

Student Handbook

2020-2021



MILWAUKEE AREA *Technical College*

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

STUDENT ID NUMBER _____



Downtown Milwaukee Campus
700 West State Street
Milwaukee, WI 53233



Mequon Campus
5555 West Highland Road
Mequon, WI 53092



Oak Creek Campus
6665 South Howell Avenue
Oak Creek, WI 53154



West Allis Campus
1200 South 71st Street
West Allis, WI 53214

This handbook is for all students enrolled at Milwaukee Area Technical College. All policies and procedures contained herein are in accordance with existing MATC administrative policies and procedures. This handbook is printed and published by the MATC Press, 700 West State Street, Milwaukee, WI 53233-1443, and is updated periodically. All information is subject to change. Academic Divisions may have additional requirements. (Revised August 2019)

This information is accurate as of the revision date shown above; however, changes may occur as necessary. For more information, see matc.edu.

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act. MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services.

matc.edu
414-297-MATC

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Characteristics of a Successful Student

- 1. Successful students attend classes regularly.** They are on time. They listen and train themselves to pay attention. If they miss a session, they feel obligated to let the instructor know why before class begins, if possible, and their excuses are legitimate and reasonable. They make sure they get all missed assignments (by contacting the instructor or another student), and understand specifically what was covered in class. Successful students take responsibility for themselves and their actions.
- 2. Successful students take advantage of extra credit opportunities when offered.** They demonstrate that they care about their grades and are willing to work to improve them. They often do the optional (and frequently challenging) assignments that many students avoid.
- 3. Successful students are attentive in class.** They don't talk, read, or stare out windows. In other words, they are polite and respectful, even if they get a little bored. They also participate in class even if their attempts are a bit clumsy and difficult. They ask questions that the instructor knows many other students may also have.
- 4. Successful students see their instructors before or after class or during office hours about grades, comments on their papers, and upcoming tests.** Successful students end up at their instructor's office door at least once during the semester. They'll go out of their way to find the instructor and engage in meaningful conversation. These students demonstrate to the instructor that they are active participants in the learning process and that they take the job of being a student seriously.
- 5. Successful students turn in assignments that look neat and sharp.** They take the time to produce a final product that looks good, and reflects pride in their work. Successful students seem driven to complete their assignments. All work and assignments are turned in, even if some of their responses are not brilliant.

MILWAUKEE AREA TECHNICAL COLLEGE

2020-21 Academic Calendar

2020

August 24	First Day of Fall Semester
August 28	Weekend College Starts
August 31	Evening Classes Start
September 7	Labor Day — No Classes
October 19	End of Quarter
October 20	MATC Day – Campus Closed
November 25-27	No Day or Evening Classes
December 11	Winter Commencement
December 18	Last Day of Fall Semester
December 18	End of Quarter and/or 16+ Week Semester
December 21-January 14	Winter Break

2021

January 18	Martin Luther King, Jr. Day – No Day or Evening Classes
January 19	First Day of Spring Semester
January 22	Weekend College Starts
February 1	Evening Classes Start
February 15	End of Quarter
February 16	Non Student Contact Day – No Day or Evening Classes
March 17	No Day or Evening Classes, All Staff Report
March 18	Non Student Contact Day – No Day or Evening Classes
April 2-11	Spring Break
May 15	Weekend College Ends
May 21	Spring Commencement (Date Subject to Change)
May 21	Last Day of Spring Semester
May 31	Memorial Day

** All dates above are subject to change. Please check mymatc.matc.edu for any changes.*

2020-21 ACADEMIC YEAR

JULY							2020
S	M	T	W	T	F	S	
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AUGUST							2020
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SEPTEMBER							2020
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JANUARY							2021
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MARCH							2021
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APRIL							2021
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MAY							2021
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^{23/30} ^{24/31} 25	26	27	28	29			

JUNE							2021
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27	28	29	30				

JULY 2020

The surest way not to fail
is to determine to succeed.

— Richard Brinsley Sheridan

JULY 2020							AUGUST 2020							SEPTEMBER 2020									
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26	27	28	29	30	31	²² Mo	24	25	26	27	28	29	27	28	29	30							

SUNDAY 26 July <i>Parents' Day</i>	SUNDAY 2 August
MONDAY 27 July	MONDAY 3 August <i>Raksha Bandnan (Hindu Holiday)</i>
TUESDAY 28 July	TUESDAY 4 August
WEDNESDAY 29 July <i>Early Voting Site (Milwaukee Campus)</i>	WEDNESDAY 5 August
THURSDAY 30 July	THURSDAY 6 August
FRIDAY 31 July <i>Eid al-Adha</i>	FRIDAY 7 August
SATURDAY 1 August	SATURDAY 8 August

AUGUST 2020

Success is not what you have, it's who you are.
 – Bo Bennett

OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020										
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25	26	27	28	29	30	31	29	30																

SUNDAY 9 August		SUNDAY 16 August	
MONDAY 10 August	<i>Janmashtami (Hindu Holiday)</i>	MONDAY 17 August	<i>Downtown Milwaukee Campus, Closed Aug. 17-20, for DNC Special Board Meeting (Policy Reviews)</i>
TUESDAY 11 August	<i>Virtual Transfer Fair (Aug. 11-13) 10 a.m. - Noon and 4 - 6 p.m.</i>	TUESDAY 18 August	
WEDNESDAY 12 August		WEDNESDAY 19 August	<i>National Aviation Day</i>
THURSDAY 13 August		THURSDAY 20 August	
FRIDAY 14 August		FRIDAY 21 August	<i>(NSCD) Non-Student Contact Day</i>
SATURDAY 15 August		SATURDAY 22 August	

AUGUST 2020

Success is a journey
not a destination

— Ben Sweetland

JULY							AUGUST							SEPTEMBER								
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19	20	21	22	23	24	25		16	17	18	19	20	21	22		20	21	22	23	24	25	26
26	27	28	29	30	31			23	24	25	26	27	28	29		27	28	29	30			

<p>SUNDAY</p> <p>23</p> <p>August</p>		<p>SUNDAY</p> <p>30</p> <p>August</p>	
<p>MONDAY</p> <p>24</p> <p>August</p>	<i>Fall Semester Begins - Day Classes</i>	<p>MONDAY</p> <p>31</p> <p>August</p>	<i>Evening Classes Begin</i>
<p>TUESDAY</p> <p>25</p> <p>August</p>	<i>MATC District Board Meeting</i>	<p>TUESDAY</p> <p>1</p> <p>September</p>	
<p>WEDNESDAY</p> <p>26</p> <p>August</p>	<i>Women's Equality Day</i>	<p>WEDNESDAY</p> <p>2</p> <p>September</p>	
<p>THURSDAY</p> <p>27</p> <p>August</p>		<p>THURSDAY</p> <p>3</p> <p>September</p>	
<p>FRIDAY</p> <p>28</p> <p>August</p>	<i>Weekend College Begins</i>	<p>FRIDAY</p> <p>4</p> <p>September</p>	
<p>SATURDAY</p> <p>29</p> <p>August</p>		<p>SATURDAY</p> <p>5</p> <p>September</p>	

SEPTEMBER 2020

Storms don't last forever.
- Unknown

OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020						
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11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
							29	30												

<p>SUNDAY</p> <p>6</p> <p>September</p>		<p>SUNDAY</p> <p><i>Grandparents Day</i></p> <p>13</p> <p>September</p>	
<p>MONDAY</p> <p>7</p> <p>September</p>	<i>Labor Day</i>	<p>MONDAY</p> <p>14</p> <p>September</p>	
<p>TUESDAY</p> <p>8</p> <p>September</p>		<p>TUESDAY</p> <p>15</p> <p>September</p>	
<p>WEDNESDAY</p> <p>9</p> <p>September</p>		<p>WEDNESDAY</p> <p>16</p> <p>September</p>	
<p>THURSDAY</p> <p>10</p> <p>September</p>		<p>THURSDAY</p> <p><i>Constitution and Citizenship Day</i></p> <p>17</p> <p>September</p>	
<p>FRIDAY</p> <p>11</p> <p>September</p>	<i>Patriot Day</i>	<p>FRIDAY</p> <p>18</p> <p>September</p>	<p><i>National POW/MIA Day</i></p> <p><i>Rosh Hashanah Begins</i></p>
<p>SATURDAY</p> <p>12</p> <p>September</p>		<p>SATURDAY</p> <p>19</p> <p>September</p>	

SEPTEMBER 2020

If opportunity doesn't
knock, build a door.

- Unknown

JULY 2020							AUGUST 2020							SEPTEMBER 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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5	6	7	8	9	10	11	9	10	11	12	13	14	15	13	14	15	16	17	18	19
12	13	14	15	16	17	18	16	17	18	19	20	21	22	20	21	22	23	24	25	26
19	20	21	22	23	24	25	23	24	25	26	27	28	29	27	28	29	30			
26	27	28	29	30	31															

SUNDAY 20 September	<i>Rosh Hashanah Ends</i>	SUNDAY 27 September	
MONDAY 21 September		MONDAY 28 September	<i>Yom Kippur</i>
TUESDAY 22 September	<i>MATC District Board Meeting</i> <i>First Day of Autumn</i>	TUESDAY 29 September	
WEDNESDAY 23 September		WEDNESDAY 30 September	
THURSDAY 24 September		THURSDAY 1 October	
FRIDAY 25 September		FRIDAY 2 October	<i>Sukkot Begins</i>
SATURDAY 26 September		SATURDAY 3 October	

OCTOBER 2020

Done is better
than perfect.
– Sheryl Sanders

OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020										
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4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19				
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26				
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31						
25	26	27	28	29	30	31	29	30																

SUNDAY 4 October		SUNDAY 11 October	<i>Simchat Torah</i>
MONDAY 5 October	<i>End of 6-Week Period (Day Classes)</i>	MONDAY 12 October	<i>End of 6-Week Period (Evening Classes)</i> <i>Columbus Day</i>
TUESDAY 6 October		TUESDAY 13 October	
WEDNESDAY 7 October		WEDNESDAY 14 October	
THURSDAY 8 October		THURSDAY 15 October	<i>Progress Grades Due</i> <i>White Cane Safety Day</i>
FRIDAY 9 October	<i>Sukkot Ends</i>	FRIDAY 16 October	<i>Boss's Day</i>
SATURDAY 10 October	<i>Shemini Atzeret</i>	SATURDAY 17 October	<i>Sweetest Day</i> <i>Navratri (Hindu Holiday)</i>

OCTOBER 2020

Set your deadlines for assignments in advance of the actual due date.

JULY 2020							AUGUST 2020							SEPTEMBER 2020						
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12	13	14	15	16	17	18	16	17	18	19	20	21	22	20	21	22	23	24	25	26
19	20	21	22	23	24	25	23 ^{Thu}	24	25	26	27	28	29	27	28	29	30			
26	27	28	29	30	31															

SUNDAY 18 October		SUNDAY 25 October	<i>Dussehra (Hindu Holiday)</i>
MONDAY 19 October	<i>End of First Quarter (8-Week Period)</i> <i>Advising Days Begin</i>	MONDAY 26 October	
TUESDAY 20 October	<i>MATC Day (All Campuses Closed)</i>	TUESDAY 27 October	<i>MATC District Board Meeting</i>
WEDNESDAY 21 October		WEDNESDAY 28 October	
THURSDAY 22 October		THURSDAY 29 October	
FRIDAY 23 October	<i>8-Week Grades Due</i>	FRIDAY 30 October	
SATURDAY 24 October		SATURDAY 31 October	<i>Halloween</i> <i>Last Day to apply for Commencement</i>

NOVEMBER 2020

**Avoid long lines – use
INFOnline registration
whenever possible.**

OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020										
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11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26				
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31						
25	26	27	28	29	30	31	29	30																

SUNDAY 1 November	<i>Daylight Savings Ends</i>	SUNDAY 8 November	
MONDAY 2 November		MONDAY 9 November	<i>Priority Registration (Program Students)</i>
TUESDAY 3 November	<i>Election Day</i>	TUESDAY 10 November	
WEDNESDAY 4 November		WEDNESDAY 11 November	<i>Veterans Day</i>
THURSDAY 5 November		THURSDAY 12 November	
FRIDAY 6 November	<i>Priority Registration (Program Veterans)</i>	FRIDAY 13 November	<i>Open Registration (Veteran Students)</i>
SATURDAY 7 November		SATURDAY 14 November	

NOVEMBER 2020

Setting goals is important
SMART goals that are specific,
 measurable, achievable,
 realistic and timely.

JULY 2020							AUGUST 2020							SEPTEMBER 2020						
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12	13	14	15	16	17	18	16	17	18	19	20	21	22	20	21	22	23	24	25	26
19	20	21	22	23	24	25	23	24	25	26	27	28	29	27	28	29	30			
26	27	28	29	30	31															

SUNDAY 15 November		SUNDAY 22 November	
MONDAY 16 November	<i>Open Registration (All Students)</i>	MONDAY 23 November	
TUESDAY 17 November		TUESDAY 24 November	<i>MATC District Board Meeting</i>
WEDNESDAY 18 November		WEDNESDAY 25 November	<i>Non-Student Contact Day (No Classes)</i>
THURSDAY 19 November		THURSDAY 26 November	<i>Thanksgiving Day (College Closed)</i>
FRIDAY 20 November		FRIDAY 27 November	<i>Thanksgiving Recess (College Closed)</i>
SATURDAY 21 November		SATURDAY 28 November	

DECEMBER 2020

Instructors' top tips:
**Attend class, participate
 and meet all deadlines.**

OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020						
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11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31		
25	26	27	28	29	30	31	29	30												

SUNDAY 29 November	<i>Advent Begins</i>	SUNDAY 6 December	<i>St. Nicholas Day</i>
MONDAY 30 November		MONDAY 7 December	<i>Pearl Harbor Remembrance Day</i>
TUESDAY 1 December	<i>Rosa Parks Day</i>	TUESDAY 8 December	
WEDNESDAY 2 December		WEDNESDAY 9 December	<i>Hanukkah Begins</i>
THURSDAY 3 December		THURSDAY 10 December	
FRIDAY 4 December		FRIDAY 11 December	<i>Winter Commencement</i>
SATURDAY 5 December		SATURDAY 12 December	

DECEMBER 2020

Make a decision to take one step at a time toward your goal.

OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7	6	7	1	2	3	4	5
6	7	8	9	10	11	12	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30	31			29	30						27	28	29	30	31		

SUNDAY 13 December		SUNDAY 20 December	
MONDAY 14 December		MONDAY 21 December	<i>Winter Recess (Dec. 21 - Jan. 20)</i> <i>First Day of Winter</i>
TUESDAY 15 December	<i>MATC District Board Meeting</i>	TUESDAY 22 December	
WEDNESDAY 16 December		WEDNESDAY 23 December	
THURSDAY 17 December		THURSDAY 24 December	<i>Christmas Eve</i>
FRIDAY 18 December	<i>End of Semester (Day/Evening Classes)</i> <i>Hanukkah Ends</i>	FRIDAY 25 December	<i>Christmas Day</i>
SATURDAY 19 December		SATURDAY 26 December	<i>Kwanzaa Begins</i>

JANUARY 2021

Google "MATC Tutoring" to see tutoring schedules, types of tutoring and hours.

JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	1	2	3	4	5	6	7	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
^{24/31} 24	25	26	27	28	29	30	28							28	29	30	31			

SUNDAY 27 December		SUNDAY 3 January	
MONDAY 28 December	<i>Last Day of Hanukkah</i>	MONDAY 4 January	
TUESDAY 29 December		TUESDAY 5 January	
WEDNESDAY 30 December		WEDNESDAY 6 January	
THURSDAY 31 December	<i>New Year's Eve</i>	THURSDAY 7 January	
FRIDAY 1 January	<i>New Year's Day</i>	FRIDAY 8 January	
SATURDAY 2 January		SATURDAY 9 January	

JANUARY 2021

The best view comes after the hardest climb.

- Unknown

JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13	7	8	9	10	11	12	13
3	4	5	6	7	8	9	14	15	16	17	18	19	20	14	15	16	17	18	19	20
10	11	12	13	14	15	16	21	22	23	24	25	26	27	21	22	23	24	25	26	27
17	18	19	20	21	22	23	28							28	29	30	31			
24/31	25	26	27	28	29	30														

<p>SUNDAY</p> <p>10</p> <p>January</p>		<p>SUNDAY</p> <p>17</p> <p>January</p>	
<p>MONDAY</p> <p>11</p> <p>January</p>		<p>MONDAY</p> <p>18</p> <p>January</p>	<i>Dr. Martin Luther King Jr. Day</i>
<p>TUESDAY</p> <p>12</p> <p>January</p>		<p>TUESDAY</p> <p>19</p> <p>January</p>	<i>Spring Semester Begins (Day Classes)</i>
<p>WEDNESDAY</p> <p>13</p> <p>January</p>		<p>WEDNESDAY</p> <p>20</p> <p>January</p>	
<p>THURSDAY</p> <p>14</p> <p>January</p>		<p>THURSDAY</p> <p>21</p> <p>January</p>	
<p>FRIDAY</p> <p>15</p> <p>January</p>	<i>Coordination Day</i>	<p>FRIDAY</p> <p>22</p> <p>January</p>	<i>Weekend College Begins</i>
<p>SATURDAY</p> <p>16</p> <p>January</p>		<p>SATURDAY</p> <p>23</p> <p>January</p>	

APRIL							2021							MAY							2021							JUNE							2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26							
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	25	26														
11	12	13	14	15	16	17	16	17	18	19	20	21	22	27	28	29	30																								
18	19	20	21	22	23	24	²³ 16	²⁴ 17	²⁵ 18	²⁶ 19	²⁷ 20	²⁸ 21	²⁹ 22																												
25	26	27	28	29	30																																				

FEBRUARY 2021

Always be a little kinder
than you need to be.

