses

23

Sat

24

Sun



25
Mon

Thanksgiving break (Classes will not meet)

26
Tue

Thanksgiving break (Classes will not meet)

27
Wed

Thanksgiving break (Classes will not meet) - College Closed

28
Thu

Thanksgiving break (Classes will not meet) - College Closed

29
Fri

Thanksgiving break (Classes will not meet) - College Closed

30 Sat	Thanksgiving break (Classes will not meet)	1 Sun	Thanksgiving break (Classes will not meet)
	College Closed		College Closed
	<hr/>		<hr/>
	<hr/>		<hr/>

34 Weekly Planner

December 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					

January 2025						
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. 2, 2024

2

Mon

Withdrawal deadline for second 7-week weekend courses

3

Tue

4

Wed

5

Thu

6

Fri

Withdrawal deadline for fourth 4-week courses

7

Sat

8

Sun



9

Mon

10

Tue

11

Wed

12

Thu

13

Fri

14

Sat

Fall 2024 semester ends

15

Sun

December 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					

January 2025						
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. 16, 2024

16

Mon

17

Tue

18

Wed

Grades available to students in 16-week courses

19

Thu

20

Fri

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

21

Sat

Winter Break - College Closed

22

Sun

Winter Break - College Closed



23 **Winter Break - College Closed**
Mon

24 **Winter Break - College Closed**
Tue

25 **Winter Break - College Closed**
Wed

26 **Winter Break - College Closed**
Thu

27 **Winter Break - College Closed**
Fri

28 Winter Break - College Closed Sat	29 Winter Break - College Closed Sun
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

January 2025						
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 2025						
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		

Week of Dec. 30, 2024

30
Mon

Winter Break - College Closed

31
Tue

Winter Break - College Closed

1
Wed

Winter Break - College Closed

2
Thu

3
Fri

4
Sat

5
Sun



6

Mon

7

Tue

8

Wed

9

Thu

10

Fri

11

Sat

12

Sun

January 2025						
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 2025						
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		

Week of Jan. 13, 2025

13

Mon

14

Tue

15

Wed

16

Thu

17

Fri

18

Sat

19

Sun



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

21 **First day of classes (16-week, first 8-week, and first 4-week courses)**
Tue _____

22 **Refund deadline for first 4-week courses**
Wed _____

23
Thu _____

24 **Refund deadline for first 8-week courses**
Fri _____

<p>25 Sat</p>	<p>Weekend classes begin (15-week and first 7-week courses)</p>	<p>26 Sun</p>	_____
	_____		_____
	_____		_____
	_____		_____

January 2025						
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 2025						
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		

Week of Jan. 27, 2025

27

Refund deadline for first 7-week weekend courses

Mon

28

Tue

29

Wed

30

Thu

31

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

Fri

1

Sat

2

Sun



3

Mon

4

Tue

5

Wed

6

Thu

7

Fri

Withdrawal deadline for first 4-week courses

8

Sat

9

Sun

44 Weekly Planner

February 2025						
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		

March 2025						
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. 10, 2025

10

Mon

11

Tue

12

Wed

13

Thu

14

Fri

15

Sat

16

Sun



17

Mon

12-week and second 4-week courses begin
Last day to claim honor student status designation in a 16-week course

18

Tue

Refund deadline for second 4-week courses

19

Wed

20

Thu

21

Fri

Refund deadline for 12-week courses

22

Sat

23

Sun

February 2025						
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		

March 2025						
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. 24, 2025

24

Withdrawal deadline for first 7-week weekend courses

Mon

25

Tue

26

Wed

27

Thu

28

Withdrawal deadline for first 8-week courses

Fri

1

Sat

2

Sun



3 Summer 2025 semester registration begins at 8 a.m.
Mon _____

4 _____
Tue _____

5 _____
Wed _____

6 _____
Thu _____

7 Withdrawal deadline for second 4-week courses
Fri _____

8 _____	9 _____
Sat _____	Sun _____
_____	_____
_____	_____
_____	_____

March 2025						
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 2025						
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 10, 2025

10

Mon

11

Tue

12

Wed

Midterm for 16-week courses

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

13

Thu

14

Fri

15

Sat

16

Sun



17

Mon

Spring break (Classes will not meet)

18

Tue

Spring break (Classes will not meet)

19

Wed

Spring break (Classes will not meet)

20

Thu

Spring break (Classes will not meet)

21

Fri

Spring break (Classes will not meet)

22

Sat

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

23

Sun

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

March 2025						
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 2025						
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 24, 2025

24
Mon

Second 8-week and third 4-week courses begin

25
Tue

Refund deadline for third 4-week courses

26
Wed

27
Thu

28
Fri

Refund deadline for second 8-week courses

29
Sat

Second 7-week weekend courses begin

30
Sun



WAUBONSEE
COMMUNITY COLLEGE

Week of March 31, 2025

31 Refund deadline for second 7-week weekend courses
 Mon _____

1 _____
 Tue _____

2 _____
 Wed _____

3 _____
 Thu _____

4 _____
 Fri _____

5	_____	6	_____
Sat	_____	Sun	_____
	_____		_____
	_____		_____

April 2025						
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 2025						
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 7, 2025

7

Mon

8

Tue

9

Wed

10

Thu

11

Fri

Withdrawal deadline for third 4-week courses

12

Sat

13

Sun



14

Mon

Withdrawal deadline for 15-week weekend courses

15

Tue

16

Wed

17

Thu

18

Fri

Withdrawal deadline for 16-week courses

19

Sat

20

Sun

**Easter Sunday -
College Closed**

Week of April 21, 2025

April 2025						
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 2025						
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	

21

Mon

Fourth 4-week courses begin

22

Tue

Refund deadline for fourth 4-week courses

23

Wed

24

Thu

25

Fri

Withdrawal deadline for 12-week courses

26

Sat

27

Sun



28

Mon

Withdrawal deadline for second 7-week weekend courses

29

Tue

30

Wed

1

Thu

2

Fri

Withdrawal deadline for second 8-week courses

3

Sat

4

Sun

Week of May 5, 2025

May 2025						
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 2025						
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						

5

Mon

Fall 2025 semester registration begins at 8 a.m.

6

Tue

7

Wed

8

Thu

9

Fri

Withdrawal deadline for fourth 4-week courses

10

Sat

11

Sun



12

Mon

13

Tue

14

Wed

15

Thu

16

Fri

Spring 2025 semester ends

17

Sat

Commencement

18

Sun

Week of May 19, 2025

May 2025						
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 2025						
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						

19

Mon

20

Tue

21

Wed

Grades available to students in 16-week courses

22

Thu

23

Fri

24

Sat

Memorial Day break
(Classes will not meet)

25

Sun

Memorial Day break
(Classes will not meet)



26

Mon

Memorial Day (Classes will not meet) - College Closed

27

Tue

11-week and 3-week courses begin

28

Wed

Refund deadline for 3-week courses

29

Thu

30

Fri

Refund deadline for 11-week courses

31

Sat

9-week weekend courses begin

1

Sun



BENEFITS OF INVOLVEMENT

Get the most out of your time at Waubonsee by getting involved! The Student Life Office offers leadership opportunities, service projects, 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 Organizations” 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 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 on the Sugar Grove Campus 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

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

Please visit 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.

Advisor: 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 265, 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

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

Advisors: Dr. Aaron Lawler, BDE 221, ext. 2861
Jon Nichols, BDE 120, ext. 2874

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

Auto Club

The purpose of Auto Club is to increase knowledge of the automotive world outside of the classroom, promote educational excellence and professionalism, and provide outside opportunities to those interested in the automotive field.

Advisors: Tyler Friedland, AKL 100, ext. 2308
Ramiro Cervantes, AB-105, ext. 2550

Bass Fishing Club

It shall be the purpose of the Waubensee 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

Biology Club

The purpose of the Biology Club is to provide students in the science field opportunities to learn and participate in activities to acquire skills and experience needed for careers in the science field. The Biology Club will demonstrate the fascinating and entertaining world of life science.

Advisor: Dani Fischer, SCI 116, ext. 2345

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 Waubensee Community College.

We host:

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

Advisors: Dr. Robert Cook, STC 210C, ext. 6800
Dr. Chassie Sherretz, COL 124, ext. 5757

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. 2315
Dr. Nour Al Naber, APC 265, ext. 2325

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.

Advisor: Michelle Dahlstrom, STC 126, ext. 2369

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

Choir Club

The Choir Club will be an exciting opportunity for students to showcase their talents in the art of sound by using their voices, and learn about the various components of singing in a choir. This club helps the students learn the aspects of music such as pitch, tone, melody and lyrics. Choir students will be able to perform at events and attend community and campus events.

Advisors: Holly Schmidt, BDE, ext. 7900
Mark Lathan, VON 136, ext. 250

Circle K Club

Circle K empowers college students through service to local and global communities. You'll work with other passionate students to develop leadership skills and make lifelong friendships – all in an inclusive and supportive environment.

Advisor: Michelle Dahlstrom, STC 125, ext. 2317

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 workshopping 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

Cybersecurity Club (Cyber Chiefs)

The purpose of Cyber Chiefs is to promote and foster interest, knowledge, and awareness in the field of cybersecurity among community college students. Cyber Chiefs aims to provide its members with educational opportunities, practical skills, networking, and professional development in the realm of cybersecurity.

Advisor: Jason Rochon, PLANO 214, ext. 6064

Dance Club

The purpose of Dance Club is to practice, learn and enjoy different styles of dance like Hip Hop, Bachata, Jazz, Cumbia, Lyrical/Contemporary, and others determined by Dance Club members.

Advisors: Courtney Nomiya, DWNTN 189, ext. 4626
Jessica Kellenberger, COL 217, ext. 2375

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>



Advisor: Eamon Newman, COL 182, ext. 2940

Empowered Women of the Future

Empower the next generation of students by teaching them networking skills, helping them build self-confidence, and motivating them to dream bigger.

Advisor: Toni Ford, APC 272, ext. 2791

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

Fiber Arts Club

The Fiber Arts Club offers a creative haven for students to explore artistic expression through various textile crafts. Learn and master skills in knitting, crocheting, sewing, and other fiber arts, providing a platform to create and share your unique projects within a supportive community.

Advisor: Melissa Morgan, BDE 121, ext. 5718

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.

Advisor: Linda Alberty Layhew, DKN 249, ext. 6632

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

Kinesiology and Wellness Club

The purpose of the Kinesiology and Wellness Club is to provide students an opportunity to engage in professional activities related to kinesiology and wellness by improving awareness and knowledge regarding living a holistic lifestyle. Also, the club will disseminate information regarding professional career development and networking opportunities for current students and opportunities for professional growth.

Advisor: Dr. Emily Heller, ERK 204, ext. 2545

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



Advisor: Jenissa Nino, DWNTN 261, ext. 4644

Literature Club

The purpose of the Literature Club is to discuss and analyze important works of literature, create a community full of discussion and build connections through reading.

Advisor: Dr. Billy Clem, WGL 220, ext. 2388

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

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

National Adult Education Honor Society

The group's mission is to provide recognition to adult education students. Eligible Waubensee students are enrolled in English as a Second Language (ESL), Adult Basic Education (ABE), Adult Secondary Education (ASE), or Waubensee 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

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: Student Life Graduate Assistant, STC 117, ext. 5763
Dani Fischer, SCI 116, ext. 2345
Randy Hines, AKL 251, ext. 2930
Mary Mills, COL 123, ext. 2982

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

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
- Waubensee'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

PRISM

The purpose of PRISM (Pride, Raising Awareness, Involvement, Support, Mentoring) is to provide a safe place of support for LGBTQ+ students at Waubensee. 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.

Advisor: Kris Millard, DKN 106, ext. 2573

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
Laura Meredith, APC 282, ext. 2273



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

Waubonsee 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

Waubonsee 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



Waubensee 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

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

Advisor: Tim Bizoukas, A 102, ext. 2404

Women's Wellness Club

The Women's Wellness Club is dedicated to fostering a supportive and empowering community. Our purpose is to promote holistic well-being, personal growth, and a sense of belonging. Through a varied range of physical activities, discussions, and resources, we aim to prioritize the 6 pillars of wellness, develop valuable life skills, and forge meaningful connections with focus-driven women.

Advisor: Jennifer McGuire, BDE 131, ext. 2327

LEADERSHIP OPPORTUNITIES

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 or call (630) 466-2369.

Social Leaders: A Student Leadership Program

The Social Leaders Program helps new and experienced students develop and/or strengthen their leadership skills. It is designed to reinforce leadership concepts in the sessions through collaborative conversations, activities, video clips, and more.

As a participant, students will be able to identify a campus issue, learn how to utilize their networks, and strategize an action plan to make a real impact at Waubonsee Community College! Students will learn about Social Impact which is defined as, "The effect on people and communities that happens as a result of an action or inaction, an activity, project, program or policy."

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

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 or call (630) 466-2369.

ACADEMIC TEAMS AND COMPETITIONS

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: Fawn Clarke-Peterson, 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

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

Music Ensembles

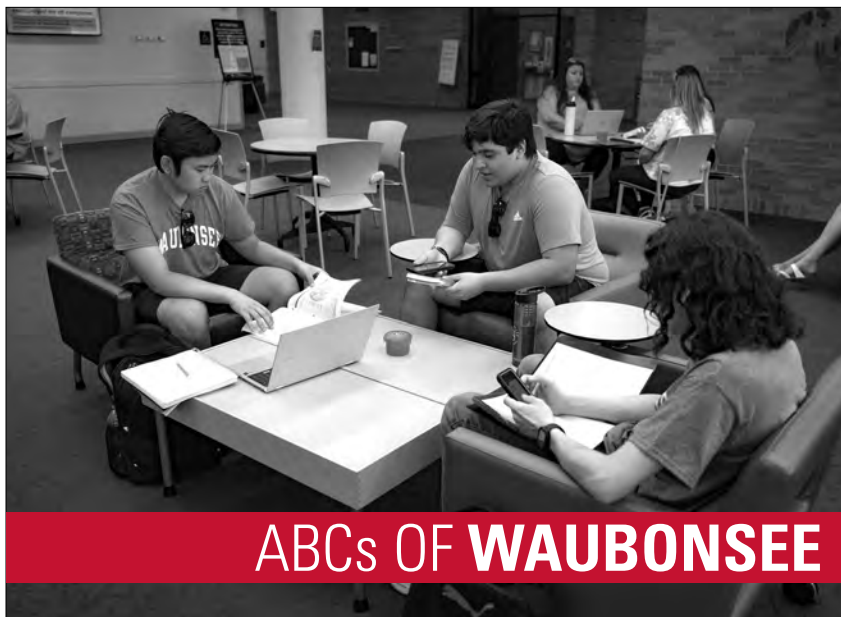
Waubonsee gives students the opportunity to participate in instrumental and vocal groups through class enrollment. Refer to the music sections in the college catalog and/or schedule, or contact the instructor.

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

Academic and Career Advising is here to help students navigate the process of choosing a major and developing a career path. No matter the path, Academic and Career Advising is focused on students' success in achieving their educational goals 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 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 the Pre-Registration Review through mywcc at 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 who need to plan out their class schedule, withdrawing from or adding a class, exploring career options, 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 degree, or intend to transfer to a four-year institution, meeting with their assigned advisor before registering for classes each semester ensures students are taking the correct classes to achieve their educational goals. Academic and Career Advisors can be especially helpful in ensuring courses taken at Waubonsee will transfer into the desired program at the four-year institution.

All first-semester degree and certificate-seeking students are required to meet with their Academic and Career Advisor to develop their academic plan, and review career and transfer options and college success resources. First Semester Academic Planning is required before students can register for the next semester.

Contact: *Academic and Career Advising
Counseling, Advising and Transfer Center,
Student Center, Room 262, ext. 2361
advising@waubonsee.edu*

Aurora Downtown Campus, First Floor

Aurora Fox Valley Campus, Second Floor

Plano Campus, Room 127

Academic Computing



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 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*

Academic Early Action Program

1. Academic Early Action: Waubonsee’s Academic Early Action Program enables instructors to raise academic concern flags on students who may need extra assistance during a particular class. This notification helps the student identify what may help them succeed. Students flagged with alerts will get an email from their instructor and an additional outreach from a specialized staff member. Areas of difficulty can include attendance, English proficiency, academic preparation/prerequisites, assignments, and/or 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.”

Access Center for Disability Resources

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

Once students have completed the initial registration process, they can make adjustments to their schedules. Check the deadline dates on the website at www.waubonsee.edu/academic-calendar. 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

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

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)

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

Articulated Credit

See “VALEES”

Assemblies

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

Attendance

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 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.

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

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

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 183.

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

Aurora Fox Valley Campus

Located on the Rush-Copley Medical Center campus on Route 34 in far east Aurora (see map on page 184), 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

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 167, for a list of current members.