- Unknown

<p>SUNDAY</p> <p>24</p> <p>January</p>		<p>SUNDAY</p> <p>31</p> <p>January</p>	
<p>MONDAY</p> <p>25</p> <p>January</p>		<p>MONDAY</p> <p>1</p> <p>February</p>	<p><i>Evening Classes Begin</i></p> <p><i>Black History Month Begins</i></p>
<p>TUESDAY</p> <p>26</p> <p>January</p>	<p><i>MATC District Board Meeting</i></p> <p><i>Evening Classes Begin</i></p>	<p>TUESDAY</p> <p>2</p> <p>February</p>	<p><i>Groundhog Day</i></p>
<p>WEDNESDAY</p> <p>27</p> <p>January</p>		<p>WEDNESDAY</p> <p>3</p> <p>February</p>	
<p>THURSDAY</p> <p>28</p> <p>January</p>		<p>THURSDAY</p> <p>4</p> <p>February</p>	
<p>FRIDAY</p> <p>29</p> <p>January</p>		<p>FRIDAY</p> <p>5</p> <p>February</p>	<p><i>National Wear Red Day</i></p>
<p>SATURDAY</p> <p>30</p> <p>January</p>		<p>SATURDAY</p> <p>6</p> <p>February</p>	

FEBRUARY 2021

Action is foundational
key to all success.

— Pablo Picasso

JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13	7	8	9	10	11	12	13
3	4	5	6	7	8	9	14	15	16	17	18	19	20	14	15	16	17	18	19	20
10	11	12	13	14	15	16	21	22	23	24	25	26	27	21	22	23	24	25	26	27
17	18	19	20	21	22	23	28							28	29	30	31			
24/31	25	26	27	28	29	30														

SUNDAY 7 February		SUNDAY 14 February <i>Valentine's Day</i>	
MONDAY 8 February		MONDAY 15 February <i>Presidents' Day</i>	
TUESDAY 9 February		TUESDAY 16 February <i>Mardi Gras</i>	
WEDNESDAY 10 February		WEDNESDAY 17 February <i>Non-Student Contact Day (No Classes)</i> <i>Ash Wednesday</i> <i>Lent Begins</i>	
THURSDAY 11 February		THURSDAY 18 February	
FRIDAY 12 February <i>Chinese New Year</i>		FRIDAY 19 February	
SATURDAY 13 February		SATURDAY 20 February	

MARCH 2021

Every **FAILURE** is a **STEP** to success.

— William Whitwell

APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19
11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26
18	19	20	21	22	23	24	23 ²⁹ ₃₀	24 ³¹	25	26	27	28	29	27	28	29	30			
25	26	27	28	29	30															

SUNDAY 21 February		SUNDAY 28 February	
MONDAY 22 February		MONDAY 1 March	<i>Women's History Month</i>
TUESDAY 23 February	<i>MATC District Board Meeting</i>	TUESDAY 2 March	<i>End of 6-Week Period (Day Classes)</i> <i>Read Across America Day</i>
WEDNESDAY 24 February		WEDNESDAY 3 March	
THURSDAY 25 February		THURSDAY 4 March	
FRIDAY 26 February	<i>Purim</i>	FRIDAY 5 March	<i>Employee Appreciation Day</i>
SATURDAY 27 February		SATURDAY 6 March	

MARCH 2021

You are your only limit.

- Unknown

JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13	7	8	9	10	11	12	13
3	4	5	6	7	8	9	14	15	16	17	18	19	20	14	15	16	17	18	19	20
10	11	12	13	14	15	16	21	22	23	24	25	26	27	21	22	23	24	25	26	27
17	18	19	20	21	22	23	28							28	29	30	31			
24 th	25	26	27	28	29	30														

SUNDAY 7 March		SUNDAY 14 March	<i>Daylight Savings Begins</i>
MONDAY 8 March		MONDAY 15 March	
TUESDAY 9 March		TUESDAY 16 March	<i>End of Quarter</i>
WEDNESDAY 10 March	<i>End of 6-Week Period (Evening)</i>	WEDNESDAY 17 March	<i>Non-Student Contact Day (All Staff Report)</i> <i>St. Patrick's Day</i>
THURSDAY 11 March		THURSDAY 18 March	<i>Non-Student Contact Day (NSCD)</i>
FRIDAY 12 March		FRIDAY 19 March	<i>8-Week Grades Due</i>
SATURDAY 13 March		SATURDAY 20 March	<i>First Day of Spring</i>

APRIL 2021

Don't stop until
you're proud.
- Unknown

APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19
11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26
18	19	20	21	22	23	24	²³ 20	²⁴ 21	25	26	27	28	29	27	28	29	30			
25	26	27	28	29	30															

SUNDAY 21 March		SUNDAY 28 March	<i>Passover Begins</i> <i>Palm Sunday</i> <i>Holi (Hindu Holiday)</i>
MONDAY 22 March	<i>Advising Days Begin</i>	MONDAY 29 March	<i>Lent Ends</i> <i>Holi (Hindu Holiday)</i>
TUESDAY 23 March	<i>MATC District Board Meeting</i>	TUESDAY 30 March	
WEDNESDAY 24 March		WEDNESDAY 31 March	<i>Last Day to Apply for Commencement</i>
THURSDAY 25 March		THURSDAY 1 April	
FRIDAY 26 March		FRIDAY 2 April	<i>Spring Break (Apr. 2 - 11)</i> <i>All MATC Campuses Closed</i> <i>Good Friday</i>
SATURDAY 27 March		SATURDAY 3 April	

APRIL 2021

To predict your future
is to create it.

— Abraham Lincoln

JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13	7	8	9	10	11	12	13
3	4	5	6	7	8	9	14	15	16	17	18	19	20	14	15	16	17	18	19	20
10	11	12	13	14	15	16	21	22	23	24	25	26	27	21	22	23	24	25	26	27
17	18	19	20	21	22	23	28							28	29	30	31			
24	25	26	27	28	29	30														

SUNDAY 4 April	<i>Passover Ends</i> <i>Easter Sunday</i>	SUNDAY 11 April	<i>Easter Sunday</i>
MONDAY 5 April		MONDAY 12 April	<i>Priority Registration (Continuing Veterans)</i>
TUESDAY 6 April	<i>National Library Workers' Day</i>	TUESDAY 13 April	<i>Priority Registration (All Students)</i> <i>Ramadan Begins</i>
WEDNESDAY 7 April		WEDNESDAY 14 April	
THURSDAY 8 April		THURSDAY 15 April	<i>Tax Day</i>
FRIDAY 9 April		FRIDAY 16 April	<i>Open Registration</i> <i>(Non-Program/New Veteran Students)</i>
SATURDAY 10 April		SATURDAY 17 April	<i>Open Registration (All Students)</i>

MAY 2021

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

Don't be afraid to give up the good to go for the great.
 — John D. Rockefeller

SUNDAY 18 April		SUNDAY 25 April	
MONDAY 19 April		MONDAY 26 April	
TUESDAY 20 April		TUESDAY 27 April	<i>MATC District Board Meeting</i>
WEDNESDAY 21 April	<i>Administrative Professionals Day</i>	WEDNESDAY 28 April	
THURSDAY 22 April	<i>Earth Day</i>	THURSDAY 29 April	
FRIDAY 23 April		FRIDAY 30 April	
SATURDAY 24 April		SATURDAY 1 May	

MAY 2021

The road to success is
always under construction.

— Lily Tomlin

JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13	7	8	9	10	11	12	13
3	4	5	6	7	8	9	14	15	16	17	18	19	20	14	15	16	17	18	19	20
10	11	12	13	14	15	16	21	22	23	24	25	26	27	21	22	23	24	25	26	27
17	18	19	20	21	22	23	28							28	29	30	31			
24 th	25	26	27	28	29	30														

SUNDAY 2 May		SUNDAY 9 May <i>Mother's Day</i>	
MONDAY 3 May		MONDAY 10 May	
TUESDAY 4 May		TUESDAY 11 May <i>Ramadan Ends</i>	
WEDNESDAY 5 May <i>Cinco de Mayo</i>		WEDNESDAY 12 May	
THURSDAY 6 May <i>National Day of Prayer</i> <i>National Nurses Day</i>		THURSDAY 13 May <i>Eid al-Fitr</i>	
FRIDAY 7 May		FRIDAY 14 May	
SATURDAY 8 May <i>Lailat al-Qadr</i>		SATURDAY 15 May <i>Armed Forces Day</i> <i>Weekend College Ends</i>	

MAY 2021

There are no short cuts
to a place worth going.

— Beverly Sills

APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19
11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26
18	19	20	21	22	23	24	²³ 24	²⁵ 25	26	27	28	29	27	28	29	30				
25	26	27	28	29	30															

SUNDAY 16 May		SUNDAY 23 May	<i>Pentecost</i>
MONDAY 17 May	<i>Shavuot</i>	MONDAY 24 May	
TUESDAY 18 May		TUESDAY 25 May	<i>MATC District Board Meeting</i>
WEDNESDAY 19 May		WEDNESDAY 26 May	
THURSDAY 20 May		THURSDAY 27 May	
FRIDAY 21 May	<i>Semester Ends</i>	FRIDAY 28 May	
SATURDAY 22 May		SATURDAY 29 May	

MAY 2021

Start where you are.
Use what you have.
Do what you can.

— Arthur Ashe

JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13	7	8	9	10	11	12	13
3	4	5	6	7	8	9	14	15	16	17	18	19	20	14	15	16	17	18	19	20
10	11	12	13	14	15	16	21	22	23	24	25	26	27	21	22	23	24	25	26	27
17	18	19	20	21	22	23	28							28	29	30	31			
24	25	26	27	28	29	30														

SUNDAY 30 May		SUNDAY 6 June	
MONDAY 31 May	<i>Memorial Day (All MATC Campuses Closed)</i>	MONDAY 7 June	
TUESDAY 1 June		TUESDAY 8 June	
WEDNESDAY 2 June		WEDNESDAY 9 June	
THURSDAY 3 June		THURSDAY 10 June	
FRIDAY 4 June		FRIDAY 11 June	
SATURDAY 5 June		SATURDAY 12 June	

JUNE 2021

**FORGET the mistake.
REMEMBER the lesson.**
- Unknown

APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19
11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26
18	19	20	21	22	23	24	²³ 24	²⁵ 25	25	26	27	28	29	27	28	29	30			
25	26	27	28	29	30															

SUNDAY 13 June		SUNDAY 20 June	<i>Father's Day</i> <i>First Day of Summer</i> <i>Eid al-Adha</i>
MONDAY 14 June	<i>Flag Day</i>	MONDAY 21 June	
TUESDAY 15 June	<i>MATC District Public Budget Meeting</i>	TUESDAY 22 June	<i>MATC District Board Meeting</i>
WEDNESDAY 16 June		WEDNESDAY 23 June	
THURSDAY 17 June		THURSDAY 24 June	
FRIDAY 18 June		FRIDAY 25 June	
SATURDAY 19 June	<i>Juneteenth Day</i>	SATURDAY 26 June	

JUNE 2021

There is nothing like a dream to create the future.

– Victor Hugo

JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13	7	8	9	10	11	12	13
3	4	5	6	7	8	9	14	15	16	17	18	19	20	14	15	16	17	18	19	20
10	11	12	13	14	15	16	21	22	23	24	25	26	27	21	22	23	24	25	26	27
17	18	19	20	21	22	23	28							28	29	30	31			
24	25	26	27	28	29	30														

<p>SUNDAY</p> <p>27</p> <p>June</p>	<p>SUNDAY</p> <p><i>Independence Day</i></p> <p>4</p> <p>July</p>
<p>MONDAY</p> <p>28</p> <p>June</p>	<p>MONDAY</p> <p>5</p> <p>July</p>
<p>TUESDAY</p> <p>29</p> <p>June</p>	<p>TUESDAY</p> <p>6</p> <p>July</p>
<p>WEDNESDAY</p> <p>30</p> <p>June</p>	<p>WEDNESDAY</p> <p>7</p> <p>July</p>
<p>THURSDAY</p> <p>1</p> <p>July</p>	<p>THURSDAY</p> <p>8</p> <p>July</p>
<p>FRIDAY</p> <p>2</p> <p>July</p>	<p>FRIDAY</p> <p>9</p> <p>July</p>
<p>SATURDAY</p> <p>3</p> <p>July</p>	<p>SATURDAY</p> <p>10</p> <p>July</p>

APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19
11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26
18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30			
25	26	27	28	29	30															

JULY 2021

Setting goals is the first step in turning the invisible to the visible.

— Tony Robbins

SUNDAY 11 July		SUNDAY 18 July	
MONDAY 12 July	<i>District Board Organizational Mtg.</i>	MONDAY 19 July	
TUESDAY 13 July		TUESDAY 20 July	
WEDNESDAY 14 July	<i>Bastille Day</i>	WEDNESDAY 21 July	
THURSDAY 15 July		THURSDAY 22 July	
FRIDAY 16 July		FRIDAY 23 July	
SATURDAY 17 July		SATURDAY 24 July	

AUGUST 2021

**There is no substitute
for hard work.**
— Thomas Edison

JUNE							2021							JULY							2021							AUGUST							2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21							
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	22	23	24	25	26	27	28	22	23	24	25	26	27	28							
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	29	30	31					29	30	31											
27	28	29	30				25	26	27	28	29	30	31																												

SUNDAY	Parents' Day	NOTES
25 July		
26 July		
27 July		
28 July		
29 July		
30 July		
31 July		

Academic Advising

As an MATC student, you will make many critical decisions regarding your academic program and career goals. Assigned advisors and counselors can provide the assistance you need to make informed decisions.

Advisors and counselors can:

- Answer questions about degree requirements and college procedures
- Assist you with course selection and registration
- Provide information about helpful campus resources and academic support services

It is important to see an assigned advisor (or assigned counselor if you are on probation) before you register for classes each semester. Maintain communication with your advisor throughout your attendance at MATC. Assigned advisors can help you understand your academic options and avoid costly mistakes, but only if you take the initiative to seek advice or participate in advising activities.

Every semester, MATC schedules a priority registration period for continuing program students. Before and during this time, advisors are available to assist you with course planning and scheduling for the following semester.

If you are admitted to an associate degree or technical diploma program, you will be assigned an advisor after the start of your first semester. Thereafter, your advisor's name and contact information will appear on your Program Plan, class schedule and other student records. Students on Academic Probation will be assigned a counselor instead of an advisor. If you do not have an assigned advisor or cannot locate your advisor, contact advising@matc.edu, or visit the Counseling, Advising and Career Planning Center on your campus.

Grade Appeal

The Grade Appeal process contains strict timelines; *therefore, the college will publish important dates notifying students of deadlines which follow the timeline outlined below*. Additionally, all course syllabi must make reference to the policy alerting students that they have fifteen (15) business days *after grades are due (or submitted if done so after the due date)* to contact the instructor to question a final grade. Additionally, because most grade appeals arise after a lack of communication about student progress, faculty should ensure students are aware of their course grade status throughout the academic term.

Grade appeals are appropriate when the student believes that a final grade has been miscalculated, or when the student believes that the final grading was inconsistent with

the grading policies stated in the syllabus or other published MATC procedures. The Grade Appeal process does not deal with course content and should not be used by students who wish to dispute a grade received on a test, essay, homework, or other assignment. Also, if the student charges that the grade given was based on discriminatory conduct, the academic grade appeal process will not be used; the student's charge will be referred to the MATC Affirmative Action Office.

When a student believes that the final grade he or she has received in a course is inaccurate, or unjustified based on course policies or other published MATC procedures, the student may appeal the grade. In those instances, the following procedures will be followed.

Grade Appeal Process

1. Within fifteen (15) business days from the date grades are due (*or submitted if done so after the due date*), the student shall contact the instructor who issued the final grade and discuss the grade in question. The contact or the discussion should occur or be documented in writing via email. If the student is unable to contact the faculty member, he or she may seek assistance through *the instructor's* Associate Dean.
2. The faculty member must respond in writing via email to the student's appeal within ten (10) business days of receiving the appeal. The faculty member must also copy their Associate Dean.
3. If the student and instructor are unable to resolve the dispute, and the student wishes to pursue the matter, he or she shall contact the Associate Dean in writing within five (5) business days of the faculty member's decision. The student must indicate the course number, the instructor's name, and the reasons for disputing the final grade on a Grade Appeal Request form.
4. The Associate Dean will contact the instructor to notify, discuss, and confer about the grade appeal. He or she should have, or will obtain, a copy of the syllabus. The Associate Dean will confer with the Chair of the Academic Appeals Board and will reach any one of the following conclusions in considering the Appeal:
 - a. That the student does not have grounds for an appeal, and that the matter should be closed.
 - b. That the student may or does have grounds for an appeal and attempt to reach a resolution between the student and faculty member. A resolution must be reached within ten (10) business days, or the Appeal will automatically proceed to the Academic Appeals Board.
 - c. That the student may or may not have grounds for an appeal, but that no resolution can be

reached and thus the matter should proceed to the Academic Appeals Board.