Bookstore

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, or
Aurora Downtown Campus, First Floor, ext. 2908*

Bulletin Boards

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. 2361*

Bus Transportation

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

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 167.



Calendars

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). Sports schedules are available online at www.gochiefs.com.

Campus Assessment Team (CAT)

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) 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 Provost of Student Services,
Student Center, Room 239, ext. 2363*

Visit www.waubonsee.edu/CAT for more information.

Campus Police

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 (all campuses), 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

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 to use this free online service. Other resources can be found at www.waubonsee.edu/careerdevelopment. Internships and study abroad programs offer students the opportunity to earn college credit while gaining valuable experience. See also “Internship Program” and “Study Abroad.”

Contact: *Academic and Career Advising*
Student Center, Room 262, ext. 2361
careerdevelopment@waubonsee.edu

Career Education

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

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. 2361
careerdevelopment@waubonsee.edu

Certificates

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

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

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

Should the college close due to weather or other unplanned facility closures, it will be communicated through the following methods:

- Waubonsee Alert System text, email and voice messages
- the college’s website at www.waubonsee.edu
- The college portal: mywcc
- The college’s institutional social media accounts
- local TV and radio stations

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

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.

Commencement Ceremony

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

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

Computers

See "Academic Computing."

Conduct

The Code of Student Conduct is described in detail in its own section under "Rules and Regulations" page 129. Students should be familiar with their rights and responsibilities.

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

Cooperative Agreements

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 Assistant Provost of Student Services. 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: *Assistant Provost of Student Services,
Student Center, Room 241
(in the Financial Aid Suite), ext. 2349*

Counseling

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 in distress and offer 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
counselingsupport@waubonsee.edu*

Visit www.waubonsee.edu/counseling for service hours at all four campuses or call ext. 2361 for more information.

Course Fees

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

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

A federal law requires colleges to publish crime and security statistics. See page 131 for further information.

Dean's List

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

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

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

The Waubonsee Community College Development Office does work on behalf of the Waubonsee Community College Foundation. The mission of the Waubonsee Community College Foundation is to cultivate philanthropic donors, to responsibly steward its assets, and to equitably award scholarships to students to help them achieve their educational goals. The Foundation awards more than 300 scholarships each academic year for use at Waubonsee Community College.

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

Disability Resources

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

Driver Safety

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

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. See “Logins,” “mywcc,” and “X-number” for more information.

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

Educational Records

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

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. 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

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 to view the program details or email emergencyneeds@waubonsee.edu.

Employment Opportunities

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

Visit 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)

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

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

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.

Financial Aid

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. 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⁺ 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.⁺⁺ 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."

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

⁺⁺ *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

Fines

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

Fishing

Fishing is not allowed at any of our campuses.

Food Service

Vending machines are located on all of our campuses. Please note that eating and drinking are not permitted in any classroom.

More information on campus food options can be found online at 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 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

Students receive grades for every credit course they enroll in at Waubonsee. Grades can be accessed through mywcc at 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 Provost 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 Provost for consideration.

Grade Appeal Procedures: The following steps describe the grade appeal process for credit students.

Step 1: Discuss with the course faculty member the rationale for the final grade and to share concerns and reasons for requesting a grade change. If after discussion with the faculty member, a student is not satisfied with the results of their grade concerns, proceed to step 2.

Step 2: Submit a formal grade appeal by sending an email from your Waubonsee student email to the instructional dean that oversees the course. In this appeal, attach a letter including 1) the rationale for the requested grade change, 2) any documents that explain or support your request, 3) rationale/communication shared by the course instructor denying the grade change. Students have one calendar year from the last date of the semester of the course grade they wish to appeal to submit a formal appeal. Outside of one calendar year the appeal will not be considered.

The Dean will investigate the student's concerns and attempt to facilitate a resolution. Within 30 college days, the Dean will prepare a written determination addressing the student's concerns and sends it to the student's Waubonsee email address with a copy to the appropriate instructor. College days are defined as Monday through Friday 8:00 a.m. until 4:30 p.m.

Step 3: If the appeal is denied at Step 2, the student has the right to elevate the appeal within 10 college days of the Dean's determination to the Assistant Provost of Teaching and Learning. Appeals submitted outside of the 10-college days will not be considered. The Assistant Provost of Teaching and Learning investigates the student's grade concerns and attempts to facilitate a resolution. Within 30 college days of the receipt of the appeal, the Assistant Provost of Teaching and Learning sends a written determination to the student's Waubonsee email address with a copy to the instructor.

Step 4: If the appeal is denied at Step 3, the student may file a final written appeal within 10-college days, to the Assistant Provost of Student Services, requesting that the matter be considered by the Academic Review Board. Appeals submitted outside of the 10-college days will not be considered. Within 45 college days after receipt of the appeal, the Academic Review Board will convene to consider the matter. At that time, the student and the faculty member (or the faculty member's representative), may have the opportunity to present oral and/or written statements in support of their position.

Within 30 college days after the conclusion of the Academic Review Board's consideration, the board will make a final determination based on the facts and the evidence of the case. The Assistant Provost of Student Services will also procedurally review the case to ensure that the grade appeal process was conducted in accordance with these established procedures and will share this review with the Provost. The Provost will review all of the documents and deliberations regarding the requested grade change and, assuming concurrence with the decision, will share the Academic Review Board's final decision to the student and faculty member. This decision is the final action in the Grade Appeal Process.

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 Assistant Provost of Student Services.

Grade Point Average

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)
Totals	13		35

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

Graduation

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. Intents 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. Intents 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

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 167.

High School Equivalency (HSE)

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 and to schedule the HiSET, visit www.hiset.ets.org.

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

Honors Program

This program is tailored to high-achieving students who enjoy intellectual challenges. Students are provided the opportunity to work closely with members of the college's faculty on independent projects. Participation develops critical and creative thinking, fosters collaboration, and provides a competitive advantage in college admissions and scholarship applications. Students must apply for the honors program. See the college website for more information: www.waubonsee.edu/honors

Contact: *Honors Program,
ext. 2568
honors@waubonsee.edu*

Illinois Skyway Collegiate Conference

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 Provost
of Student Services,
Student Center, Room 234,
ext. 2363 or 2349*
Website:
www.skywayconference.com

International Students

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

International Studies

See "Study Abroad."

Internship Program

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 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*

Late Enrollment

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

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*

Learning Assessment and Testing Services

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

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 167.

Library Services

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.

The physical libraries at the Sugar Grove Campus (Todd Library), Aurora Downtown Campus, and Aurora Fox Valley Campus house comprehensive resources 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
Aurora Fox Valley, Second Floor

Email: library@waubonsee.edu

Logins

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

Lost and Found

All unclaimed articles left anywhere on campus should be sent to the Campus Police Department. Owners may claim lost property with proper identification.

Contact: *Campus Police, Sugar Grove,
Dickson Center, First Floor, ext. 2552*
*Campus Police, Aurora Downtown Campus,
First Floor, ext. 4142*
*First Floor Lobby, Aurora Fox Valley Campus,
ext. 3929*
*First Floor Lobby, Plano Campus,
ext. 6091*

Maps

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 181.

Money Matters

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.

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)

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 for more information and a list of courses that offer MyMaterials.

mywcc

Students can access their important Waubonsee information online — at 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

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.

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

Parking

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.

Paying Tuition

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

Payment Plans

See “Tuition and Fees.”

Placement Testing and College Readiness

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.

All new full-time students are required to fulfill placement in English, reading, and math. Visit 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.

Plano Campus

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*

Pre-Registration Review (PRR)

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

Pregnant and Parenting Students, Services for

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.

President's List

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

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

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

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) 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

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.

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

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

Residency

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, individuals must reside within the district for at least 30 days immediately prior to the date established by Waubonsee for classes to begin. Students may be required to provide documentation to verify their residency if there is reason to believe the student's residency is no longer in the district or state. Reasons may include return mail or a request for an address change. Students are required to provide necessary documentation to qualify for special residency classifications. Please review more details at www.waubonsee.edu/residency.

Safety and Security

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 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, Aurora Fox Valley, and the Plano campuses.

Students, faculty, and staff may visit www.waubonsee.edu/report to access the form to report a person of concern.

Schedules

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 for more information on classes, the registration process, and semester calendars.

Scholarships

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 2025-2026 academic year are due in February and May 2025.