- d. If the Associate Dean and the Chair of the Academic Appeals Board are unable to reach a consensus on the Appeal, the Appeal will automatically proceed to the Academic Appeals Board.
 - e. If the recommendation is that the appeal proceeds to the Academic Appeals Board, all academic and/or financial aid based penalties will be postponed until the conclusion of the grade appeal.
 - f. If the Chair determines that there is insufficient cause to proceed, he or she will notify the student in writing within ten (10) business days after receiving the request for hearing and the matter is closed.
5. If there is sufficient cause to proceed and a resolution is not possible, the Chair of the Academic Appeals Board (or designee) will schedule an Academic Appeal Hearing. The Chair (or designee) will also notify the student, the instructor, and the Associate Dean of the date, time, and location of the hearing in writing within ten (10) calendar days after receiving the written request for a hearing.

Academic Appeals Board Composition & Hearing Process

1. The Academic Appeals Board (AAB) shall be established to hear appeals initiated by a student to contest a final course grade received by the student.
2. The Academic Appeals Board consists of at least nine (9) members. These members will come from a trained pool of at least five (5) students, and at least four (4) faculty/counselors/paraprofessionals including the AAB Chair. AFT Local 212 will select a diverse group of faculty, counselors, and paraprofessionals to serve on the AAB. The Director of Student Life will recommend students to receive training for possible service on the Appeals Board. From this pool, the chair of the AAB will consult with the pool and select an Appeals Board for each appeal of which one member may, or may not be a part.
3. The selected Appeals Board will consist of three members: one instructor, one student, and either an additional instructor, or a counselor/paraprofessional.
4. In order for a student to sit as a member of an appeal hearing, both the appealing student and the AAB student member must sign a release to authorize a student sitting in on the hearing. If all appropriate authorizations are not obtained, the hearing will pro-

ceed without a student representative.

5. Instructors serving on the AAB who are in the same department as the Appeal in question may not participate in the Appeal.
6. The Chair of the Appeals Board must be a faculty member and will be appointed by AFT Local 212.
 - a. The Chair must be recused in any case involving the Chair as the instructor of a grade appeal.
 - b. In cases involving the Chair as the instructor, any member of the Appeals Board may act in place of the recused Chair.
7. The instructor who assigned the final grade will be invited and highly encouraged to participate, but he or she need not be present in order for the hearing to proceed.
8. The Appeals Board will convene on the second Tuesday of January, February, June, and July, and may choose to convene other times, as needed.
9. The student and instructor may each have one person of their choosing present during this hearing for support, but this support person will not be permitted to speak for, or otherwise act as an advocate for, the student or instructor.
10. After hearing all information, all participants except Appeals Board members will be asked to leave the room. The Appeals Board will then deliberate in private and shall, by majority vote, make a recommendation as to whether or not the instructor needs to adjust the grade. The decision will be sent in writing to the Associate Dean, the student, the instructor, within three (3) business days. The Registrar will also be informed if there is a change in grade.
 - a. The Appeals Board will reach one of the following decisions:
 - i. Recommend that the original grade stand.
 - ii. Recommend that the original grade be reconsidered.
 - iii. Require that the original grade be vacated or changed.
 1. Any recommendation may be accompanied by additional advice or suggestions to the instructor and student.
 2. The AAB does not specify a particular grade.
11. Instructors are expected to abide by the recommendation of the AAB.
 - a. In cases of non-compliance, the AAB reserves the right to consult with faculty who are content

experts if the AAB determines that a grade change is necessary.

12. Decisions of the AAB are final and may not be appealed.

Academic Renewal

MATC acknowledges that a student's past academic performance may not, for a variety of reasons, be reflective of the student's subsequent demonstrated ability. Academic Renewal is intended to provide an opportunity to remove a period of poor academic performance at MATC from the student's academic standing and graduation calculations. You must be currently enrolled at MATC in order to request Academic Renewal.

Academic renewal does not apply to federal or other government provided benefits, including, for example, Financial Aid, Veterans Benefits, etc. Therefore, for purposes of these benefits all credit attempts are counted and will continue to affect eligibility.

All courses remain on the student's transcript, but are not included in calculations for academic standing or graduation.

A request for academic renewal must meet the following guidelines:

1. You must be currently enrolled at MATC.
2. Prior to requesting Academic Renewal, students must have earned a GPA of 2.0 or higher for a minimum of 12 credits.
3. At least three years must have elapsed between the last semester being renewed and submission of the renewal request.
4. The request for Academic Renewal may be for one or two semesters and does not have to be consecutive. If the renewal is awarded, all grades and hours during the enrollment period are included.
5. A course and its related credits that are removed for purposes of renewal cannot be used for any purpose at all including to demonstrate competency in a subject manner, to fulfill credit hour requirements, to meet graduation requirements or for any other purpose.
6. A student is eligible for only one Academic Renewal during the student's academic career at MATC.

Academic Support Centers and Tutoring Services

Academic Support Centers provide currently enrolled MATC college students with assistance in computer use,

math, science, other specific courses, study groups and writing. Tutoring Services are also housed within the Academic Support Centers.

Current Stormer Passes are required for printing and may be required for entry into some centers. For specific information about individual academic support centers, see below or google "MATC ASC."

For more information about Tutoring, see the "Tutoring Services" section in this handbook or google "MATC Tutoring Services."

Center Name/Location/Phone

Communication Center
Downtown, Room C278
414-297-6739

Computer Production Center
Downtown, Room M273
414-297-7922

Math Center
Downtown, Room C271
414-297-6702

Science Center
Downtown, Room C271
414-297-6702

Tutoring Services
Downtown, Room C201
414-297-6791

Writing Center
Downtown, Room C270
414-297-8189

Mequon Campus Academic Support Center
Room A282
262-238-2220

Oak Creek Campus Academic Support Center
Room A208
414-571-4647

West Allis Campus Academic Support Center
Room 249 414-456-5334

Credit for Prior Learning (Advanced Standing)

A student admitted to an MATC program may apply for advanced standing based upon previous coursework in high school or another college, work experience, independent study, military training, apprenticeship, course substitution or course waiver.

- At least 25% of the last credits required for a degree or diploma must be earned in residence at MATC.
- To apply for advanced standing or get detailed information on advanced standing, contact one of the Advanced Standing Specialists located in the Welcome Center on the Milwaukee Campuses.

For detailed information about advanced standing, see a counselor.

Assessment Center

The Assessment Center has a location at each campus. At the Downtown Milwaukee Campus, it is in Room S215; at Mequon Campus, it is in Room A110; at Oak Creek Campus, it is in Room A106 and at the West Allis Campus, it is in Room 103.

The Assessment Center also administers General Educational Development (GED) tests to students seeking to earn a high school diploma, and Pearson testing for various professionals needing to test for certifications and licensures. CLEP testing (credit for prior learning and experience) is available to students wanting to apply for advanced standing based upon work experience or military training.

Attendance

Class attendance is among the best predictors of successful course completion. Instructors are required to take attendance at each class session. Regular class attendance and punctuality are expected of all students. It is the responsibility of instructors to inform students of attendance requirements, which should be included in each course syllabus.

It is the responsibility of students to discuss absences with their instructors. When an absence occurs, students are responsible for making up any missed work.

Auditing Courses

Students may audit courses if they wish to learn the course content but do not want credit or an achievement grade. The symbol “AU” will appear on the student’s permanent record to indicate completion of an audited course. Audited courses may not be used to satisfy course prerequisites or required courses. Not all courses can be audited.

Current policies of external agencies do not allow financial aid or veterans’ benefits for audited courses. Fees and attendance requirements are the same for credit and audit courses.

Credit Transfer

Associate degree courses (offered in the 100 series) are designed primarily for occupational training but may be accepted for transfer credit at four-year colleges and universities. Liberal arts transfer courses (offered at MATC in the 200 series) in the School of Liberal Arts and Sciences are designed primarily for transfer to colleges and universities.

Acceptance of any courses for transfer credit is strictly the decision of the receiving institution. MATC has also established several hundred program-to-program transfer agreements with many in-state and out-of-state colleges/universities. For more information about transfer of credits, see the Four-Year Credit Transfer section at matc.edu.

Degree Requirements

The Associate in Arts or Associate in Science degree is awarded to graduates of the Liberal Arts and Sciences program. The Associate in Applied Science or Associate in Applied Arts degree is awarded to graduates of all other degree programs. In order to qualify for a degree, a student must meet the following requirements:

- Satisfaction of all course requirements for the program of graduation. Program requirements can be met by completion of MATC courses or by advanced standing.
- At least 16 credits must be earned in residence.
- The final semester of the program must be taken in residence unless prior arrangements have been made with the dean.
- Achievement of a minimum cumulative grade-point average of 2.0 (or higher, depending on the academic program) in all courses that are taken in residence.

The student must apply for graduation at the Registration office after meeting with his/her advisor to determine what degree requirements are being met. The deadline for December graduation is October 31 each year. The deadline for May graduation is March 31 each year.

A second degree/diploma may be earned by meeting the course requirements. Students who wish to earn a second degree should discuss this with a program advisor and obtain an appropriate Academic Plan before working toward a second degree.

Distance Learning

Finding time for classes can be a struggle for adult learners who have commitments to work and families. Distance learning offers an alternative to the traditional classroom.

Students who have access to the internet can take a wide variety of courses and some programs completely online. Online courses are offered in the Blackboard (Bb) learning management system. For more information, visit the Start Here link at ecampus.matc.edu/starthere/.

Dropping Courses

The last day for a student to withdraw from a 15- or 16-week course is two weeks before the end of the semester. For summer sessions and quarter sessions, the cut-off date for withdrawal is one week before the end of the course.

Students who wish to withdraw from a course may withdraw online through INFOnline or complete a Course Change form available in the Welcome Center, Room S115 at the Downtown Milwaukee Campus, or in the Welcome Center at the Mequon, Oak Creek and West Allis campuses. Students are urged to discuss their intention to withdraw from a course with their instructor, counselor or faculty advisor, who may be able to recommend an alternative course of action. Ultimately it is the student's responsibility to withdraw from a class. Refunds are not given for instructor withdrawals.

Prerequisites

A prerequisite is a required course that must be taken before an advanced course may be attempted. For example, ENG-201 is a prerequisite for ENG-202. The student should be familiar with the prerequisites in the program of his or her choice. Ignoring prerequisites may result in the need for an extra semester of work to complete the requirements for graduation. Prerequisites are listed online in the MATC catalog or can be viewed through INFOnline, and they are enforced at registration.

Program Load

A full-time student who plans to graduate in four semesters will normally carry between 15 and 18 semester credits. For financial aid, insurance, and veterans' benefits purposes, 12 credits is considered full time. The number of semesters it takes for completion varies depending on the program and the number of credits taken each semester.

Program Plan

The Program Plan includes comprehensive student information such as academic status, advisor name and location, courses taken, and courses yet to be taken to complete the diploma or degree.

It is prepared for all students enrolled in degree and diploma programs and Adult High School. Students use their Program Plan to monitor their academic progress and plan for the future. Students may obtain their Program

Plan through INFOnline.

Repeating Courses

Students may repeat courses they previously completed and for which they received a grade. The initial grade and all subsequent grades will remain a part of the student's permanent record. A student's final grade-point average will reflect the highest grade earned in the course.

Scholastic Recognition

Associate degree students who have a cumulative grade-point average of 3.5 or higher, with a minimum of 16 credits taken at MATC, who have filed for graduation and have graduated or will graduate in the current school year, are eligible to receive scholastic honors.

Diploma program students who have a cumulative grade-point average of 3.5 or higher, who have completed at least 12 credits, filed for graduation, and have graduated or will graduate during the current academic year are also eligible to receive scholastic honors.

Students eligible for scholastic honors recognition at graduation are automatically contacted and apprised of their status each semester. Scholastic honor students are notified when they can pick up their honor cords for the commencement.

Satisfactory Academic Progress (SAP) For Financial Aid Recipients

Section 484 of the Higher Education Act, as amended, requires that students must meet SAP standards to maintain eligibility for federal and state financial aid. Qualitative (grade) and quantitative (amount of courses completed) progress for purposes of the receipt of student financial assistance (grants, loans and work study) is evaluated every semester.

SAP Standards

To remain in good Academic Standing, a student must maintain:

- | | |
|--------------------|---|
| GPA | Students must maintain a cumulative grade point average (GPA) of 2.0 |
| Pace | Students must successfully complete at least 67% of all credit courses attempted while enrolled at MATC |
| Maximum Time-Frame | Maximum time frame students may receive federal and state student financial aid cannot exceed 150% of the number of credits required to earn a degree (see example below) |

*Note that students who have been academically suspended by Academic Records are not eligible to receive financial aid.

Maximum Time Frame Example

When calculating maximum time frame, all credits are considered even if federal and state financial aid was not received while attempting them. It does not matter if the credits were attempted in a different program or they were transferred into MATC. Students are limited to receive aid for attempted credits up to 150% of the credits required for the program of study in which students are currently enrolled.

Example: the Registered Nursing associate degree program required 70 credits to graduate. The total credits (70) multiplied by 150% is 105 in attempted credits. This means that the student is only eligible to receive aid within 105 attempted credits to be eligible for federal and state financial aid.

Students requiring more hours to complete their program of study may appeal for additional federal and state aid eligibility if there are extenuating circumstances or continue their studies and pay with his/her own funds.

Satisfactory Progress

Satisfactory progress for federal and state financial aid is defined as the successful completion of at least 67 % of all credit courses attempted AND a cumulative GPA of 2.0. The maximum time frame students may receive federal and state financial aid cannot exceed 150 % of the number of credits required to earn a degree.

A, B, C, D and U grades are calculated in a student's GPA. Grades of W and I have no impact on GPA calculations, but still count as attempted credits. Any credits in which you are enrolled in at the end of the refund period, including repeated courses, transfer credits, withdrawals, or incomplete grades, will count as attempted for both the 67% completion rate and the 150% maximum timeframe.

Financial Aid Warning

Financial aid applicants will be placed on Financial Aid Warning for the next semester of enrollment at MATC if their cumulative GPA is below 2.0 or cumulative course completion total is below 67 % of the cumulative courses attempted. While on Financial Aid Warning, a student may receive federal and state financial aid but must be able to meet SAP for cumulative standards at the end of the warning semester.

Students who meet SAP Standards at the end of the semester while on Financial Aid Warning will have their

status changed to Good Standing. If by the end of the semester, the student is not meeting the minimum SAP requirements outlined above, the student will be ineligible for federal and state financial aid until the minimum federal guidelines are met.

If a student is on Financial Aid Warning because of an incomplete (I) grade and later completes the class with a passing grade, it is the student's responsibility to contact the Financial Aid Office to be reevaluated.

Any credits in which you are enrolled in at the end of the refund period, including repeated courses, transfer credits, withdrawals, or incomplete grades, will count as attempted for both the 67% completion rate and the 150% maximum timeframe.

NO FURTHER ACTION IS REQUIRED AT THIS TIME.

Ineligible

If a student is on Financial Aid Warning and does not meet SAP at the end of the Financial Aid Warning semester, the student will be ineligible from further receipt of federal and state financial aid.

A student who is ineligible for federal and state financial aid must pay for future courses on their own until they meet SAP requirements or successfully appeal. A change of program will not eliminate this suspension.

Any credits in which you are enrolled in at the end of the refund period, including repeated courses, transfer credits, withdrawals, or incomplete grades, will count as attempted for both the 67% completion rate and the 150% maximum timeframe.

Student Access to Their Educational Records

Reviewing and Amending Student Records

Academic records are kept on permanent file in the Registration and Records office at the Downtown Milwaukee Campus. All requests for transcripts must be submitted in writing, in person, or by mail, or online; telephone requests will not be honored. There is a charge for official transcripts. Financial obligations to the college must be cleared before a transcript will be issued.

Include with your transcript request: name (when you attended MATC), student ID or Social Security number, birthdate, first and last years of attendance, complete mailing address, and appropriate fee. Payment can be made by check, MasterCard, Visa, Discover card, or money order.

Family Educational Rights and Privacy Act: Students are afforded certain rights with respect to their education records under the Family Educational Rights and Privacy Act (FERPA) of 1974. These rights are:

- The right to inspect and review the student's education records within 45 days of the day MATC receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records requested are not a part of the Registrar's office, the student will be directed to the correct office.
- The right to request the amendment of the student's education records. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

FERPA gives MATC the right to disclose directory information to anyone inquiring without having to ask students for permission, unless the student specifically requests in writing that all such information not be made public without their written consent. Directory information is information contained in an educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information for MATC includes the student's name, major field of study, dates of attendance, sports participation, degrees and honors.

If a student wishes to withhold the disclosure of all of the items of Directory Information, he or she must complete a Request to Prevent Disclosure of Directory Information form available in the Registrar's office. The completed form must be received in the Registrar's office within the first two weeks of each term. If it is not received in the office by that date, all directory information will be disclosed for the remainder of the term. A new non-disclosure form must be completed each term, including summer.

Scholastic Honors Recognition Programs

Milwaukee Area Technical College (MATC) is committed to providing students with academic enrichment and scholastic recognition opportunities. Each year, the Office of Student Life (OSL) coordinates the implementation of programs that recognize students for their academic excellence and service to others. A listing of eligible students is computer generated each semester (excluding Summer), and students thereon are notified via U.S. mail.

The college's website via = <http://www.matc.edu/student/studentlife/honor.cfm> provides further detail about opportunities available for eligible students through the specified links, which have imbedded web pages containing information relative to overview of requirements, benefits, applications, fact sheets, and other forms that may be required. After thorough research via these links delineated below, further questions may be forwarded to honors@matc.edu.

Dean's List, Provost's List and President's List

Eligibility Requirements: Completion of a minimum of 6 credit hours of associate degree or 6 credits of diploma program work (1 or 2 year) credits at MATC with a 3.5 or higher semester grade-point average, calculated utilizing all credits earned the previous semester. Short-term technical diploma programs are not eligible for the Dean's List, Provost's List and President's List. These lists are published at the beginning of each semester for the previ-

ous semester (except Summer); and students receive communication from the specific office for which the list represents. It is not a competitive program; hence no requirements to receive recognition.

Dean's List, Associate Degree and Technical Diploma, 3.50 - 3.74 GPA; **Provost's List**, Associate Degree and Technical Diploma, 3.75 - 3.99 GPA; **President's List**, Associate Degree and Technical Diploma, 4.0 GPA. **Benefits:** College recognition.

National Technical Honor Society

Eligibility Requirements: Completion of at least 24 associate degree (excluding Liberal Arts) institutional (taken at MATC) credits or 12 technical diploma (1 or 2 year) institutional credits; with a 3.5 or higher cumulative grade-point average. An application that includes an Instructor Nomination Form, and a one-time \$35 membership fee is required during the open enrollment period to join the honor society. Eligible students are notified via U.S. mail in September for the Fall semester, and in February for the Spring semester.

Benefits: Opportunity for educational scholarships, and various opportunities via the honor society (i.e., employment identification, national recognition, transfer assistance to senior institutions, transcript notation, etc.).

Phi Theta Kappa Honor Society

Eligibility Requirements: Completion of at least 24 associate degree credits taken at MATC with a 3.5 or higher cumulative grade-point average. An application and a one-time \$75 membership fee is required during the open enrollment period to join the honor society. Eligible students are notified via U.S. mail in September for the Fall semester, and in February for the Spring semester.

Benefits: Opportunity for educational scholarships, and various opportunities via the honor society (i.e., employment identification, national recognition, transfer assistance to senior institutions, transcript notation, etc.).

Tutoring Services



Free tutoring is provided to any currently enrolled MATC college students who wish to receive extra help with their coursework. Walk-in tutoring (no appointments needed!) is available in the Academic Support Centers. Tutoring is also done via section specific small group studies (Supplemental Instruction), in the Writing Center, and online through NetTutor® or the MATC Online Writing Lab (OWL). Tutors include MATC students, alumni, graduate students and both active and retired professionals.

For more information about the many services and activities in Tutoring Services, including tutoring schedules, simply google "MATC Tutoring." Follow us on Facebook and Twitter. Stop in and meet us! Visit Tutoring Services in Room C201 (Downtown Milwaukee Campus, 414-297-6791) or within the Academic Support Centers in Oak Creek, Mequon and West Allis.

Research has proven that students who get tutoring earn better grades. Here are some of your tutoring options:

Walk-In Tutoring — Maximize your time and effort! No prior appointment or sign-up needed; walk right in and stay for the amount of time that's right for you. Google "MATC Tutoring Schedules" for dates and times.

Online Writing Lab (OWL): This online service helps students with their writing. Need a critique on that term paper? Google "MATC OWL."

NetTutor® – Online help in most subject areas throughout the day, including nights and weekends. Google "MATC NetTutor."

Workshops on Request – Learn strategies for success in college through workshops scheduled at your convenience. A variety of topics are available on Academic Skills and Writing. Google "MATC Workshops on Request."

Accuplacer Prep – Tutoring Services now offers assistance preparing to take the Accuplacer! You do not need to be enrolled at MATC to receive this service, but you must be going through the admissions process. Brush up on your math and English skills before taking the test; it helps! We are here to help you succeed.

Financial Aid

Financial Aid

The Department of Financial Aid is located in S115 at the Downtown Milwaukee Campus. Financial aid staff members are available in the Student Services area at the Mequon, Oak Creek and West Allis campuses.

All students who wish to apply for financial aid must submit the online Free Application for Federal Student Aid (FAFSA) at fafsa.gov.

Beginning October 1, 2019, students may submit their 2020-21 FAFSA using their financial information from 2018. Financial Aid awards are processed based on the

date a valid application is received from the U.S. Department of Education. Some funds are limited and awarded to early eligible applicants.

At MATC your financial aid will be disbursed to your student account starting the fourth week of the semester. You must have completed your Entrance Loan Counseling and signed a Master Promissory Note at studentaid.gov before any loan funds will be applied to your account. Loans are disbursed to students in two disbursements. The first disbursement will be approximately four weeks after the first day of the semester. The second disbursement is at approximately the mid-point of the semester. You may be eligible to receive a book deferment if the MATC Financial Aid office has received your FAFSA and your financial aid has been awarded for the semester, or you have submitted all required financial aid documents to the MATC Financial Aid office. You are not eligible for a book deferment if your FAFSA has not been received.

Financial aid payments are disbursed based on the number of credits a student is enrolled in on the financial aid census date; adjustments will not be made if the student adds credits after the financial aid census date. A student's financial aid award will be recalculated for any class(es) a student never attended. The student will be required to repay any funds received for credits never attended. See the financial aid section of matc.edu for a list of important financial aid dates.

Students who have received Pell grant funds for the equivalent of 12 full-time semesters will not be eligible to receive this grant for future semesters. Full-time enrollment is defined as 12 or more credits per semester.

Please refer to your FAFSA Student Aid Report for your lifetime Pell grant status. If you are awarded Pell grant funds and later found to have exceeded the lifetime limit, the award will be canceled and you will be responsible for any charges.

A student may receive aid to repeat a previously passed course one additional time. If a student retakes a course that is not aid eligible, a recalculation of aid is done to exclude the credits for the repeated course. This rule applies whether or not the student received aid for earlier enrollments in the course.

If a student does not complete 60% of the semester, the student will be required to repay a portion of the financial aid received.

In addition to the academic standards, when you receive financial aid, you are subject to the 150% Rule. This rule means that if you attempt more than 150% of the credit hours needed to graduate from your program of study, you will not continue to receive financial aid. If you exceed 150% in any one program, you will not be eligible to con-

tinue to receive financial aid. All of the credits that you have ever taken at MATC or transferred to MATC, whether financial aid was used or not, are counted in this 150% rule calculation. If you have changed programs of study, all credits that you have ever taken at MATC or transferred to MATC are counted, whether they can be counted toward the credits you need to complete your program of study or not. For more information regarding financial aid eligibility and available funding, contact the financial aid office at 414-297-6282. Also refer to the on-line MATC Financial Aid Handbook for additional information regarding financial aid. The Financial Aid Handbook can be accessed at matc.edu; click on Student Services and under Financial Aid, click on Handbook.

Financial Aid/Military Education Support Office (MESO)

Students wishing to use their Veterans and Military Service educational benefits must complete the required forms. Each MESO office is located in Room S115A at the Downtown Milwaukee Campus. This should be done before the beginning of each semester to make sure monthly GI Bill payments will arrive on time.

Veterans and Military Service educational benefits are expected to help pay college expenses. Additional types of financial aid may be available to those eligible. For more information regarding eligibility, go to Room S115A or call the office at 414-297-8363.

Fee Refunds

A 100% refund of the course fee is given only under two conditions:

1. If the college cancels the class, or
2. If the student initiates the refund in writing or on INFOnline the day **before** the first scheduled class meeting.

If the student withdraws from a course after the start of classes, fees will be refunded in accordance with the following refund schedule, provided the student has correctly initiated the drop.

Courses that are	Amount of refund
15 and 16 weeks	
<i>When the class is dropped:</i>	
From calendar day 1 to calendar day 12	80%
From calendar day 13 to calendar day 25	60%
After day 25	None
Courses that are less than 15 weeks in length	Amount of refund
<i>When the class is dropped:</i>	
Before 11% of scheduled class is completed	80%

From 11-20% of scheduled class completed
After 20% of scheduled class is completed

60%
None

If a withdrawal request is mailed, the postmark is the effective date. Attendance is not a determining factor. Students with course fee deferments must submit their withdrawal requests within the refund period to have the amount of the deferment reduced.

Scholarships

MATC students may apply online for MATC Foundation scholarships. Go to <https://matc.academicworks.com> and complete the application electronically. The system will identify scholarships for which students may be eligible based on the information provided in their application.

Students apply for scholarships at least one semester in advance. All student are sent an email message prior to the beginning of each application period.

Questions? Email scholarships@matc.edu for more information.



MyMATC Student Portal

MyMATC is a dedicated portal for Milwaukee Area Technical College students that provides integrated data and information that students need frequent access to. MyMATC provides secure access to members of the MATC community from one web page. Users have access to MyMATC from on and off campus. Visit MyMATC.matc.edu.

Accident Insurance

The college provides mandatory accident-only insurance to each student enrolled in a college-level course, and students with equivalent insurance coverage can request a waiver of the accident-only premium by contacting Risk Management through the office of General Counsel and providing proof of coverage.

Blackboard

Blackboard is the learning management system used at MATC. It is a powerful online resource that allows students to access course content via the web, communicate with instructors and other classmates, turn in assignments, take quizzes/tests, and view course grades.

Once you login, select the Student Support tab for general

information. Students are encouraged to participate in the Blackboard Online Orientation.

Email/Gmail

MATC uses Google Apps for Education for student email accounts. It is the primary means of communication between the school, your instructors and you.

You can access your email account via the MyMATC Portal (<http://mymatc.matc.edu>), or directly via <http://gmail.com>.

To sign into your account, you will use your MATC network User ID and password (assigned when you went through the Account Activation process).

The first time you sign-in to Gmail, you will need to accept Google's Terms of Service. If you have any problems using your email account, please contact MATC's IT Helpdesk at 414-297-6541.

INFOline

INFOline is a highly useful information source. New students can use INFOline to search for available classes. Currently enrolled students can use INFOline to register for classes, search for current class listings, obtain financial aid status, class schedules, obtain grades and cumulative grade-point average, as well as check and print unofficial transcripts.

Access INFOline via <http://matc.edu> or directly via <http://infoline.matc.edu>.

Students logging in for the first time will need to:

1. Click the *What's My User ID* link at the bottom of the page.
2. Enter your last name and either your *7 digit Student ID number* or your *Social Security number*.
3. Click Submit.
4. Your Network User ID will be displayed.
5. Your password is the Network password you assigned during the Account Activation process. If you have not completed that process, your temporary password is the last 4 digits of your Social Security number.
6. Once you have logged in, click on *Current Students* icon to access your information.

Emergency Messages

In the event of an emergency, the President or designee will determine which campuses, divisions or parts thereof will be affected. Announcements of closures, cancellations, delays and the official time that normal activities will be resumed are made using the college's

various communication tools. MATC.edu is the official source for information regarding school closings and other emergency information. Other sources include the mass notification system, the fire alarm system and the RAVE Alert System.

The following terms are generally used in alerts to describe unscheduled closings:

Campus Closed: the buildings of the designated campus or college are closed, students are dismissed or not expected to report to campus.

Classes Canceled: the buildings are open for students to use facilities, but students are dismissed from class and not expected to attend class.

Emergency Evacuation: the buildings are evacuated and all individuals, including students, at the site are to evacuate and remain in the designated evacuation area until the “all clear” has been given by the Emergency Response Center, or until closure is announced.

When possible, delayed start times or full cancellation of morning classes or campus activities will be announced no later than 5:30 a.m. and no later than 1 p.m. for afternoon and evening activities.

Students will not be allowed on campus during an emergency closing and will be asked by MATC Public Safety staff to leave the buildings. Students who do not follow directions of MATC Public Safety concerning closure or evacuation will be subject to disciplinary action under the Student Code of Conduct.

Record Changes of Name and Address

Name or address changes should be reported promptly to the Registration office at any campus. To change a name, official documentation must be submitted to include current picture ID with correct name, and official documentation that changed the name, like a marriage certificate. Address changes can be made on INFOnline.



Student Parking

Parking permits are required at all MATC campuses for current students. Semester and school year permits are available at the Cashier's office at each campus. Fees apply for the parking permits, and parking at the Downtown Milwaukee Campus will require an additional usage fee using the Stormer Pass (prices may change without notice). Abide by the parking signs. Any violation is subject to a citation and/or fee. No refunds after purchase of

a student parking permit. For more information, contact the Student Life Office and/or Cashier at the campus. (Maps are also available to help you locate the student parking areas.) See the MATC website for parking appeal procedure and form. Please check the MATC website for up-to-date and detailed information.

Bicycle Parking

Each campus has designated areas for bike (non-motorized) parking. The locations may vary depending upon weather conditions and/or facilities at your campus. Bicycles must remain outdoors and secured to a bike rack. Bicycles may not be brought into any campus building, other than those designated as parking areas.

Downtown Milwaukee Campus Parking

BMO Harris/Bradley Center Parking Structure

With a valid student parking permit and Stormer Pass, the cost is \$1.50 per use. Without a parking permit and Stormer Pass, students will be charged the standard rate for parking. *Students must be current MATC students and have funds available on their Stormer Pass to receive the discounted rate (limited to 250 spaces daily).*

Eighth and State Structure

With a valid student parking permit and Stormer Pass, the cost is \$1.50 per use. Without a parking permit and Stormer Pass, students will be charged the standard rate for parking. *Students must be current MATC students and have funds available on their Stormer Pass to receive the discounted rate.*

Mequon Campus Parking

On-campus parking is available in the east lot, west lot and south lot. To park on campus, a valid student parking permit is required.

Oak Creek Campus Parking

On-campus parking is available for students in lots C, B and K. To park on campus, a valid student parking permit is required.

West Allis Campus Parking

On-campus parking is available in five separate lots. Lot #1 is located at the corner of 71st and Madison. Lot #2 is located at the corner of 70th and Washington. Lot #3 has three rows available for parking and is located at 71st and Washington. Lot #4 is located adjacent to Lot #3. A valid student parking permit is required. Lot #5 is located at the Childcare Center on 72nd and Walker.

Transportation

Public Bus Schedules

Public transportation is available to students who commute between the Mequon, Oak Creek, West Allis and

Downtown Milwaukee campuses.

Bus route information and schedules are available from the Milwaukee County Transit System (www.ridemcts.com or 414-344-6711).

U-Pass

U-Pass is a semester-long bus pass that can be used during the Fall, Spring and Summer semesters on any Milwaukee County Transit System (MCTS) bus route plus the 40U (Holt/College UBus), the 42U (Mequon/Highland UBus) and the I-43 Ozaukee County Express freeway flyer. The cost is part of the college tuition for eligible students, so there is no additional charge to pick up the electronic card. For up-to-date information on the program, please visit matc.edu/student/studentlife/upass.cfm.

To be eligible for a U-Pass, students must be current MATC students who are taking 6 credits or more in 100, 200- or 300-level courses in the Fall and/or Spring and 3 credits or more during the Summer semester. Students can obtain a U-Pass from Campus Stormer Pass Stations, or Office of Student Life at any of the following campuses:

Downtown Milwaukee Campus Rm. S301	414-297-7859
Oak Creek Campus, Rm. A107	414-571-4669
Mequon Campus, Rm. A102	262-238-2390
West Allis Campus, Rm. 137	414-456-5448

Students with disabilities who are eligible to participate in the Milwaukee County Transit Plus program, can use their U-Pass to waive the initial Transit Plus portion of the fare for each trip taken in the Milwaukee County area. Student must register with Transit Plus so drivers are aware of U-Pass discounts. Please call Transit Plus at 414-344-4550, ext. 3502 or 414-343-1700 for further assistance.

A replacement cost will be assessed for lost or stolen U-Passes. Therefore, it is important that students keep their U-Pass safe and for their use only. Any MATC Office of Student Life can provide additional information regarding lost/stolen cards. *(A cost of \$50 will be assessed for the first replacement U-Pass card and a \$95 fee will be assessed for the second replacement. PACE program students should contact their case manager. *Three or more replacements are at the discretion of the Director of Student Life.)*

Students can call MCTS at 414-344-6711 or visit www.rideMCTS.com for route and schedule information or to request a Milwaukee County Transit Guide Route Map.

Paying for College

Fee Information

Fees for most courses are set by the Wisconsin Technical College System Board. Fees for personal enrichment courses are set by the MATC District Board. The refund policy is established by the state board. Because fees and the refund policy are subject to change, see current information at matc.edu or MyMATC/INFOnline.