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

Senior Citizen Tuition

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

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

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

The Student Accounts and Cashier Office is where students pay their tuition, fees, other charges, and arrange payments. Students can make payments online, in-person, or by mail. Waubonsee accepts payments in cash, electronic check*, bank debit, credit/debit card or digital wallet (VISA, MasterCard, Discover, American Express, Google Pay, Samsung Pay, or Apple Pay).

Contact: *Student Center, Second Floor, ext. 5705*

Student Ambassadors

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

See "Procedures for Student Assemblies," page 158 in the "Student Conduct" section.

Student Fee

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

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

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)

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

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

Study Abroad

Waubonsee is a member of the Illinois Consortium for International Studies and Programs (ICISP). Study abroad programs take Waubonsee students to England, Austria, Spain, Ireland, 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. 2361*

Technical Assistance Center (TAC)

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

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.

Costs for books and supplies are listed by course at 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

For traffic regulations that apply to vehicles or other mobility devices on campus, see "Rules and Regulations" on page 165. For parking rules at each campus, see the respective maps beginning on page 181.

Transcripts

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 or can be requested online via mywcc.

Transferring Credit from Waubonsee (Transfer Advising and Planning)

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 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 for more information.

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.

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 Provost.

Transferring Credit to Waubonsee

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 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

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:** Each semester, payment plan options are available. A \$25 nonrefundable set-up fee is charged for each semester you choose to enroll in a payment plan. See www.waubonsee.edu/paying for more information.
- **VERIFIED SOURCES:** Verified sources are listed below. When your tuition and fees are being paid for by another organization or entity, that organization or entity is referred to as a verified source. If your verified source cannot be applied to your account by the payment arrangement date, you can enroll in a payment plan while you wait for the funds to come through.

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 Foundation scholarships, if eligible, are viewable in the Financial Aid portal and will apply to your student account after classes begin. You are responsible for the remaining balance, if any.
2. Waubonsee Gustafson and Athletic scholarships, if eligible, will apply to your student account the day after you register and will hold your classes. You are responsible for the remaining balance, if any.
3. Private scholarships payments must be received by the payment arrangement date to hold your classes. You are responsible for the remaining balance, if any.

**Veterans Affairs (VA) Benefit Recipients
(CH30, CH31, CH33, CH35, or CH1606):**

With the submission of a Veterans Enrollment Certification Request (VECR) prior to registering, classes will be held, and any funds received from the Department of Veterans Affairs (VA) for CH31 or CH33 will be credited to the student's account. The college will not impose a penalty or require the beneficiary to borrow additional funds to pay their balance before benefits have been received. Use the search bar in mywcc to locate the VECR form.

Employer/Third Party Payments:

If a student's employer or third party is paying for your classes and should be billed directly, a letter/voucher from the company is required by the payment arrangement date to hold your classes.

How to Pay

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

- online at mywcc.waubonsee.edu/pay through the Student Account Suite;
- in Person:
 - Student Accounts and Cashier Office in the Student Center at the Sugar Grove Campus
 - Student Services/Registration at 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: Students who have parents, employers or other third party's make a payment on their account, must first set them up as an authorized user in the Student Account Suite through mywcc. 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. 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

The Tutoring Center offers students a wide variety of resources and opportunities for success. All of the services provided are free to Waubonsee students. Meeting with a tutor or academic coach is easy—you can meet either in person or virtually, with or without an appointment! All scheduling information can be found at www.waubonsee.edu/tutoring.

Tutors: Our tutors can assist you in more than 200 of the courses offered at Waubonsee, all within more than 20 subjects. These subjects include Math, Biology, Chemistry, Computer Information Systems, and Writing Across the College.

Academic Coaches: Navigating college can be tricky, especially when it comes to time management, note taking, study skills, and keeping up your momentum. Many students work with academic coaches to hone those skills and become more successful on their academic journey.

Embedded Services (formally known as the Navigator Program): Certain courses can be historically more difficult than others for students. We offer embedded services—an academic coach or tutor goes through the class with you and supports you. Check with your instructor to see whether or not you have an embedded tutor or coach in your class!

Supplemental Instruction: Students who have excelled in their classes may be chosen to be a Supplemental Instruction (SI) Leader. SI Leaders are in the classes with you, going through all of the same material. They host sessions where they reinforce the material you just covered, and they give you tools to be more successful in that class.

Tutor.com: If none of our options work for your schedule, there's Tutor.com! Tutor.com is a 24/7 online tutoring service offered for free to students. Students access Tutor.com through their Canvas shells. Tutor.com has tutors for more than 250 subjects, academic coaching, and test prep, including TEAS. Tutor.com also provides tutoring in core subjects, such as Math, English, History, and some Science subjects, in Spanish.

Contact: *Sugar Grove, Collins Hall, Room 144, ext. 2408*
Aurora Downtown, Room 215, ext. 2408
tutoring@waubonsee.edu

VALEES

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 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 for a listing of approved high schools.

Contact: *VALEES Office, Auditorium, Room 108, ext. 5736*

Veterans' Services

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

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

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 167.

Waubonsee Talk Line

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

National Suicide Prevention Lifeline: (800) 273-8255

Crisis Text Line: Text HOME to 741741

National Suicide Prevention Lifeline: 9-8-8

Withdrawals

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 135.

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 electronically through mywcc 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. Questions should be directed to the Senior Veterans Academic and Career Advisor.

Workforce Education and Training

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

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.

For more information: www.waubonsee.edu/xcard

X-number

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*



FEDERAL AND STATE LAWS

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. 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. 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

Accommodation of Religious Observances/Practices

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

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
(630) 405-6110 Video Phone accesscenter@waubonsee.edu

Federal Resources:

Americans with Disabilities Act: www.ADA.gov

Office of Civil Rights:

www2.ed.gov/ocr

Concealed Carry

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

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.

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

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)

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.

132 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)

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 or contact the Counseling and Student Support Manager.

Medical Marijuana Statement

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

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 Provost of Student Services, or the Provost. Educational sessions regarding safety, bystander education, and sexual misconduct prevention are regularly offered. See www.waubonsee.edu/titleix for victim support resources at the college and in the community.

Student Right to Know Act

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

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.”

At the time this handbook was sent to print in May 2024, the college was in the process of updating our Title IX policy and procedures due to new government regulations effective August 1, 2024. For the most current information, visit www.waubonsee.edu/titleix.

To file a claim of harassment, sexual harassment, discrimination, or sexual misconduct, please visit: www.waubonsee.edu/WIF or contact one of the Title IX Coordinators listed below.

Title IX Coordinators:

***Michele Needham, Executive Director of Human Resources,
(630) 466-2367 or mneedham@waubonsee.edu***

***Jami Hinshaw, Dean for Student Engagement,
(630) 466-5748 or jhinshaw@waubonsee.edu***

Title IX Deputy Coordinators:

***Dr. Scott Peska, Assistant Provost of Student Services,
(630) 466-2362 or speska@waubonsee.edu***

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

CODE OF STUDENT CONDUCT

Introduction

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 may be found in the Student Handbook or can be accessed online via www.waubonsee.edu/student-handbook.

136 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

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 152) 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)

138 Rules and Regulations

- 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 in excess of 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;

142 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

- 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.

144 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

- 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

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.
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 Provost, 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 Assistant Provost of Student Services of the College. Grounds for appeals should rely upon new evidence, previously unavailable evidence or how the proceeding and/or decision was unjustified. The Assistant Provost of Student Services 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 Assistant Provost of Student Services 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 Assistant Provost of Student Services.
3. Review of the case by the Assistant Provost of Student Services may not result in more severe sanctions for the accused students.
4. The decision of the Assistant Provost of Student Services shall be final.

V. Interpretation and Revision

- 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 a Title IX Coordinator:

Michele Needham

mneedham@waubonsee.edu, (630) 466-2367

Jami Hinshaw

jhinshaw@waubonsee.edu, (630) 466-5748

STUDENT COMPLAINTS

Waubonsee Community College values student feedback and aims to amicably resolve student issues and concerns. First, and when appropriate, attempts should be made to resolve the issue informally with the faculty or staff member directly. If they cannot be resolved with that individual then students should go to the supervisor/manager or the appropriate instructional assistant dean or dean. If matters still cannot be resolved informally they should be elevated and reported through the formal complaint process described below.

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. 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 Provost of Student Services 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 Assistant Provost of Student Services 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 AP of Student Services will attempt to resolve the complaint within 30 business days, although some complaints may require more time. The AP 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. If a student does not believe the complaint resolution was appropriate or there was an issue of bias in the process, they can contact the Provost to review the handling of the complaint. The Provost will review all materials and may request additional information from the student before making a final decision. Should the Provost 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.