Fee Payment

Generally, fees are due at the time of registration. MATC payment methods include cash, check/money order, credit card (Visa, MasterCard or Discover), a completed financial aid award, a sponsor authorization or by the MATC payment plan. Refer to current Master Schedule for detailed payment plan options and dates. Payments may be made at any campus cashier's office or on MyMATC/INFOnline.

Students who expect to have expenses paid by an agency or by their employer should bring a letter of authorization stating the course or courses approved for payment, and which items will be paid to the Agency Desk in the Financial Aid Office when the student registers. Students who have not been awarded financial aid from MATC's Financial Aid Office and elect to sign a payment plan agreement must pay one-fourth of their tuition and a nonrefundable participation fee at the time of registration. The remainder is due in three equal installments. The summer session payment plan must be paid in three equal installments.

Any unpaid balance is the responsibility of the student and is considered an educational loan. It is the student's responsibility to ensure that all applicable financial aid, sponsor payments and other outside payments are applied to their account as expected. Balances not paid by the due date may be subject to:

- A penalty of 1% per month is charged on the unpaid amount of the account.
- A late payment fee of \$30 for failure to pay installments on payment plan.
- Referral to an outside collection agency and collection costs.
- The withholding of transcripts.
- Inability to register.
- Subject to Wisconsin's Tax Intercept Section 71.93, Wisconsin Statute



The Stormer Pass — Your Pass to the College

All current students at MATC are required to have a Stormer Pass.* A student enrolled at MATC in one credit or more will automatically be charged a Stormer Pass activation fee each semester. If a student is enrolled in less than one credit, the activation fee must be paid at the cashier before a Stormer Pass will be issued or activated. The fee does not entitle the student to a new Stormer Pass or new photo. No hats, sunglasses or scarfs are allowed on face or head for photo. Hairline must be visible.

*Students must be enrolled in classes and present photo identification to obtain a Stormer Pass.

Lost Stormer Pass

If a student loses or damages the Stormer Pass and needs to replace it, an additional replacement fee will be charged. Keep your Stormer Pass with you at all times. It may be used at the following locations:

On Campus

Point-of-Sale Venues:

- Stormer Café
- Vending machines
- Campus Café
- Parking
- Pay-for-print
- Bookstore

Services on Campus:

- Library
- Student Union
- Gym
- Student Fitness Center

Deposit Funds on Your Stormer Pass Account

AMC/Event Management Centers:

- Deposit funds to your Campus Cash account
- Accepts cash and credit card deposits
- Check balances

E-Accounts:

Use the link below to deposit funds to your Campus Cash account using a credit card. This link is located on the MATC website and mobile app on the Stormer Pass page, <https://matcstormerpassp.blackboard.com/eaccounts> Stormer Pass Stations are located by the Office of Student Life at each campus. If you have any questions, send an email to stormerpass@matc.edu or call 414-297-8697 or 414-297-7930.

Stormer Pass All-in-One ID/ATM Card

Open a free student checking account with U.S. Bank, and turn the Stormer Pass into your Campus ID and ATM card — all in one.

U.S. Bank helps to make it easier for you to manage your money.

Benefits of U.S. Bank Account

- No minimum balance and no monthly maintenance fee
- Free first box of checks (*free logo-style checks or 50% off any other style, limit one box*)
- Free U.S. Bank Internet Banking at usbank.com
- Free U.S. Bank Internet Bill Pay
- Four free non-U.S. Bank ATM transactions per month (*other ATM network owners may charge a usage fee*)
- Free U.S. Bank ATM transactions at more than 5,100 U.S. Bank ATMs
- Branch and ATM located on the Downtown Milwaukee Campus

Students can access their U.S. Bank checking account by using the Stormer Pass as a U.S. Bank ATM/debit card. Once a valid U.S. Bank account is opened, the Stormer Pass can be used at more than 1.4 million Interlink point-of-sale locations nationwide. Whether you are at the gas pump or at the grocery store, simply swipe your card through the reader, select “debit,” and enter your ATM PIN code. After you approve the amount to be paid, the total will be debited from your checking account. Check with your favorite local retailers to find out if they are a part of the Interlink network.

If you have questions on your U.S. Bank checking account, contact U.S. Bank at 414-226-0105. U.S. Bank also has other accounts available. Stop by the branch on the Downtown Milwaukee Campus to learn about all of the available options.

Off Campus

- Check card when linked to U.S. Bank checking account
- Purchases where debit/PIN based transactions are accepted
- ATM usage with PIN provided

Refund Policy

MATC will refund the Campus Cash Account remaining balance greater than \$5. Balances \$5 or less must be used for on-campus purchases. Refund request must be submitted to the Student Life Office in writing for verification. After verification, the request will be processed within 15 days of the Business Office receipt.

ing the request. All refunds will be processed and paid according to MATC policy.

Inactive Accounts

MATC reserves the right to close any account that has been inactive for a period of 12 months. (Any funds remaining in the account after this period will be forfeited and become property of MATC.)

Campus Card Office Locations

You can obtain your Stormer Pass from any of the following offices:

**Downtown Milwaukee Campus
Stormer Pass Office**
S Building, 3rd floor, Room S301
**Mequon Campus
Office of Student Life**
Room A102

**Oak Creek Campus
Stormer Pass Office**
Room A107

**West Allis Campus
Office of Student Life**
Room 137

Campus Resources

Athletics

Varsity Program

MATC is a member of the North Central Community College Conference (N4C) and is affiliated with the National Junior College Athletic Association (NJCAA).

Other members of the N4C include Madison College, College of DuPage, Joliet Junior College, Rock Valley College and Harper College.

The varsity men's and women's teams are nicknamed the Stormers.

Men's teams include baseball, basketball, tennis and soccer. Women's teams are basketball, soccer, softball, tennis and volleyball.

In general, students at MATC are eligible to participate on varsity teams if they meet the following minimum requirements:

- An entering first-year student athlete enrolling for his or her first semester must carry, as a regularly

enrolled student, at least 12 college-level credits.

- For succeeding semesters, a student athlete must *pass* and accumulate a number of credit hours equal to 12 times the number of terms in which the student was previously enrolled full time for credit courses with a 2.0 cumulative grade-point average or better.

For more information, call 414-297-7872, email stormers@matc.edu or visit the Athletic office, Room M326, Main Building, Downtown Milwaukee Campus.

Child Care

MATC has child care facilities at each campus:

Downtown Milwaukee Campus Room H240	414-297-7322
Mequon Campus, Room A216	262-238-2450
Oak Creek Campus, Room B124	414-571-4690
West Allis Campus, 865 S. 72nd St	414-456-5419

The centers are open Monday through Friday. The Downtown Milwaukee Campus is open from 6:30 a.m. until 5:15 p.m. The other campus locations are open from 7 a.m. until 5 p.m. The Downtown Milwaukee Campus provides child care during the Summer session; all other campuses provide care only for the Spring and Fall semesters and only when classes are in session. All of the centers are accredited by the National Association for the Education of Young Children and licensed by the State of Wisconsin with a five-star rating.

Students must enroll their children prior to attending. There is no minimum number of hours or days that a child must attend. Fees are determined by the number of hours scheduled each day and by the age of the child. A 10% discount is applied to the second and subsequent children. There is an annual registration fee that is paid upon enrollment.

The centers serve children from 6 weeks of age through 12 years of age. Children ages 6 and older are only served on days off of school and during the Summer session. Registration for the Summer and Fall semesters begins mid-April; registration for the Spring semester begins mid-November. The center accepts Wisconsin Shares payments. Students may also use their financial aid to pay for their child care. Please call for additional information.

College Bookstores

An MATC store is located at each campus. Textbooks, student supplies, gift items and MATC logo apparel are sold. MasterCard, Visa and Discover credit cards and Stormer cash cards are accepted. No refunds or exchanges are made without an MATC college store receipt.

Students are advised not to unwrap, write in books or deface them in any way until certain that the books are the proper ones for the course and that the class will be held.

Students purchasing books must present their official class schedule at the time of purchase. Students purchasing books with a deferment or a personal check are required to have a current MATC Stormer Pass (Student ID).

The MATC Bookstores conduct in-store book buybacks at the end of each semester.

For detailed information on products, return policy, store hours and more, please visit our webpage on matc.edu, accessed through the Quick Link.

Counseling

Personal Counseling

Personal Counseling is free and includes confidential crisis intervention and other support services available to all MATC students. Students are welcome and encouraged to see a counselor when they have personal problems that may interfere with educational and/or occupational goals. Professional counselors work with students to assess the problem and provide appropriate community and campus referrals. Personal Counseling is available at all four campuses Monday through Thursday from 8 a.m. - 6 p.m. and Fridays from 8 a.m. - 4 p.m. when classes are in session.

For more information, feel free to walk in or contact the Counseling, Advising and Career Planning department at each campus: Downtown Milwaukee Campus, Room S203, at 414-297-6267; Mequon Campus, Room 108, at 262-238-2400; Oak Creek Campus, Room A106, at 414-571-4500 or 414-571-4736; or West Allis Campus, Room 120, at 414-456-5464.

Health Issues and Resource Information

Alcohol and Drug Information

MATC supports the goals and policies of a drug-free educational environment. To that end, the college directly adheres to the following policies:

- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (including, but not limited to, marijuana and cocaine) on college premises, or while participating in college events off college premises, is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including expulsion in accordance with civil, state and federal laws, and the Student Code of Conduct.
- Alcohol use, possession or distribution is also prohibited, except at approved college functions in ac-

cordance with college policies and procedures (which may be obtained in the Office of Student Life), and subject to statutory age restrictions.

- The college recognizes drug and alcohol dependency or abuse as major health problems, as well as safety and security problems. Students who need help with such problems are encouraged to contact the Counseling Department, Room S203 at the Downtown Milwaukee Campus or call 414-297-6267. Conscientious efforts to seek such help shall not in themselves jeopardize any student's enrollment and will not be noted in the student's records.
- The college takes a proactive approach to alcohol and drug dependency and abuse through education, prevention and assistance. This is achieved by providing information, answering questions, sponsoring campus programs and making referrals to proper agencies for students seeking further assistance.

Mental Health Information

MATC offers assessment, education and referral services on mental health issues, including anger management and stress reduction techniques. See Personal Counseling above.

Housing

MATC does not have residence halls; however, the college has a partnership with the University of Wisconsin-Milwaukee that offers MATC students a chance to live in two of UWM's residence halls. Also a partnership with Concordia and Eleven 25 Apartments. Eleven 25 Apartments maintains six beds and three are transitional beds. Under state and federal laws, it is illegal to treat any person unequally in housing because of gender, race, color, handicap, religion, national origin, gender or marital status of the person maintaining a household, lawful source of income, age, ancestry or sexual orientation. Please contact the Legal Clinic for more information.

Dreamkeepers Student Resource Center

The MATC Dreamkeepers Student Resource Center connects students to campus and community resources to help them overcome barriers that interfere with their academic success. It is home to the Dreamkeepers emergency financial assistance grant which provides assistance to students at risk of dropping out due to unexpected financial emergencies. Students can apply for the grant at matc.dreamkeepers.org (eligibility required). The Dreamkeepers Student Resource Center is located in Room S215 at the Downtown campus. For

more information on hours or services, please call 414.297.6199 or email dreamkeepers@matc.edu.

Libraries

Students find the MATC campus libraries inviting for quiet study, as well as group work. Students can borrow books, browse periodicals, access reserve materials, and print and copy materials for use as part of their course work.

The MATC Libraries Online Public Access Catalog (OPAC) provides electronic access to locate materials in the collections of the libraries, including the ability to borrow circulating materials between campuses. The OPAC also provides access to e-books and articles available electronically.

Online databases offer easy-to-use searching and efficient access to information in newspapers, magazines and journals. Students can easily print articles and other resources found in the databases, as well as send them to their email addresses.

Librarians are available to answer a wide range of questions and help students find information from a variety of sources. Students can access resources and get information on services by visiting <http://book.matc.edu>, by calling 414-297-7559 or by texting 414-937-5379.

All library users must have a valid MATC Stormer Pass (student ID) to borrow library materials. Additional guidelines for accessing materials and services are available at each campus library.

Multicultural Student Services Department

The Multicultural Student Services Department is composed of four offices: Asian American, African American, American Indian and the Latino office. These offices are staffed with specialists who are culturally sensitive to the types of support services needed by minority students. The specialists serve as advocates for current and prospective minority students from diverse backgrounds. The staff provides case management to help with students' retention and graduation, and is concerned with helping students overcome their educational, vocational and financial obstacles so they can successfully achieve their educational goals.

The Multicultural Student Services Department is located in Room M238 of the Main Building at the Downtown Milwaukee Campus and is open Monday through Thursday, 7:45 a.m. to 6 p.m. and Friday until 4:15 p.m. For more information, please call 414-297-6968.

Office of Student Life

The Office of Student Life promotes and coordinates a variety of educational, recreational, social, cultural, and entertainment programs and services. These programs and services enhance interpersonal skills and nurture individual growth. At each campus, a Student Life coordinator (located in the Office of Student Life) assists students in student activities and student group membership.

Student Life also handles student disciplinary procedures (see the Student Conduct section in this handbook), and helps students become involved in campus policy decisions. The office provides assistance to students in these areas and more. If you are experiencing a college-related problem or have tried to solve it elsewhere on campus and were unsuccessful, the Office of Student Life at your respective campus should be your next stop.

There is an Office of Student Life located at all four campuses where students can come to get involved in student organizations and learn about various activities. Student Life hosts districtwide and individual campus events. If you are interested in learning more and how you can become involved, contact or visit a Student Life Office on any campus. Student Life will also address your questions pertaining to parking, UPass, housing, Stormer Pass, health insurance, and the Legal Clinic.

Student Organizations

For a list of all active student organization, please visit your campus Office of Student Life or visit matclubs.matc.edu

Registration of Campus Student Organization Events

MATC-recognized student organizations must preregister all events, programs and projects — whether held on or off campus — by using an Event Registration Form. This form must precede any other registration requirements or reservations for use of campus equipment, facilities or services. Registration forms are available online and in the Office of Student Life, all forms must be filed at least two weeks before the event.

MATC has an obligation to ensure that no program endangers the security of the faculty, students and other people associated with MATC, infringes upon the academic mission of the college, or conflicts with any MATC policy or rule or governmental law or ordinance. Therefore, the college reserves the right to refuse to sanction an event when such a program would endanger the MATC educational community, disrupt the educational process, or violate institutional or civil regulations.

District Student Senate

The District Student Senate (DSS) is made up of representatives from student government representatives from all four campuses. The purpose of the DSS is to discuss and recommend action on matters affecting students and student life on a districtwide basis. This committee has been established to provide the college with a sounding board for airing and resolving issues pertaining to student organizations, programs, policies and procedures, rules and regulations and guidelines, and also to support nonacademic student events.

The committee has a history of working well together and prides itself on its consensus decisions with input from the students, faculty, staff and administration. The committee promotes cooperation and a mutually beneficial relationship between the college and the student body. Through their efforts, a more harmonious atmosphere for the academic experience is created. All meetings are open for anyone to attend.

Student Government

Each campus has a recognized Student Government and is considered an important part of student life at MATC. Each semester open elections take place during the first few weeks of the semester. See your Student Life office for details. While the Student Government cannot make laws by its own action, its recommendations are given serious consideration by the administration.

Student representatives may be excused from classes to attend regularly scheduled senate meetings, which are generally held twice each month. For more information, contact the Student Government office or Student Life office at any campus.

Student Publications

Participation on the staffs of the college's award-winning student newspaper, *The Times*, and other student publications are open to any interested student. Although helpful, previous journalism training or writing experience is not necessary. *The Times*, which is published approximately every two weeks except for holiday and exam periods, is distributed free at all four campuses.

The Times is a member of the Associated Collegiate Press (ACP), the Columbia Scholastic Press Association (CSPA), the Community College Journalism Association and the Society for Collegiate Journalists.

Students are encouraged to talk with the Student Publications advisor or *Times* staffers if interested in any of the following: writing/reporting, photography/photojournalism, illustrating/graphics and page layout/design.

The Times office is located in Room M240A at the Downtown Milwaukee Campus. *The Times* serves each campus and can be contacted via email at matctimes@gmail.com or via phone at 414-297-6520 or 414-297-7824. You can also contact *The Times* through the Student Life office at Mequon, Oak Creek and West Allis campuses. Besides *The Times*, MATC offers students and staff members *The Phoenix*.

The Phoenix is the college's award-winning literary magazine, published annually by the English Department. It contains poetry, prose, artwork and photography. It is sold at all campus bookstores for a nominal price.

For more information about *The Phoenix*, see an English or Communication Skills instructor.

The Office of the Ombudsperson

The Office of the Ombudsperson is a new alternate channel for students to informally raise and address college-related concerns, issues or conflict in a confidential, independent, safe and non-bias space.

The Ombudsperson (or Ombuds) serves as a resource for students by offering off-the-record* conversations for those seeking advice and guidance on available options and resolution strategies regarding their situations. The Ombuds will not make decisions for students, but rather equip, coach and empower students to make their own decisions and/or advocate on their own behalf. Communication with this office does not put MATC on notice.

The Ombuds office is not a part of any formal process at the College and does not replace or circumvent any existing channels at the College, such as filing a formal complaint. The Ombuds intent is to supplement these channels by offering another viable option for problem solving. The Ombuds is impartial and does not advocate for or represent any individual, group or the College, but advocates for fairness, respect and equality.