For questions regarding this student complaint process, please contact the Assistant Provost of Student Services at (630) 466-2349.

WAUBONSEE COMMUNITY COLLEGE PLAGIARISM STATEMENT

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, Waubonsee 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

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

At the time this handbook was sent to print in May 2024, the college was in the process of updating our policies and procedures related to harassment, sexual harassment, discrimination, and sexual misconduct due to new government regulations effective August 1, 2024. For the most current information, visit www.waubonsee.edu/titleix.

To file a claim of harassment, sexual harassment, discrimination, or sexual misconduct, please visit: www.waubonsee.edu/WIF or contact one of the Title IX Coordinators listed below.

Title IX Coordinators:

***Michele Needham, Executive Director of Human Resources,
(630) 466-2367 or mneedham@waubonsee.edu***

***Jami Hinshaw, Dean for Student Engagement,
(630) 466-5748 or jhinshaw@waubonsee.edu***

Title IX Deputy Coordinators:

***Dr. Scott Peska, Assistant Provost of Student Services,
(630) 466-2362 or speska@waubonsee.edu***

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

COMMUNICABLE DISEASES POLICY

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 www.cdc.gov/nndss 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

Employees:

Michele Needham, Executive Director of Human Resources
(630) 466-2367 or mneedham@waubonsee.edu

Procedures

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

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

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

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

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

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 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

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

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

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

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

The Illinois 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, police cadet, or campus safety officer
- 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.

Students receiving a campus citation may submit a written appeal within 14 days of issuance date. Appeal forms are 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 Assistant Provost of Student Services in the Student Center, Room 239.

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 122.



WHO'S WHO ON CAMPUS

BOARD OF TRUSTEES

Chair	Rebecca D. Oliver, Sugar Grove
Vice Chair	Patrick Kelsey, Montgomery
Secretary	Greg Thomas, Aurora
	Rick Guzman, Aurora
	Daniel Jaquez, CISA, CDPSE, CRISC, Yorkville
	Stacey Ries, Oswego
	Tina Willson, Montgomery
Student Trustee	Ashley Hatcher, Oswego (2024-2025)

HOWTO GET IN TOUCH

Office Hours

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

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

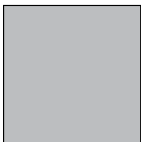
All Waubonsee students have their own individual email account, accessible through the mywcc portal (see "ABCs of Waubonsee" section for more information). Using this or any other personal email account, students may email many Waubonsee departments and staff and faculty members. For a directory of email addresses, visit www.waubonsee.edu. 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.

PROVOST



Dr. Diane Nyhammer,
Provost
Collins Hall,
Room 132, ext. 2353

Teaching and Learning



Vacant,
Assistant Provost of Teaching and Learning
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:

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:

Career and Technical Education Services	Internships
Independent Study	Small Business Development Center
Interdisciplinary Studies	Workforce Education

Faculty:

Al Naber, Dr. Nour	Fuechsl, Cayla	Moriarty, Timothy
Blagg, Brandon	Gibbons, Daniel	Rochon, Jason
Chaaban, Amy	Gloudeman, Mark	Skaggs, Steven
Clements, Andy	Hines, Randall	Tiberio, Guy
Collins, Catherine	Kloke, Joseph	
Friedland, Tyler	Kunz, Kenneth	

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:

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:

American Heart Association Training Center	Independent Study
Driver Safety Program	Internships
	Interdisciplinary Studies

Faculty:

Brooks, Pamela	Krueger, Laurel	Saccone, Patricia
Brown, Joshua	Limbrunner, Tracy	Schoolfield, Dr. Marjie
Erickson, Sharon	Montgomery, Andrea	Smogur, Monica
Giese, Lisa	Moran, Michael	Thomas, Katherine
Hodur, Katherine	Paton, Mary	

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:

Independent Study	Interdisciplinary Studies
Internships	

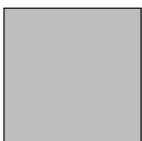
Faculty:

Archos, Vicky	Frankel, Amy	McGuire, Jennifer
Bickley, Keith	Iseli, Elior	Mendoza, Lilia
Bitterman, John	Kiefer, Richard	Nichols, Jon
Chatman, Jason	Kifowit, Dr. Steven	Portincaso, Daniel
Clark, Gary	LaCost, Dr. Heather	Powers, Dr. Amy
Clem, Dr. Billy	Laufenberg, Todd	Quirk, Sarah
Crawford, Mark	Lawler, Dr. Aaron	Sen, Dr. Reshmi
Draper, Dr. Timothy	Livingston, Kimberly	Zusman, Steve
Fozio-Thielk, Dr. Lisa	McDonald, Dr. Jeanne	

Visual and Performing Arts, Education, and Sciences



Sharon Garcia,
Executive Dean
 Bodie Hall,
 Room 134, ext. 2985



Vacant,
Dean
 Science Building,
 Room 218, ext. 2854



Vacant,
Assistant Dean
 Science Building,
 Room 216, ext. 2852

Disciplines:

-
- | | |
|---------------------------|--------------------------------|
| 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:

-
- | | |
|-------------------|---------------------------|
| Independent Study | Interdisciplinary Studies |
| Internships | |

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



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

Community Engagement



Dr. Melinda Tejada,
Vice President of Community Engagement and
Executive Director of the Foundation
Dickson Center,
Room 201, ext. 2590

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 Financial Services



Mary Greenwood, Director
Student Center,
Room 242, ext. 2359

Student Services



Dr. Scott Peska,
Assistant Provost of Student Services
Student Center,
Room 241, ext. 2363

Student Success and Retention



Dr. Lisa Richardson, Executive Dean
Student Center,
Room 274, ext. 2389

Faculty:

Avilés-Davis, Evelyn
Barreto, Dr. David

Locke, Christian
Popik, John

Rios, Gabriela

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) 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
Ajinth, Divya	Mathematics	BDE 229	2459
Archos, Vicky	Communications	BDE 204B	6696
Avilés-Davis, Evelyn	Bilingual Counselor	DWNTN 119	4183
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
Brayton, Spencer	Library Services	COL 124	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	Presidential Communications and Operations	DKN 209	5703
Cervantes, Ramiro	Auto Collision and Refinishing Technology	AB 105	2550
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
Clements, Andy	Business	APC 271	2315
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
Donatille Emma	Development	DKN 225	2277
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
Fuechsl, Cayla	Automotive Technology		
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 and 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
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

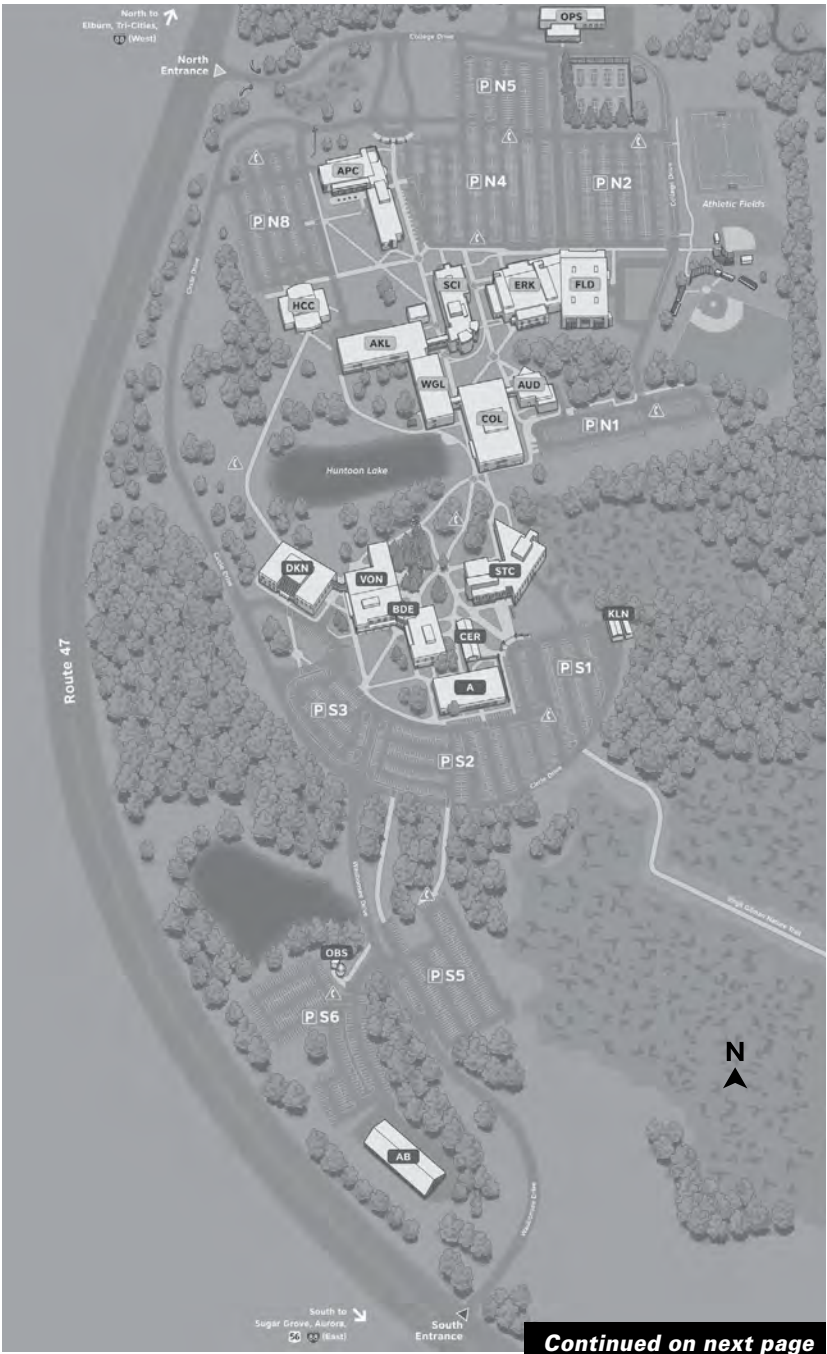
178 Who's Who on Campus

NAME	AREA	LOCATION	EXT.
Kiefer, Richard	Political Science/History	APC 273	2329
Kifowit, Steven	Mathematics	BDE 249	6698
Kloke, Joseph	Heating, Ventilation and Air Conditioning	AKL 238	5762
Knetl, Brian	President	DKN	2300
Krueger, Laurel	Nursing	FOXVLY 118	3907
Kunz, Kenneth	Automotive Technology	AKL 100	2331
LaCost, Heather	Psychology	APC 267	2465
Larsen, Daniel	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
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
McDonnell, Dan	School District Partnerships	COL 157	5720
McGuire, Jennifer	Communications	BDE 131	2327
McMillen, Jeanine	Business, Technology, and Workforce Education	AKL 228	2264
Mendoza, Lilia	Foreign Language	BDE 248	2382
Meredith, Laura	Psychology	APC 282	2273
Metych, John	Liberal Arts	BDE 135	6622
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

NAME	AREA	LOCATION	EXT.
Needham, Michele	Human Resources	A 115	2367
Newman, Eamon	Information Systems	AKL 214	2934
Nichols, Jon	English	BDE 120	2874
Nomiyama, Courtney	Librarian	DWNTN 189	4626
Nyhammer, Diane	Provost	COL 132	2353
O'Connell-Knuth, Linda	Early Childhood Education	DWNTN 368	6698
Paton, Mary	Nursing	FOXVLY 128	3914
Peska, Scott	Student Services	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
Richardson, Lisa	Student Success and Retention	STC 274	2389
Rios, Gabriela	Bilingual Counselor	STC 264	6668
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
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

180 Who's Who on Campus

NAME	AREA	LOCATION	EXT.
Stepney, Ne'Keisha	Business, Technology, and Workforce Education	AKL 227	2966
Tejada, Melinda	Community Engagement and Foundation	DKN 201	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
Webb, Toya	Chief of Staff and Strategy	DKN 203	6830
Weber, Heather	Art	BDE 130	2873
Weiss, Alfred	Earth Science/Geography	SCI 232	2720
Wennmacher, Stephanie	Marketing and Communications	DKN 251	2487
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, Fitness Center, Gymnasium

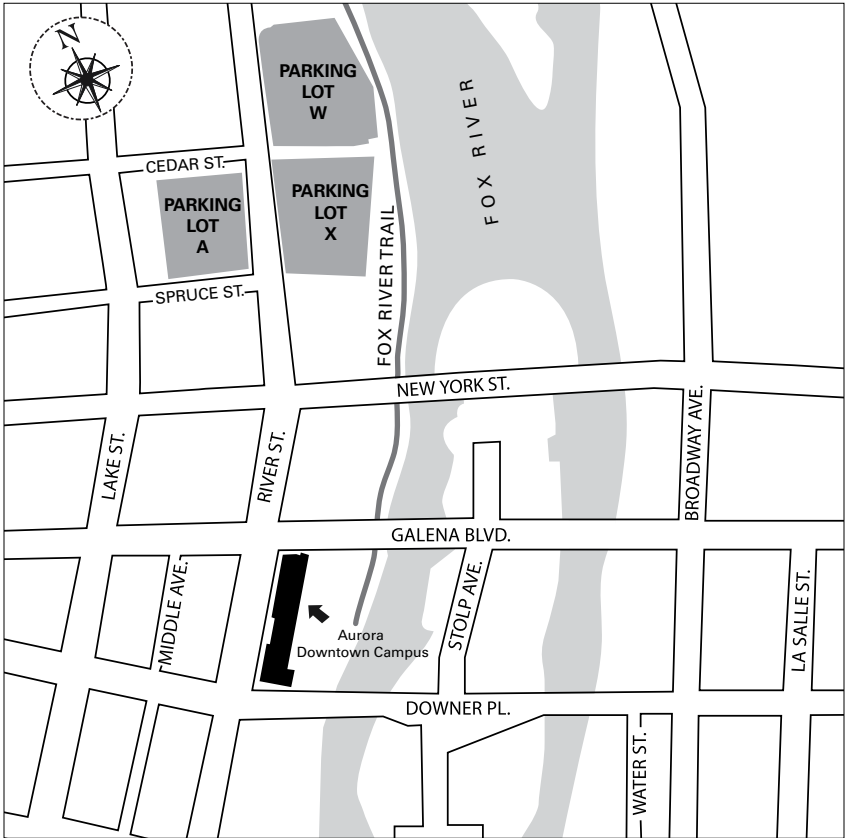
Henning Academic Computing Center — Open computer lab with 120 workstations

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 165 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 for more parking information. Free student parking is available:

Lot W - located north of the campus on the east side of River Street

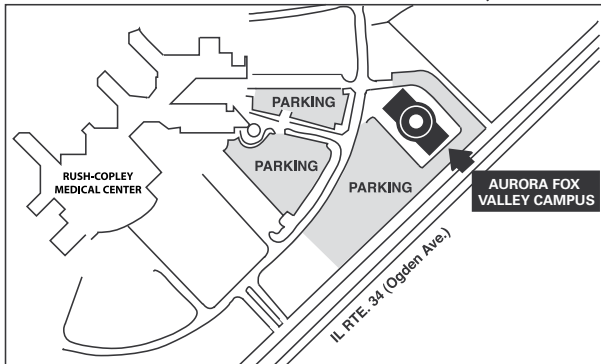
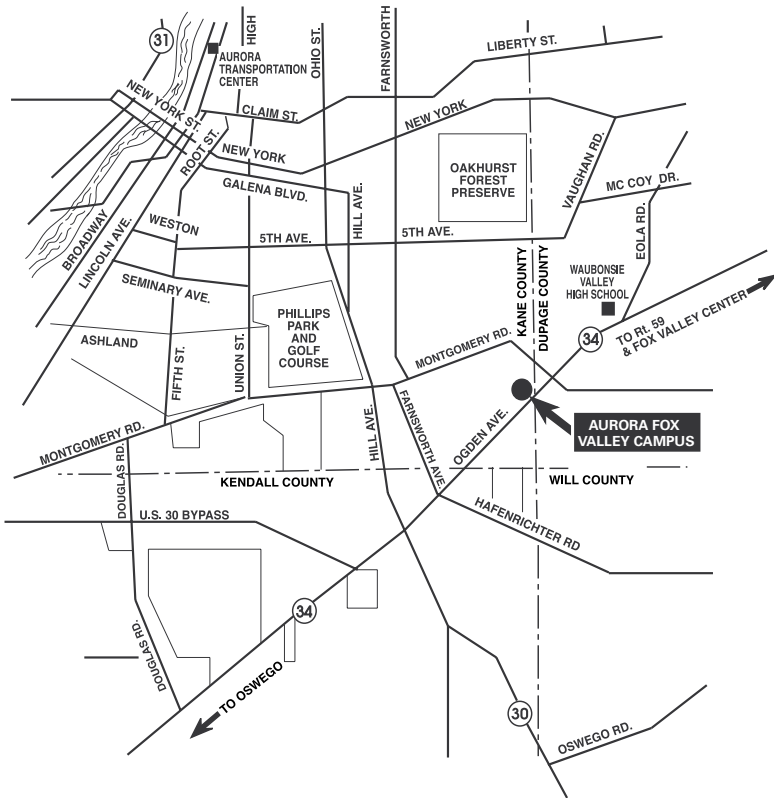
Lot X - located just south of Lot W on the east side of River Street