More information about the Office of the Ombuds can be found on the MATC website and portal. The office can be contacted in three different ways: Phone @ 414-297-6294; Email: Ombuds@matc.edu or by completing an Ombuds Inquiry Form which can be found at this link: <https://docs.google.com/forms/d/e/1FAIpQLSdrfo6WaDyZuQZxU4-mm35V6LQE2OtnuAQcKLGyhhkchOOmng/viewform>.

- Exceptions are in situations of imminent risk of serious harm, suspected abuse, if required by law or if given permission to disclose conversation by the student.

Public Safety

The Department of Public Safety provides around-the-clock monitoring and protection at all four MATC campuses. We respond to all campus emergencies, disturbances or requests for assistance. We also provide basic first aid, emergency lock cuts, walking escorts, directions and information, etc.

The Department of Public Safety is available to assist members of the MATC community 24 hours a day, 7 days a week. We are located in the following offices:

Downtown Milwaukee Campus	M274
Mequon Campus	A280C
Oak Creek	A100D
West Allis	100
Health Education Center (HEC)	Lobby
Walkers' Square	203

All requests for assistance should be directed to the Downtown Milwaukee Campus office. The dispatcher will send the appropriate personnel at each campus to assist with any safety or security needs.

The Department of Public Safety can be contacted from any campus in the following ways:

Emergency
414-297-6200 or dial 76200 when on campus

Non-emergency
414-297-6588 or dial 76588 when on campus

TIPP Line (voice mail)
414-297-8477 or dial 78477 when on campus

School Closing
414-297-6561

Email
PublicSafety@matc.edu (Non-emergency only)

Campus Emergency phones are available throughout the campuses and most classrooms have telephones that automatically connect you to the Public Safety Dispatcher.

All crimes, suspicious activity or emergencies should be reported to the Public Safety Emergency number – 414-297-6200 – immediately. Please be prepared to provide your exact location and a description of the emergency.

See pages 61-84 for MATC's District Emergency Procedures Guide.

Soliciting or Peddling

Soliciting or peddling on college property is prohibited, except by recognized student organizations following the guidelines set by the Office of Student Life and the college.

Stay Connected ... Get RAVE!

MATC uses the Rave Alert System to notify students in the event of an emergency and/or school closing. *All active students are automatically added to the system on a daily basis. **By default, ONLY your official MATC email address has been added as a method of contact.** With: **Contact information for the RaveAlert system is directly transferred from college systems at the time of new student registration or employee onboarding.*** You can add other ways for us to reach you in an emergency by following the steps below.

How to Edit Your Rave Account Notification Settings to Include Your Cell/Home Phone: We encourage all students to login to the Rave Alert web page (address below) and add/update your preferred contact information. This can include additional email addresses (up to three), SMS text message numbers (up to three) and telephone numbers (up to three).

Adding Your Contact Information

1. To access the MATC Rave Alert website, go to: <https://www.getrave.com/login/matc> or www.matc.edu and click on Rave Alert System in Quick Links.
2. Login with your **Student ID** (ie: 0001234) then enter your **password**, which is the first initial of your first name, first initial of last name, and month and date of your birth (ie: js0517 if your name were Justina Smith born May 17). You do not need to register.
3. The first time you log in, you will be prompted with an agreement screen. Once you agree, you will see the **My Account** menu. This is where you will add/update your contact information.
4. You can add, edit, or delete any contact information via the **My Account** tab. To add information, click the **Add** button next to each contact type.

To edit information, click the **Edit** link to the right of each contact type.
5. To exit the Rave Alert website, click on the **Logout** link in the upper right corner.

Adding a Cell Phone/SMS Text Message Contact

1. Click the **Add New Mobile Contact** button.
2. Enter the 10-digit phone number of your mobile phone. **Click Continue** and verify that the proper carrier was found. If it was not, choose the appropriate carrier from the drop-down list.

3. **Click Done** and you will see that your new Mobile Contact information has been added. You can either add another contact or click **My Account** link as shown to return.

Adding a Home Phone Contact

Click the **Add New Contact** button – enter the 10-digit phone number and click **Save**. When you are finished – click the **My Account** link to return.

Adding an Email Contact

1. Click **Add New Email Contact** button – enter the email address and click **Save**.
2. When you are finished, click the **My Account** link to return to the main screen.

Student Feedback and Concerns

MATC is committed to creating and maintaining a positive learning and working environment in which community members are aware of and respect the rights of others, and where individuals take responsibility for their actions.

Should you encounter a problem – academic or nonacademic – the college provides two avenues for your concern. If your concern involves discrimination or harassment, complete the Discrimination-Harassment Reporting Form. For all other concerns or comments please complete a Student Feedback and Concerns Form. Please read the following guidelines below prior to filling a complaint online at: http://www.matc.edu/about/student_feedback.cfm.

We Want to Hear What Students Think About MATC

We welcome all of your comments, praise, concerns and complaints. Please share your feedback with us using the **Student Concern and Feedback Form** so that we may continue to grow and excel as a college community, visit: http://www.matc.edu/about/student_feedback.cfm.

Course Evaluation

Your feedback about your experience in your courses is important to MATC. We use your input to improve teaching, services to students, classrooms, and more. You will receive an evaluation for each of your courses at the completion of the course. Evaluations will be made available the final week of the course. You will receive an email in your MATC gmail with a link to the survey; in addition, a Take Survey button will be added in your Blackboard site for each of your courses when the survey becomes available. The evaluations are completely anonymous.

Equal Opportunity, Harassment and Nondiscrimination

MATC affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enter-

prise. A full statement of the college's commitment to equal opportunity is set forth in District Board policy C0200/F0104 found at: <http://www.matc.edu/administration/upload/C0200-rev-13-1022.pdf>

Commitment to Nondiscrimination and Equity

MATC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. MATC will not discriminate against any student or applicant for admission, or employee on the basis of race, color, sex, pregnancy, political affiliation, source of income, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Office for Civil Rights, Equal Employment Opportunity Commission or other human rights agencies.

College Policy on Discriminatory Harassment

Students, staff, administrators and faculty are entitled to a work environment and educational environment free of discriminatory harassment. MATC's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under college policy.

a. Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. MATC's harassment policy explicitly prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the community, which creates a hostile environment, both objectively and subjectively.

A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive so as to interfere with, limit or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Merely offensive conduct and/or harassment of a generic nature not on the basis of a protected status may not result in the imposition of discipline under college policy, but may be addressed through reme-

dial actions, education and/or effective conflict resolution mechanisms.

MATC condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by college policy or law.

b. Sexual Harassment

Both the Equal Employment Opportunity Commission (EEOC) and the State of Wisconsin regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. MATC has adopted an amended version of the EEOC definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual harassment is:

- unwelcome, sexual or gender-based verbal, written or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the college's educational, social and/or residential program, and is
- based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

All forms of sexual misconduct, including but not limited to sexual assault, nonconsensual sexual contact, sexual exploitation and stalking are expressly prohibited. Explanatory terms and definitions are stated in Policy F0104, the Equity Grievance Procedure and Appendix. Individuals wishing to report incidents of sexual misconduct, sexual assault, exploitation or other conduct should contact the Title IX Coordinator, or Deputy Title IX Coordinators in Human Resources and Student Services.

All concerns arising under the nondiscrimination policy are subject to resolution using the college's Equity Grievance Process, described in detail in Administrative Procedure CC0200 found at:

www.matc.edu/administration/procedures.cfm.

All students are encouraged to familiarize themselves with the college's comprehensive equity policy and procedure, and to direct questions to the Title IX Coordinator, MATC Vice-President Retention and Completion.

The Equity Grievance Process involves a timely investigation and resolution of all complaints concerning possible policy violations, regardless of the status of the parties

involved (students, employees, other community members). The college will address complaints of possible policy violations including incidents that occurred off campus, when the off-campus conduct could have an impact on the educational mission of the college or the operations of the college. See Policy C0200 for further explanation.

Online reporting of complaints is available through:

https://publicdocs.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=2 or by calling the Title IX Hotline at 414-297-6028.

The college will investigate and resolve all complaints that allege a possible violation of the nondiscrimination, anti-harassment policy in a timely and appropriate fashion. All employees are obligated to report any potential violations of the policy including victimization by sexual misconduct or sexual assault, with the exception of counseling professionals who receive confidential information within the context of rendering professional services. The college will maintain confidentiality to protect the privacy of individuals to the greatest extent possible while meeting the college's obligations to investigate and resolve reports of policy violations.

Individuals with questions regarding the college's commitment to equity and the complaint process should contact the Title IX Coordinator or Deputy Title IX Coordinator in Student Services by calling the Title IX Hotline at 414-297-6028.

Responding to Incidents of Sexual Assault, Domestic Violence, Dating Violence and Stalking

Safety of students and all members of the MATC community is of utmost importance. MATC policy firmly prohibits all manner of sexual misconduct, including sexual harassment and sexual assault. Annual training and awareness programs are offered by the college to increase awareness and knowledge of signs of domestic violence, dating violence, stalking and other forms of sexual violence, as well as to promote understanding of the college's procedures for reporting, investigating and responding to such incidents. Incidents of domestic violence, dating violence, sexual assault and stalking are disclosed in MATC's annual campus crime statistics report, found at:

http://www.matc.edu/public_safety/index.cfm#stats

All students, employees and other members of the MATC community are encouraged to promptly and accurately report incidents of sexual assault, stalking and relationship violence to MATC Public Safety (414-297-6200). Reports may also be submitted to the Title IX Coordinator or Deputy Title IX Coordinators online at:

https://publicdocs.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=2

Notice of Victim Rights

Students and employees reporting victimization by sexual assault, stalking, domestic violence or dating violence (relationship violence) have the rights to:

- Be assisted by campus authorities if reporting a crime to local law enforcement;
- Change in academic, transportation and work situations to avoid a hostile environment;
- Obtain or enforce a temporary restraining order, injunction or other no-contact directive;
- Information concerning MATC's investigation and grievance procedure (CC0200) for equal opportunity and be informed of the range of possible sanctions under the MATC Student Code of Conduct or applicable personnel and ethics policies;
- Receive contact information about existing counseling, mental health, victim advocacy, legal assistance and other services available either through MATC or in the community.

Confidentiality

Victims have the right to confidentiality while seeking support services from MATC Counseling services and MATC's Employee Assistance Program, and any specific victim support services offered by the college, including victim advocacy. Other MATC employees, including MATC Public Safety, cannot guarantee confidentiality. If a victim or complainant requests confidentiality, MATC will take reasonable steps to investigate and respond consistent with that request, taking into account that confidentiality may not be possible in every case due to the college's responsibility to provide a safe campus environment for all. To ensure that the college has met its obligations, MATC employees are expected to consult with the Office of General Counsel or Title IX Coordinator concerning whether and what identifying information they can or must share within the institution to respond to a report and promote campus security. Any information is shared on a need-to-know basis to investigate reports.

Definitions

In accordance with the 42 U.S.C. 13925(a), the following definitions of reportable crimes are provided as set forth under Wisconsin law. In the case of "dating violence," the federal definition is supplied:

Stalking: Stalking is committed by one who intentionally engages in a course of conduct directed at a specific person; , as set forth in section 940.32(a); AND

- a) "Course of conduct" means a series of 2 or more

acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

1. Maintaining a visual or physical proximity to the victim.
2. Approaching or confronting the victim.
3. Appearing at the victim's workplace or contacting the victim's employer or coworkers.
4. Appearing at the victim's home or contacting the victim's neighbors.
5. Entering property owned, leased, or occupied by the victim.
6. Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
- 6m. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.
8. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
9. Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
10. Causing a person to engage in any of the acts described in subds. 1. to 9.

Domestic Violence: Wisconsin statutes define "domestic abuse" as follows:

am) "Domestic abuse" means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3).
4. A violation of s. 940.32.
5. A violation of s. 943.01, involving property that belongs to the individual.
6. A threat to engage in the conduct under subd. 1., 2., 3., 4., or 5.

See Wis. Stat. 813.12(am)

Dating Violence: Wisconsin statutes do not define the term “dating violence.”

Federal law defines “dating violence” as:

Violence committed by a person –

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) Where the existence of such a relationship shall be determined based upon consideration of the following factors:
 - (i) The length of the relationship;
 - (ii) The type of relationship;
 - (iii) The frequency of interaction between the persons involved in the relationship.

Sexual Assault: Four degrees of sexual assault are defined by the Wisconsin statutes. These statutes recognize that sexual assault, sexual exploitation by a therapist and harassment are serious criminal offenses.

940.225 SEXUAL ASSAULT.

- (1) First degree sexual assault. Whoever does any of the following is guilty of a Class B felony:
 - (a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
 - (b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
 - (c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- (2) Second degree sexual assault. Whoever does any of the following is guilty of a Class C felony:

- (a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- (b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- (c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person’s conduct, and the defendant knows of such condition.
- (cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
- (d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- (f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
- (g) Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
- (h) Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- (i) Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or ex-

tended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

- (j) Is a licensee, employee, or nonclient resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.
- (3) Third degree sexual assault. Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.
- (3m) Fourth degree sexual assault. Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.
- (4) Consent. "Consent", as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of sub. (2) (c), (cm), (d), (g), (h), and (i). The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11 (2):
 - (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
 - (c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
- (5) Definitions. In this section:
 - (abm) "Client" means an individual who receives direct care or treatment services from an entity.
 - (acm) "Correctional institution" means a jail or correctional facility, as defined in s. 961.01 (12m), a juvenile correctional facility, as defined in s. 938.02 (10p), or a juvenile detention facility, as defined in s. 938.02 (10r)

- (ad) "Correctional staff member" means an individual who works at a correctional institution, including a volunteer.
- (ag) "Inpatient facility" has the meaning designated in s. 51.01 (10).
- (ai) "Intoxicant" means any alcohol beverage, hazardous inhalant, controlled substance, controlled substance analog, or other drug, or any combination thereof.
- (ak) "Nonclient resident" means an individual who resides, or is expected to reside, at an entity, who is not a client of the entity, and who has, or is expected to have, regular, direct contact with the clients of the entity.
- (am) "Patient" means any person who does any of the following:
 - 1. Receives care or treatment from a facility or program under s. 940.295 (2) (b), (c), (h) or (k), from an employee of a facility or program or from a person providing services under contract with a facility or program.
 - 2. Arrives at a facility or program under s. 940.295 (2) (b), (c), (h) or (k) for the purpose of receiving care or treatment from a facility or program under s. 940.295 (2) (b), (c), (h) or (k), from an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k), or from a person providing services under contract with a facility or program under s. 940.295 (2) (b), (c), (h) or (k).
- (ar) "Resident" means any person who resides in a facility under s. 940.295 (2) (b), (c), (h) or (k).
- (b) "Sexual contact" means any of the following:
 - 1. Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. 940.19 (1):
 - a. Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the

use of any body part or object, of the complainant's intimate parts.

- b. Intentional touching by the complainant, by the use of any done upon the defendant's instructions, the intimate parts of another person.
 2. Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.
 3. For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.
- (c) "Sexual intercourse" includes the meaning assigned under s. 939.22 (36) as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction. The emission of semen is not required.
- (d) "State treatment facility" has the meaning designated in s. 51.01 (15).
- (6) Marriage not a bar to prosecution. A defendant shall not be presumed to be incapable of violating this section because of marriage to the complainant.
 - (7) Death of victim. This section applies whether a victim is dead or alive at the time of the sexual contact or sexual intercourse.

Standards of Evidence

Students or other members of the MATC community who have been victims of any sexual assault, domestic violence, dating violence or stalking should immediately contact MATC Public Safety or law enforcement for assistance.

In all MATC investigations of reports of sexual assault or sexual harassment, the standard of evidence used by

the college will be the preponderance of the evidence (more likely than not) standard. This standard will apply to all college enforcement of college policies, procedures and codes of conduct involving discrimination, harassment, sexual assault and sexual misconduct.

Students' Right to Know Publication

The Wisconsin Legislature and the U.S. Congress recently passed laws requiring colleges and universities to provide all students and staff detailed information in writing about alcohol and other drug use, sexual assault and sexual harassment, and campus security and crime statistics.

To comply with the requirements of the new laws, MATC provides each student with a publication entitled "Employees' and Students' Right to Know." This information is available on the MATC website.

This material is only a start, but it is an essential start for you in learning what is necessary to protect yourself, to assist your friends and to join MATC in efforts to make a difference in our community.

Campus crime statistics can be viewed at any Public Safety office during regular business hours.

Students' Rights and Responsibilities

Exercising your rights and acting in a responsible manner go together. Some of the college's rules and regulations are simply restatements of existing laws, such as laws against possession, use or sale of illegal drugs. It is the responsibility of all MATC students to comply with the policies as stated in the Student Code of Conduct and obey all public laws. This compliance assures all students the opportunity of having the best possible educational experience.

MATC students have the right to be informed — by the college through individual departments and/or divisions — of policies and procedures concerning student conduct (Student Code of Conduct), course requirements (class syllabus), and ethics/ professional conduct (as outlined in the division/department handbook and/or class syllabus). MATC students have the right to be evaluated fairly on the basis of their performance as required by the instructor as part of the course.