Lot A - across from Lot X on the west side of River St. between Spruce and Cedar Streets

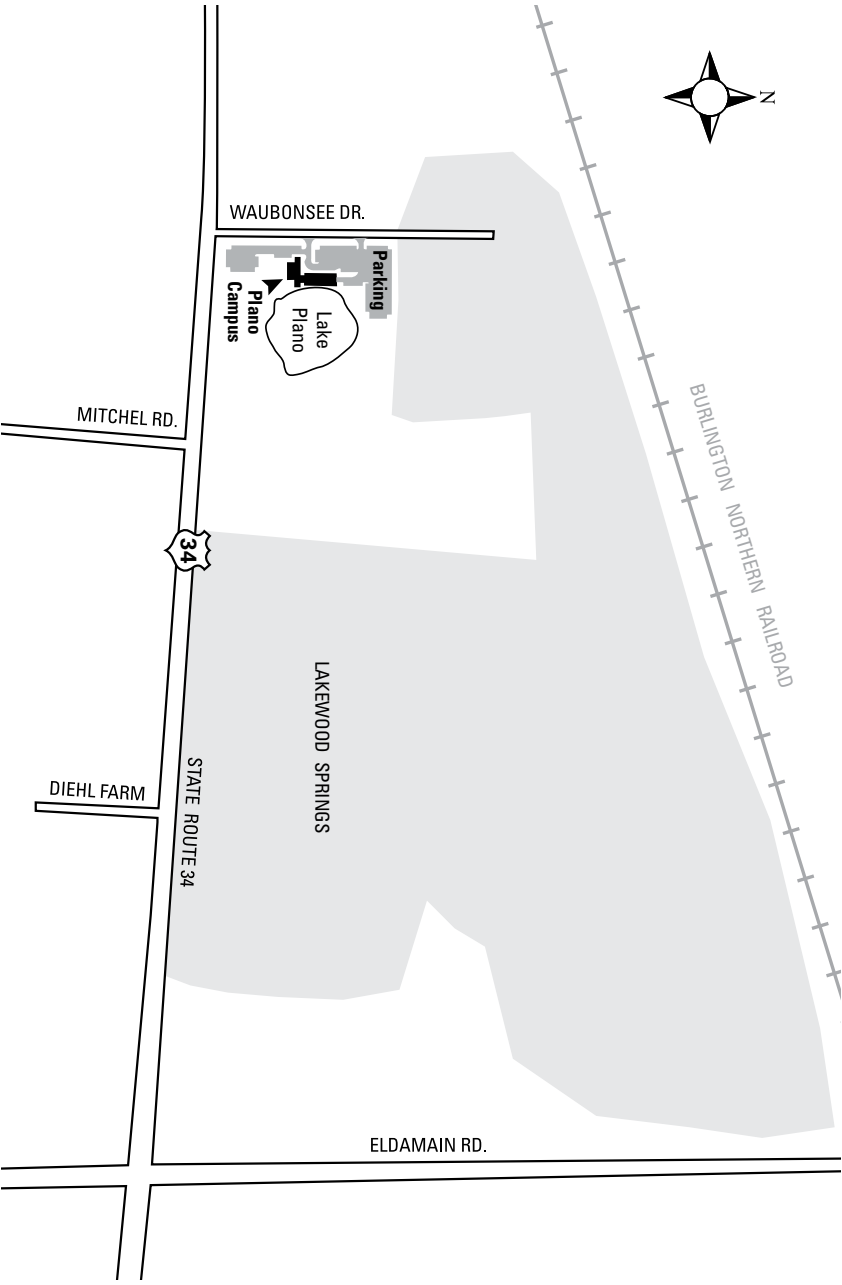
Note: There is a \$15 charge to park in the Hollywood Casino parking garage.

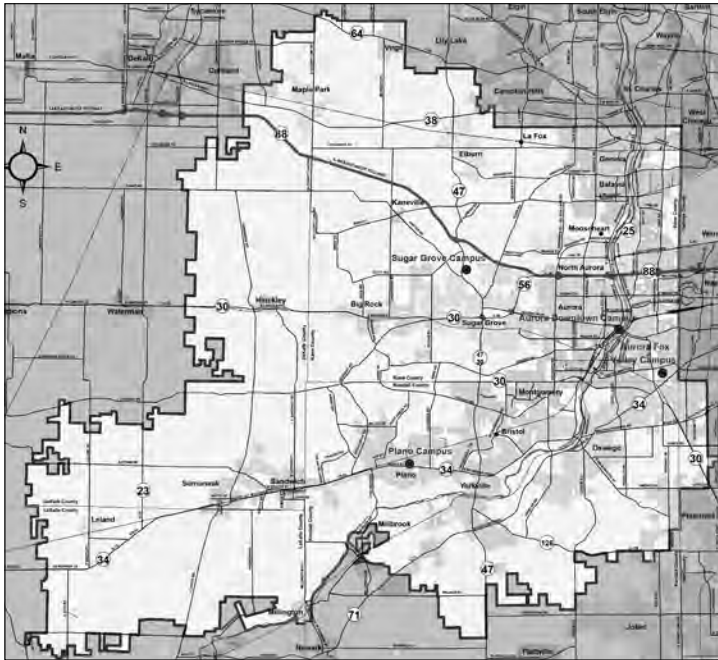
Drop-offs are easily made on the Fox River side of the Aurora Downtown Campus by using the Waubonsee driveway. A Pace Bus Stop is available on Galena Blvd.

AURORA FOX VALLEY CAMPUS MAP



PLANO CAMPUS MAP





Illinois Community College District #516

2024 District population estimate* 428,684

Projected population for the year 2029* 433,222

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 Sources: Nielsen Claritas data purchase, Sept. 2023, file PFPILZ06, field L, field name POP_C and Nielsen Claritas data purchase, September 2023, file PFPILZ14, field L, field name POP_F.

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

-
- AAPJ (Asian American Pacific Islander)..... 61
 - Academic and career advising 76
 - Academic Computing..... 78
 - Academic Early Action..... 78
 - Academic Support 173
 - Access Center for
 - Disability Resources..... 79, 130
 - Accommodation of Religious Observances/Practices 130
 - Add/Drop Classes..... 79
 - Administrative withdrawal..... 125
 - Admissions 79, 173
 - Adult Education 80, 173
 - Advising (academic) 76
 - Alpha Beta Gamma (Iota Nu Chapter)..... 61
 - Alpha Delta Nu Nursing
 - Honor Society..... 62
 - Alpha Sigma Lambda..... 62
 - Ambassadors, student 114
 - Americans with Disabilities Act (ADA) 80, 130
 - Art Club..... 62
 - Articulated Credit..... See VALEES
 - Assemblies, procedures for 158
 - Assessment testing..... 105
 - Athletics, intercollegiate..... 75
 - Attendance..... 80
 - Auditing..... 81
 - Aurora Downtown
 - Campus/Map 82, 183
 - Aurora Fox Valley
 - Campus/Map 82, 184
 - Auto Club..... 63

B

-
- Bass Fishing Club 63
 - Biology Club 63
 - Black Student Alliance 63
 - Board of Trustees 82, 167
 - Bookstore..... 83
 - Bulletin boards 83
 - Bursar See Student Accounts and Cashier
 - Bus transportation 84
 - Business Club 64
 - Business, Technology and Workforce Education Division 84, 169

C

-
- Calendars..... 6, 84
 - Campus Activities Board..... 64
 - Campus Assessment Team 85
 - Campus Police 85
 - Campus Security Act..... 131
 - Career Development 86
 - Career Education 86
 - Career Exploration..... 87
 - Ceramics Club..... 64
 - Certificates..... 87
 - Cashier (Student Accounts) 114
 - Children on Campus 87
 - Choir Club..... 64
 - Circle K Club 65
 - Citations and fines..... 166
 - CLEP 87
 - Closings, emergency 88
 - Co-Curricular Transcripts..... 88
 - Code of Student Conduct..... 135
 - College Readiness..... 108
 - Commencement Ceremony.. 88, 101
 - Communicable Diseases Policy..... 157
 - Community-Wide
 - One Day of Service..... 73
 - Community Engagement 174
 - Computers/Computing facilities See Academic Computing
 - Concealed Carry..... 130
 - Conduct, Student..... 135
 - Cooperative Agreements 89
 - Counseling..... 90
 - Course Fees 90
 - Creative Writing Club..... 65
 - Credit for prior learning..... 90
 - Crime Awareness Act 131
 - Cybersecurity Club (Cyber Chiefs)..... 65