These policies/procedures also may include published/posted codes of conduct for recreational, lab and learning areas, including clinical facilities. It is the student's responsibility to be aware of such published/posted policies and procedures and to seek clarification, if needed, from the Office of Student Life and/or the appropriate academic department.

Student Accommodation Services

MATC seeks to treat all students equally regardless of their actual or potential parental, family or marital status. Schools that receive federal funds must not discriminate against students on the basis of sex, including a student's pregnancy, childbirth, false pregnancy, termination or recovery therefrom.

Depending upon your situation, you may be entitled to accommodations under Title IX and/or the American's with Disabilities Act. Pregnant students are offered services and accommodations similar to those offered to other students who have a temporary medical condition. If you experience complications related to your pregnancy, you can seek accommodations through Student Accommodation Services.

MATC is committed to offering a wide variety of services to meet the needs of students with disabilities. Student Accommodation Services (SAS) provides reasonable accommodations and specialized support. Accommodations for students with disabilities at MATC vary with each student and an accommodation that works for one student may not work for another student with that same disability. The Student Accommodation Services staff works closely with program counselors, faculty and other staff within the college to assist the student in addressing academic and program needs.

Students with a documented disability who need admissions testing accommodations should contact the college Transition Specialist at 414-297-7839 at least three to four weeks prior to the testing date.

Deaf and Hard of Hearing students requesting the services of a Sign Language Interpreter should contact the Director of Student Accommodations at 414-297-7087 at least five business days before the services are needed so proper arrangements can be made.

Student Accommodation Services

Downtown Milwaukee Campus Room C219
414-297-6750

Mequon Campus Learning Commons
262-238-2227

Oak Creek Campus Room A211
414-571-4525

West Allis Campus Room 217
414-456-5352

Wisconsin Relay System 711

Student Advocacy/Complaints

Students with college-related concerns or problems, both academic and nonacademic, or who have complaints or disputes involving college policies, services, employees or other students, are welcomed and encouraged to visit and use the services provided by the Office of Student Life at each campus. The office provides assistance and guidance to students seeking to resolve issues pertinent to them and serves all students of the campus, promoting a healthy student environment.

Student Conduct Expectations

To accommodate the variety of interests and activities of the MATC community, a reasonable set of rules has been established. These are published in the Student Code of Conduct and are available online. It is also available at all campuses in the Office of Student Life. In addition to these rules, academic departments also may publish additional professional and academic requirements in their department handbook and/or class syllabus. This information is distributed at the beginning of the semester either in the classroom and/or academic department orientation.

The Student Code of Conduct details student behavior expectations which state MATC students are expected to (1) comply with all federal, state, county and municipal statutes and ordinances while participating in MATC activities or while located on MATC property, loaned or leased, or property used by MATC; and (2) to conduct themselves in such a manner that will not interfere with or disrupt the educational process administered by MATC agents.

MATC may impose disciplinary sanctions for violations of the Student Code of Conduct. The Student Code of Conduct is available at all Student Life offices and at matc.edu and the Office of Judicial Affairs.

Student Conduct Expectations Away From MATC Owned or Leased Property

To maintain a college environment of integrity and justice, the MATC Student Code of Conduct applies to conduct that occurs on college property and to conduct that occurs elsewhere during the course of a related function. Conduct that occurs away from college property also may be subject to disciplinary action, provided that the conduct adversely affects the college and/or the pursuit of its objectives.

Academic Expectations and Procedures Related to Student Conduct

To encourage and foster academic excellence, the college expects students to conduct themselves in accordance with certain generally accepted norms of scholarship and professional behavior. Because of this expectation, the college

does not condone any form of academic misconduct. Academic misconduct is an unacceptable activity and is in conflict with academic and professional ethics and morals. Consequently, students who are judged to have engaged in some form of academic misconduct shall be subject to: (1) academic penalties as outlined in the instructor's syllabus or department handbook, (2) disciplinary action as outlined in the Student Code of Conduct or (3) any combination thereof. For more information, see a copy of the MATC Student Code of Conduct, available at the Office of Student Life.

Disciplinary Procedures

Students who have violated the Student Code of Conduct are subject to disciplinary sanctions, including possible expulsion. Refer to the Student Code of Conduct, available in the Office of Student Life or on the MATC website: www.matc.edu/student/studentlife/codeofconduct.cfm, for further details on disciplinary sanctions and appellate processes. The Student Code of Conduct is the definitive document on student conduct, the appellate process, and the judicial system.

Student Employment Services – The CareerHub

The CareerHub provides student and graduate employment assistance. Students and graduates seeking full- or part-time employment may obtain individual assistance or participate in group sessions designed to prepare them for successful entry and advancement in their chosen career.

The CareerHub staff assists students in identifying potential employers, applying for specific employment opportunities, developing successful work habits and values, planning for advancement and evaluating future employment options.

The CareerHub specialists develop and maintain close contact with employers, graduates, faculty members and advisory committees to provide up-to-date job market information.

The CareerHub office on the Downtown Milwaukee Campus is located in Room S114 of the Student Center. Employment information and employment assistance are available by appointment or on a walk-in basis downtown and by appointment at the regional campuses. Please call 414-297-6244 to schedule time with an employment specialist. Pick up a copy of the most recent Graduate Employment Report at any of MATC's four campuses.

Many employment services and resources are available on the CareerHub webpage, including a technical college exclusive resume database, TechConnect. Visit the

CareerHub link on the MATC homepage at matc.edu.

Student Fee

The Student Fee makes it possible for MATC to provide all students with an enriching MATC experience beyond academics. The Student Fee helps to finance social events, the lecture series program, and many other student activities. Many of these events are free or available at discounted rates to students with a valid MATC Stormer Pass. Money raised through this fee finances all competitive athletic events and the MATC student newspaper, *The Times*. As a result, there is no admission charge to any athletic event for the holder of an MATC Stormer Pass. *The Times* is distributed free of charge to all students.

Tobacco Free Campus

MATC is strongly committed to providing a healthful environment for all students, employees, visitors and guests.

All MATC property, buildings and grounds are tobacco-free, both indoors and outdoors. This policy prohibits tobacco use anywhere on college-owned or college-leased property, including buildings, grounds, parking lots and college-owned vehicles. This policy applies to all students, employees and visitors of the college. The use of any tobacco products including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snus, and other smokeless products. E-Cigarette use or vaping including the use of electronic smoking cessation devices or electronic nicotine delivery systems. FDA-approved cessation aids, such as nicotine patches and gum are not included in this category.

Violations of the college's prohibition of tobacco usage may result in disciplinary action under the Student Code of Conduct.

Students who are interested in cessation of tobacco use should contact the Legal Clinic for programming information.

DISTRICT EMERGENCY PROCEDURES GUIDE



- MEDICAL EMERGENCY
- ACTIVE SHOOTER SITUATION
- SEVERE WEATHER
- CHEMICAL SPILL
- FIRE EVACUATION
- AND OTHER ON-CAMPUS EMERGENCIES

EMERGENCIES 414-297-6200 (76200)

NON-EMERGENCIES 414-297-6588

 **PUBLIC SAFETY**
MILWAUKEE AREA *Technical College*



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INTRODUCTION

The MATC Public Safety Department works to create and maintain a safe campus environment for students, employees and visitors. All campuses are monitored 24 hours a day, seven days a week. In addition to campus patrol, we operate a districtwide emergency response center, which is staffed around the clock to take calls from the MATC community.

We also work closely with law enforcement, fire departments and other MATC departments including Student Life, Human Resources, Operations and Construction Services to address safety-related concerns that might arise at any campus. We can coordinate a response with one or all of these departments for any given incident.



MESSAGE FROM MATC PUBLIC SAFETY DIRECTOR **AISHA BARKOW**

Being prepared for an emergency incident at all MATC campuses is a high priority for the MATC Public Safety Department. The Public Safety Department continuously reviews and revises emergency procedures in the event a critical incident occurs on any of our campuses. These procedures engage the MATC community in a collaborative state of awareness against threatening activities.

I am personally calling upon you as a valued member of our MATC community to become familiar with our District Emergency Procedures Guide and Emergency Response Plan. These life-saving procedures are critical for the safety and security of our campuses. Additionally, be vigilant and immediately report any suspicious or questionable activity that you observe on campus. Your knowledge of personal space and areas you frequent enables you to best judge persons or conditions that are out of place or suspicious. Together we can continue to make our campuses a safe environment in which to learn and work.





REPORTING EMERGENCIES

EMPLOYEES AND STUDENTS SHOULD IMMEDIATELY REPORT ALL INCIDENTS OR SAFETY CONCERNS TO PUBLIC SAFETY AT 414-297-6200 (76200).



Tip: Put this phone number in your cell phone.

Examples of incidents that should be reported include:

- Crimes of any nature
- Emergency medical situations, including minor accidents or injuries
- Fires or smell of smoke
- Violations of college policy or codes of conduct
- Inappropriate conduct which disrupts classroom or other college business
- Suspicious activity or any activity that appears unusual or out of the ordinary
- Health or safety risks such as strong fumes or odors
- Hazards such as chemical spills, poor lighting, slip/trip dangers, or faulty safety equipment

IF YOU EXPERIENCE OR BECOME AWARE OF ANY OF THESE INCIDENTS, CONTACT PUBLIC SAFETY IMMEDIATELY. THIS INCLUDES INCIDENTS WHICH MAY HAVE OCCURRED OFF CAMPUS, BUT THE VICTIM OR SUSPECT IS PART OF THE CAMPUS COMMUNITY OR IS ON CAMPUS.

The timely reporting of information promotes the safety and security of the entire campus community. When in doubt, REPORT!



For incidents that don't require an immediate response, or for non-emergencies:

- Public Safety non-emergency phone number: 414-297-6588 (76588)
- Anonymous Tip Line: 414-297-8477 (78477)
- School Closing Recorded Information: 414-297-6561
- Email: PublicSafety@matc.edu
- Online reporting is also available at the MATC Speak Up for Safety! webpage: http://www.matc.edu/public_safety/speak_up.cfm



CRIMINAL OR SUSPICIOUS ACTIVITY

IF YOU OBSERVE A CRIME IN PROGRESS OR BEHAVIOR THAT YOU SUSPECT IS CRIMINAL, IMMEDIATELY CONTACT PUBLIC SAFETY AT 414-297-6200 (76200).



Be prepared to provide as much information as possible, including:

- What is happening?
- What is the person doing?
- Where is it happening?
- Where is the person going?
- How many people are involved?
- Description of people involved?
- Are weapons involved?
- Has anyone been injured?
- Vehicle description and direction of travel?

DO NOT approach or attempt to apprehend the people involved. Stay on the phone with the Public Safety Dispatcher to provide additional information, until Public Safety or Police arrive.







MEDICAL EMERGENCIES

BEFORE A MEDICAL EMERGENCY: PLANNING AND PREPARATION



- THE NEAREST FIRST AID KIT IS LOCATED: 

- THE NEAREST AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
IS LOCATED: 

DURING A MEDICAL EMERGENCY: RESPONSE

If you observe or experience any medical emergency including life threatening and/or minor injuries or illnesses while on campus, call the Department of **PUBLIC SAFETY AT 414-297-6200 (76200) or 911.**

1. If you call 911, also call Public Safety so they can assist first responders in finding you.
2. After calling Public Safety, stay with the victim until first responders arrive.
3. Survey the scene to ensure it is safe for you to enter or approach.
4. Ask the victim if they need assistance and determine what you can do to help.
5. Keep the victim comfortable and calm.
6. Prevent further injury by moving furniture and/or people away from the victim.
7. If needed and if you are trained in first aid or CPR, restore or maintain breathing and heartbeat. If not, continue to monitor and inform the first responders upon their arrival.
8. Assist with or complete an MATC Injury/Illness Report in a timely manner.



BE PREPARED TO PROVIDE THE PUBLIC SAFETY DISPATCHER WITH THE FOLLOWING INFORMATION:

- Location of the emergency
- What happened?
- Number of persons injured
- Is the injured person conscious?
- Is the injured person breathing?
- Is there severe bleeding?
- Gender and approximate age of the victim?

REMEMBER

- **DO NOT** approach anyone injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- **DO NOT** move a seriously injured person unless they are in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.
- **DO NOT** bend or twist the injured person's body.
- **DO NOT** give the victim anything to eat or drink.
- **DO NOT** place anything in the victim's mouth.





ACTIVE SHOOTER PROCEDURES (LOCKDOWN)



BEFORE AN ACTIVE SHOOTER INCIDENT: PLANNING AND PREPARATION

- Plan ahead by discussing procedures with students and employees.
- Whenever possible, keep doors in a locked position.
Prop doors open for access, so they can be quickly closed in the event of an emergency.
- Evaluate all locations that you occupy on campus, to determine how you would escape and where you would hide.
- Visualize the actions you would take if you were faced with this situation.

DURING AN ACTIVE SHOOTER OR VIOLENT EVENT: RESPONSE

In any active shooter or violence on campus situation, you have three options: RUN, HIDE OR DEFEND. Only you can determine which option is best based on your situation and surroundings.

RUN

If you observe violence on campus, or if Public Safety activates a lockdown, your first option is to run.

1. If you know where the hazard is and have a safe route to escape the building, you should run.
2. Warn other occupants as you leave the building.
3. Drop all belongings and keep your hands visible.
4. Once outside, get as far away from the building as possible.
5. Contact 911 or Public Safety at 414-297-6200 (76200) to notify them of what you observed.
6. DO NOT re-enter the building until you have been given the all clear by Police or Public Safety.



HIDE

If you do not know where the hazard is or do not have a safe route to escape the building, your second option is to hide.

1. Stay in your current location or seek the nearest safe location.
2. If it is safe to do, gather anyone stranded in the corridors into your classroom or office.
3. Lock, secure and barricade doors and windows.
4. Turn off lights and computer monitors, silence cell phones, etc.
5. Assist others as appropriate.
6. Get out of sight, away from doors/windows; hide behind/under furniture.
7. Remain calm and quiet.
8. After the door has been closed, locked or barricaded, DO NOT open it.
9. Monitor campus communication systems for further information or instructions. Contact Public Safety at 414-297-6200 (76200), or 911 if needed.
10. Stay in your safe place until the all clear announcement has been given, or your current location becomes unsafe.

DEFEND

If you can't run or hide and an active shooter has entered your room, your last option is to defend.

1. Fight back only as a last resort and when your life is in imminent danger.
2. Organize others and formulate a plan.
3. As a group, throw books, furniture and electronics. Find anything you can use as a weapon against the shooter.
4. Act as aggressively as possible to overpower or disarm the shooter.

REMEMBER

- A lockdown may be implemented for a variety of reasons including weapons or intruders on campus, hazards or police activity in or around the campus, a shooter on campus, or a terrorist attack.
- Public Safety will provide as much information as possible, as soon as possible.
- You should be prepared to take the necessary actions based on what you observe. Do not hesitate!



FIRE EVACUATION PROCEDURES (EVACUATION)

BEFORE A FIRE: PLANNING AND PREPARATION



- THE NEAREST FIRE ALARM PULL STATION IS LOCATED: _____
- THE NEAREST FIRE EXTINGUISHER IS LOCATED: _____
- THE NEAREST BACK-UP FIRE EXTINGUISHER IS LOCATED: _____
- THE NEAREST EXIT IS: _____
- AN ALTERNATIVE EXIT IS: _____
- THE DESIGNATED RELOCATION POINT FOR MY LOCATION IS: _____
- AN ALTERNATE RELOCATION POINT FOR MY LOCATION IS: _____
- Practice exiting your area by imagining you are in a dark smoky environment, count the number of doorways, turns, etc.
- Report potential hazards and refer fire prevention questions to **PUBLIC SAFETY AT 414-297-6588 (76588)**.

DURING A FIRE: RESPONSE

If you observe fire or smoke, immediately contact **PUBLIC SAFETY AT 414-297-6200 (76200)**.

If no alarm has been activated, pull the nearest fire alarm.



If Public Safety has announced an evacuation due to a fire emergency, or if you feel your location is unsafe:

1. Remain calm. Provide further instructions to students or employees.
2. Organize groups and prepare for evacuation, taking a head count.
3. Prepare to assist anyone with disabilities. Ask for volunteers.
4. Leave all nonessential belongings behind.
5. Stay together as a group.
6. Close doors upon leaving a room. Turn off lights.
7. Take predesignated routes to outside relocation points, in a calm and orderly manner.
8. If predesignated routes are unsafe, re-evaluate and take alternate routes. Stay together.
9. Move to the rear of the relocation point to allow space for those who may still be exiting the building.
10. Upon arrival to the relocation point, take another head count.
11. Notify Public Safety or first responders of anyone unaccounted for or left behind.
12. Stay clear of any emergency vehicles that may be arriving on campus.
13. Remain in the designated relocation point until the all clear has been given, or until you have been given instructions by authorized MATC personnel to leave campus.

YOU MAY ATTEMPT TO EXTINGUISH THE FIRE USING A CAMPUS EXTINGUISHER IF ALL THREE APPLY:

- You have notified Public Safety.
- You have been trained.
- The fire is small and contained.

REMEMBER:

PASS = PULL, AIM, SQUEEZE, SWEEP





CAMPUS DESIGNATED RELOCATION POINTS

WHEN EVACUATING ANY BUILDING:



- Move to the rear of the relocation point, as far away from the building as possible.
- Stay clear of arriving emergency vehicles.
- Be prepared to move to an alternate relocation point, if your area becomes unsafe.