D

-
- Dance Club..... 65
 - Day of Service..... 73
 - Dean's List 91
 - Degree Audit..... 91
 - Degrees..... 91
 - Delta Collective Gaming Club..... 66
 - Development, Waubonsee..... 92
 - Disability Resources 79, 130
 - Discrimination Policy..... 156
 - District map 186
 - Driver Safety..... 92

Drop Class 79
 Drug-free Schools and
 Communities Act 131

E

Email.....92, 162
 Educational records.....92, 131
 Emergencies 93
 Emergency closing..... 88
 Emergency needs scholarship 93
 Employment opportunities 93
 Empowered Women
 of the Future..... 66
 Engineering and
 Mathematics Club (EMC)..... 66
 English Language Acquisition..... 94
 Events 94
 Extension locations..... 94

F

Faculty directory176
 Family Educational Rights
 & Privacy Act (FERPA) 131
 Federal laws..... 129
 Fiber Arts Club 66
 Financial aid 95
 Fines 166
 Fishing 96
 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 156
 Health Professions
 and Public Service..... 101, 170
 High School Equivalency102
 Holidays..... 6
 Honors Program.....102
 Hours of operation..... 6

I

IAI (Illinois Articulation
 Initiative)..... 118
 Illinois Skyway Collegiate
 Conference 74, 103
 Inclusive Access (MyMaterials)..107
 Incomplete Grades..... 96
 Instructional divisions 169
 Integrity Statement..... 155
 International students.....103
 International studies/
 study abroad 115
 Internship program104
 InterVarsity Christian
 Fellowship 66

J

Jazz Club..... 67

K

Kinesiology and Wellness Club ... 67

L

Late Enrollment104
 Latinos Unidos..... 67
 Latinx Resource Center104
 Leadership Summit..... 74
 Learning Assessment
 and Testing Services 105
 Laws, federal and state..... 129
 Liberal Arts and Sciences... 105, 171
 Library Services 105, 174
 Literature Club..... 67
 Logins106
 Lost and found.....106

M

Maps 181
 Medical Marijuana 133
 Mental Health Disclosure Act.... 132
 Mission 2
 Money Matters.....106
 Movimiento Estudiantil Chicax
 de Aztlan (MEChA) 67
 Muslim Student Association 68
 Music Ensembles 75
 MyMaterials (Inclusive Access)..107
 mywcc.....107

N

National Adult Education	
Honor Society.....	68
National Society of	
Leadership and Success.....	68
Network User Rules	159

O

One Day of Service	73
Online courses.....	107
Open Educational	
Resources (OER).....	107

P

Parking.....	107
Payments/Payment Plans ...	114, 120
Philosophy Club.....	69
Phi Theta Kappa	69
Placement testing	108
Plagiarism.....	152
Plano Campus/Map	108, 185
Pre-Registration	
Review (PRR).....	77
Pregnant and Parenting	
Students, Services for.....	109
President's List.....	109
President's message	4
Preventing Sexual Violence in	
Higher Education Act.....	133
PRISM	69
Probation, academic	78, 109
Probation, financial aid.....	109
Psi Beta Honor Society/	
Psychology Club.....	70
Publications	110

R

Refunds.....	110
Registration and Records....	111, 174
Religious observances	130
Residency	111
Rules and Regulations	129

S

Safety and Security.....	112
Schedules	112
Scholarships	113
Senior citizen tuition.....	113
Sexual harassment policy.....	156
SkillsUSA	75
Skyway Collegiate	
Conference	74, 103
Smoking regulations.....	113
Social Leaders	73
Sports	75
State laws	129
S.T.A.R. Program.....	113
Student Account Appeals.....	110
Student Accounts and Cashier ...	114
Student Ambassadors.....	114
Student assemblies,	
procedures	158
Student Athlete Council (SAC) ...	70
Student Complaints	151
Student Conduct, Code of.....	135
Student Engagement	174
Student fee	114
Student Financial Services.....	175
Student Life	114
Student organizations.....	60
Student Right to Know Act.....	133
Student Senate	5, 61
Student Services.....	175
Student Success	
and Retention	175
Student Support Services/	
TRIO	115
Student trustee	61
Students for a Diverse Society ...	70
Study Abroad	115
Sugar Grove Campus map	181

T

Technical Assistance	
Center (TAC).....	6, 115
Testing, assessment.....	105
Textbooks.....	116
Title IX	134
Traffic regulations.....	116, 165

Transcripts 116
Transferring Credit..... 116, 119
TRIO/Student Support
 Services..... 115
Trustees 82, 167
Tuition and fees 114, 120
Tutoring Centers 123

V

VALEES 124
Veterans Information
 Active Duty..... 81
 Financial Aid/Benefits..... 124
 Veteran Services..... 124
 Veterans Club 72
 Withdrawal..... 127
Vision..... 2
Visual and Performing Arts,
 Education,
 and Sciences 125, 172
Voice mail 168

W

Waubonsee Student Education
 Association..... 71
Waubonsee Student Nurses
 Association..... 71
Waubonsee Talk Line 125
Waubonsee Veterans Club..... 72
Welcome 4
Who's Who on Campus 167
Withdrawal 125
Withdrawal, course..... 79, 126
Withdrawal, financial aid 126
Workforce Education
 and Training..... 127

X

XCARD 128
X-number..... 128

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 DWNNT 110 FOXVLY 231 PLANO 127	advising@waubonsee.edu	2361
Academic Support	COL 162	academicsupport@waubonsee.edu	2503
Access Center for Disability Resources	STC 201	accesscenter@waubonsee.edu ASL Video Phone: (630) 405-6110	2564
Admissions	STC 260 DWNNT 110	admissions@waubonsee.edu	5756
Adult Education Division	DWNNT 460	adulted@waubonsee.edu	4119
Athletics	FLD 170	athletics@waubonsee.edu	2524
Bookstore	DKN 1st floor DWNNT 1st floor	bookstore@waubonsee.edu	2908
Business, Technology, and Workforce Education Division	AKL 230	BTWE@waubonsee.edu	2263
Campus Police	DKN 1st floor DWNNT 1st floor FOXVLY 1st floor PLANO 1st floor	campuspolice@waubonsee.edu	2552 4142
Career Development	STC 262	careerdevelopment@waubonsee.edu	2361
Computing Center	HCC DWNNT 218	TAC@waubonsee.edu	5723 4124
Counseling	STC 262 DWNNT 110	counselingsupport@waubonsee.edu	2361
Development Office	DKN 2nd floor	foundation@waubonsee.edu	2316
Driver Safety	DWNNT 266	DSP@waubonsee.edu	3675
Educational Affairs	COL 132		2352
Financial Aid	STC 234 DWNNT 241 FOXVLY 234 PLANO 130	financialaid@waubonsee.edu	5774
GED® & TASC Testing	DWNNT 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	DWNNT 457	adulted@waubonsee.edu	4600
Honors Program	APC 241	honors@waubonsee.edu	2568
Human Resources	A 110	hr@waubonsee.edu	2718

Continued on next page

192 Quick Directory

Department	Building	Email	Ext.
Latinx Resource Center	DWNTN 250	LRC@waubonsee.edu	4180
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
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
Provost's Office	COL 132		2352
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 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 <i>(PLANO & FOX by appt)</i>	2408
Visual and Performing Arts, Education, and Sciences	SCI 214	VPAES@waubonsee.edu	2319
Waubonsee Works/Adult Education Youth Services	DWNTN 460	adulted@waubonsee.edu	4176
Workforce Education and Training	DWNTN 465	CTE@waubonsee.edu	4673



AFFORDABLE



FLEXIBLE



HIGH QUALITY



SUPPORTIVE



Sugar Grove Campus • Route 47 at Waubensee Dr. • Sugar Grove, IL 60554 • (630) 466-7900

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 Dr. • Plano, IL 60545 • (630) 552-7900

Need a quick reference? Call the College Information Center: (630) 466-7900

www.waubensee.edu



Get Social with Waubonsee!

@waubonsee

waubonseesnaps

Waubonsee
Community College



flickr in



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