THE DESIGNATED RELOCATION POINTS ARE:

MEQUON CAMPUS – Parking lots

OAK CREEK CAMPUS – Parking lots

AVIATION CENTER – South side of College Avenue

WEST ALLIS CAMPUS – Parking lots

WALKER'S SQUARE – Far east side of the parking lot

DOWNTOWN MILWAUKEE CAMPUS –

A BUILDING (IT Administration):

- Eighth and State Street parking lot
- S Building mall area

BOOKSTORE: Eighth and State Street parking lot

C BUILDING:

- S Building mall area
- Eighth and State Street parking lot
- Grass in front of H Building

CHILD CARE CENTER: C Building main lobby

FOUNDATION HALL: S Building mall area

H BUILDING: Upper Seventh Street near T Building

HEALTH EDUCATION CENTER: HEC parking lot

MAIN BUILDING:

- BMO Harris Bradley Center mall area
- S Building mall area

S BUILDING: Lower Seventh Street

T BUILDING:

- H parking lot
- Mall area between H and T buildings



SEVERE WEATHER PROCEDURES

BEFORE A SEVERE WEATHER EVENT: PLANNING AND PREPARATION



- THE NEAREST SEVERE WEATHER SHELTER IS: _____
- AN ALTERNATE SEVERE WEATHER SHELTER IS: _____
- THE NEAREST EXIT ROUTE TO THE SHELTER IS: _____
- AN ALTERNATIVE EXIT ROUTE TO THE SHELTER IS: _____

DURING A SEVERE WEATHER EVENT: RESPONSE

If you observe severe weather approaching, immediately contact **PUBLIC SAFETY AT 414-297-6200 (76200)**.

If Public Safety has announced an evacuation due to a severe weather emergency, or if you feel your location is not safe:

1. Remain calm. Provide further instructions to students or employees.
2. Organize groups and prepare for evacuation, taking a head count.
3. Prepare to assist anyone with disabilities. Ask for volunteers.
4. Leave all nonessential belongings behind.
5. Stay together as a group.
6. Close doors upon leaving a room. Turn off lights.
7. Take predesignated routes to severe weather shelters, in a calm and orderly manner.
8. If predesignated routes are unsafe, re-evaluate and take alternate routes. Stay together.
9. Move to the rear of the severe weather shelter to allow space for those who may still be evacuating.
10. Upon arrival to shelter, take another head count.
11. Notify Public Safety or first responders of anyone unaccounted for or left behind.
12. Stay in the severe weather shelter until the all clear is given.



CAMPUS SEVERE WEATHER SHELTERS



MEQUON CAMPUS

- Main Building: First floor interior corridors between A110 and A141
- Child Care Center: A215 and A217 (public restrooms)

OAK CREEK CAMPUS

ACADEMIC WING:

- First floor interior corridors between A146 and A130
- Interior corridors between A119 and A124

AVIATION:

- West side of Room 111 away from doors, windows and stairwell

B WING:

- Interior corridors between B135 and B125
- Interior corridors between B154 and B165
- Interior corridors between B116 and B102

ECAM:

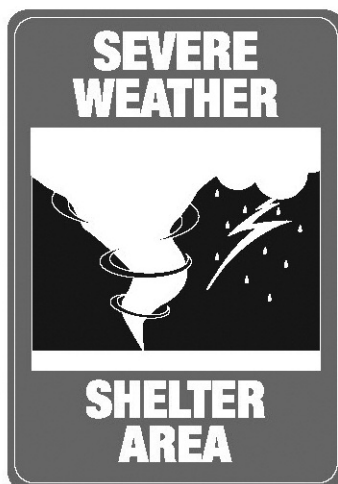
- B wing interior corridors between B135-B137

CHILD CARE CENTER:

- B122 (public restroom)

WEST ALLIS CAMPUS

- Main Building: First floor interior corridor between rooms 162 and 138
- A Building: Interior corridors between A107 and A110
- Child Care Center: Interior child care restrooms





DOWNTOWN MILWAUKEE CAMPUS

A BUILDING (IT ADMINISTRATION): First floor tunnel, near A101

BOOKSTORE: Interior restrooms

C BUILDING:

- First floor west corridor
- Second floor south and center corridors
- Third floor south and center corridors

CHILD CARE CENTER:

- Interior child care restrooms
- Second floor public restrooms

FOUNDATION HALL:

- Basement
- Second floor between FH208 and FH210

H BUILDING:

- First floor west and north corridors
- Dental Hygiene locker rooms

HEALTH EDUCATION CENTER:

- West corridors
- Interior classrooms

MAIN BUILDING:

- Basement
- Gymnasium

S BUILDING (STUDENT CENTER):

- Stairwells 1, 2, 3 and 4 to the lowest level possible

T BUILDING:

- Basement tunnel
- First floor corridor, north end

EDUCATION CENTER AT WALKER'S SQUARE: East side of first floor

Additionally, some classrooms and offices at your campus may be designated as severe weather shelters. These will be identified with a severe weather shelter sign inside the room. If you are in one of these rooms when a severe weather evacuation is announced, you should stay in place. You should also allow anyone gathered in the corridor to enter.



PEOPLE WITH DISABILITIES



All individuals at MATC, including those with disabilities, must prepare for emergencies before they occur. This includes reviewing the MATC Emergency Response Procedures and creating a personal plan.

Steps for creating personal emergency response plans:

1. At the beginning of each semester, faculty and staff should discuss the MATC Emergency Response Procedures with students and employees. Identify exits, two routes of evacuation, and relocation points for fire and severe weather shelters.
2. Ask if anyone will need assistance in the event of evacuation. Don't assume that someone who appears to have a disability will need assistance, or that someone who appears not to have a disability will not need assistance.
3. Determine what assistance will be needed. There is no need to know what specific disability a person has, instead ask what will be needed to assist.
4. Request volunteers to serve as evacuation assistants.
5. Share this information and practice your plan during campus drills.

SUGGESTED GUIDELINES FOR ASSISTING PEOPLE WITH DISABILITIES DURING AN EVACUATION

To Alert People With Visual Impairments:

- Announce the type of emergency.
- Offer your arm for guidance to lead the person. Do not grasp an arm and do not push or pull the person.
- Tell the person where you are going. Alert them to obstacles you encounter.
- Do not separate people with visual impairments from their guide dogs or mobility aids.
- When you reach safety, ask if further help is needed.

**To Alert People With Hearing Limitations:**

- Turn lights on/off to gain the person's attention.
- Offer visual instructions, including directions and gestures.
- Write a note listing the type of emergency and evacuation.

To Evacuate People With Mobility Limitations:

- Always consult with the person to determine the best carry options. Non-ambulatory people have varied needs and preferences.
- In the case of fire, evacuate across a bridge or skywalk into a non-affected building if possible.
- It is not recommended that wheelchairs be used to evacuate people with disabilities because wheelchairs are often too heavy to carry down stairs.
- Offer the use of MATC evacuation chairs. The location of the nearest chair should be listed in the person's personal emergency plan.
- If no one is able to assist with the MATC evacuation chair, accompany the person to the nearest safe stairwell, away from the emergency, where they can wait for assistance. These individuals will be the first priority of first responders.
- In the case of severe weather, accompany the person to the nearest interior room, away from doors and windows. Restrooms are generally a good option.
- Immediately notify Public Safety or first responders that someone needs assistance evacuating and give exact location.

**TO REQUEST ASSISTANCE WITH CREATING
A PERSONAL PLAN, CONTACT:****PUBLIC SAFETY, 414-297-6588 (76588)****STUDENT ACCOMMODATION SERVICES, 414-297-6750****HUMAN RESOURCES, 414-297-8960**



BOMB THREAT



Any bomb threat should be taken seriously and treated as a real situation until proven otherwise.

AFTER RECEIVING A BOMB THREAT OF ANY KIND, IMMEDIATELY CONTACT PUBLIC SAFETY, 414-297-6200 (76200).

- Public Safety will evaluate and consult with first responders to determine if an evacuation is needed.
- If an evacuation is called, listen for evacuation instructions

If you receive a bomb threat by telephone, follow these steps:

1. Remain calm and obtain as much information as possible.
2. DO NOT put the caller on hold or attempt to transfer the call.
3. While the caller is still on the line, try to alert another employee.
4. Pay close attention to the caller and his/her words and speech. Listen for distinguishing voice characteristics, accent, stuttering and mispronunciation; the caller's gender, age and emotional state; and note the caller ID number if available.
5. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
6. It is important that you document all that you know and hear by completing the Bomb Threat Checklist. Keep a copy of the checklist by all phones.





BOMB THREAT CHECKLIST

Your name: _____

Date and time: _____ A.M./P.M.

How was threat reported?

Telephone: Phone number (____) ____ - _____

Email: _____

In Person: _____

Voicemail: (____) ____ - _____

Fax number (____) ____ - _____

Mail/delivery: USPS UPS FedEx Courier Interoffice Other

Location threatened: _____

Exact words used to make the threat: _____

QUESTIONS TO ASK THE PERSON MAKING THE THREAT:

1. **When** is the bomb going to explode? _____
2. **Where** is the bomb located? _____
3. **What** kind of bomb is it? _____
4. **What** does it look like? _____
5. **Who** placed the bomb? _____
6. **Why** was the bomb placed? _____
7. **Where** are you calling from? _____

DESCRIPTION OF CALLER'S VOICE: Male Female

Caller's name (if given): _____

Child Teenager Young Adult Middle-Aged Adult Senior Adult

Accent Race/nationality: _____

Tone of voice: Excited Calm Angry Loud Stuttered Other

Was voice: Taped Well-spoken Irrational Familiar

If so, who did it sound like? _____

Any other voice characteristics? _____

Any background noise or other noises? _____

Additional remarks: _____

Completed by: _____ Phone: _____



SUSPICIOUS MAIL

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

1 Handle with care. Don't shake or bump.

2 Isolate it immediately.

3 Don't open, smell, touch or taste.

4 Treat it as suspect. Call local law enforcement authorities.

No return address

Restrictive markings

Sealed with tape

Misspelled words
Addressed to title only
Incorrect title
Badly typed or written

PERSONAL!

CHIEF EXECUTIVE OFFICER
222 N. HARVE ST.
PHILADELPHIA

Operations Manager
122 M St.
Saville, MO

DO NOT & RAY TAPE ENCLOSED

Operations Manager
3422 D 1ST
Annapolis, MD

Strange odor

Oily stains, discolorations, or crystallization on wrapper

Excessive tape

Excessive postage

Lopsided or uneven
Rigid or bulky

IF YOU SUSPECT THE MAIL MAY CONTAIN:

BOMB:

- Evacuate Immediately
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

RADIOLOGICAL CONTENTS:

- Limit Exposure – Don't Handle
- Evacuate Area
- Shield Yourself From Object
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

BIOLOGICAL OR CHEMICAL CONTENTS:

- Isolate – Don't Handle
- Evacuate Immediate Area
- Wash Your Hands With Soap and Warm Water
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit



CHEMICAL SPILL PROCEDURES

BEFORE A SPILL: PLANNING AND PREPARATION



- THE NEAREST EYE WASH STATION IS LOCATED: ✍️

- THE NEAREST SHOWER IS LOCATED: ✍️

- PERSONAL PROTECTIVE EQUIPMENT FOR CLEAN-UP IS LOCATED: ✍️

DURING A CHEMICAL SPILL: RESPONSE

All major or hazardous spills should be immediately reported to **PUBLIC SAFETY AT 414-297-6200 (76200)**.

DO NOT attempt to contain or clean up any chemical spill unless all of the following apply:

- You know what has been spilled.
- You know the hazards.
- You have been trained in safe clean-up methods.
- You have the appropriate personal protective and clean-up equipment and supplies.
- You know how/where to properly dispose of clean-up waste.

MINOR SPILLS

Minor, nonhazardous spills are described as something inside the building, not escaping to a drain, and not an inhalation or flammable hazard.

If you are unsure what the chemical is, what its hazards are, or you have not been trained in safe clean-up methods, contact Operations to assist with minor spill clean-up:

- Downtown Milwaukee Campus, Room M2, 414-297-6677
- Mequon Campus, Room A138, 262-238-2353
- Oak Creek Campus, Room A140, 414-571-4618
- West Allis Campus, Room 102, 414-456-5311
- Public Safety, 414-297-6588 (when Operations cannot be reached)



CHEMICAL SPILL PROCEDURES (CONTINUED)

MAJOR OR HAZARDOUS SPILLS



Major or hazardous spills are described as those which cannot be safely cleaned due to size or inhalation/flammable hazards, have occurred outside of the building, or are escaping to a drain.

DO NOT ATTEMPT TO CLEAN UP ANY MAJOR OR HAZARDOUS SPILL. NOTIFY PUBLIC SAFETY AT 414-297-6200 (76200). FOLLOW THESE INSTRUCTIONS:

1. Evacuate the affected area immediately.
2. Assist and isolate contaminated or injured people.
3. Students and employees should not attempt to rescue anyone who has passed out from fumes.
4. Avoid contamination or chemical exposure to yourself or others.
5. Close doors to control access to spill site.
6. Stay on the scene to provide information to first responders.
7. Any person who comes in contact with a hazardous material should wash immediately and seek appropriate medical treatment, even if they feel fine.
8. DO NOT re-enter the affected area until authorized by the responding authority.
9. An MATC Injury/Illness Report should be completed in a timely manner for anyone who was injured or came into contact with the hazardous material.





HAZARDOUS ODOR OR LEAK

IF YOU EXPERIENCE OR OBSERVE A HAZARDOUS ODOR OR LEAK, IMMEDIATELY NOTIFY PUBLIC SAFETY AT 414-297-6200 (76200).

1. If it is safe to do so, turn off the emergency gas shut-off, equipment and main supply sources.
2. Open doors and windows to attempt to ventilate.
3. Evacuate the affected area.
4. Verbally notify other building occupants on your way out of the area.
5. **DO NOT** activate the fire alarm system.
6. Remain on the scene within a safe distance to provide information to first responders.

UTILITY FAILURE

IF YOU EXPERIENCE OR OBSERVE UTILITY FAILURE, IMMEDIATELY NOTIFY PUBLIC SAFETY AT 414-297-6200 (76200).

1. If it is safe to do so, shut off equipment or main power supply sources.
2. Remain in place until given instructions by Public Safety or until your location becomes unsafe.
3. If evacuation becomes necessary and you have not received instructions from Public Safety, follow the fire evacuation procedures.

EMERGENCY PREPAREDNESS RESOURCES

WISCONSIN EMERGENCY MANAGEMENT

2400 Wright Street
P.O. Box 7865
Madison, WI 53707-7865
PHONE: 608-242-3232
FAX: 608-242-3247
www.emergencymanagement.wi.gov

AMERICAN RED CROSS IN SOUTHEASTERN WISCONSIN

2600 West Wisconsin Avenue
Milwaukee, WI 53233
414-342-8680
www.redcross.org

NATIONAL WEATHER SERVICE

National Oceanic and Atmospheric Administration
1325 East West Highway
Silver Spring, MD 20910
www.weather.gov

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

500 C Street SW
Washington, DC 20472
800-621-FEMA (3362)
www.fema.gov

U.S. DEPARTMENT OF HOMELAND SECURITY

Washington, DC 20528
PHONE: 202-282-8000
COMMENT LINE: 202-282-8495
www.dhs.gov

MILWAUKEE COUNTY SHERIFF'S DEPARTMENT

821 West State Street, Room 107
Milwaukee, WI 53233
414-278-4766
www.county.milwaukee.gov

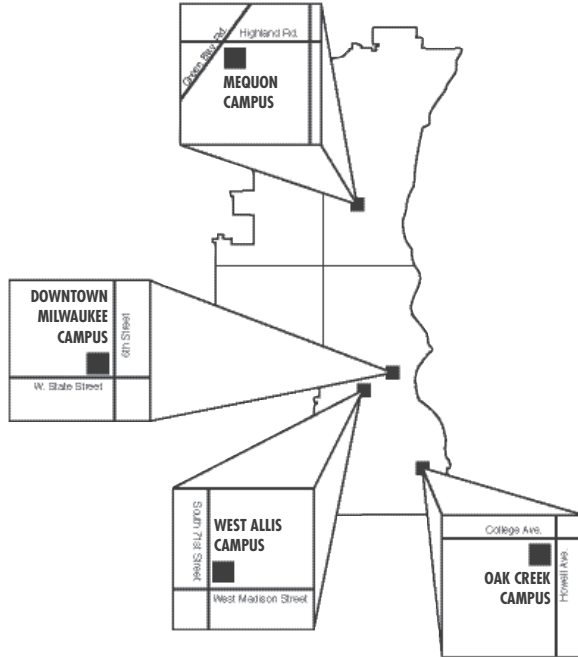
OZAUKEE COUNTY SHERIFF'S DEPARTMENT

1201 South Spring Street
Port Washington, WI 53074
262-284-7172
www.co.ozaukee.wi.us/165/Sheriff

The MATC District

The MATC District is one of 16 districts that make up the Wisconsin Technical College System. MATC's district includes all of Milwaukee County, most of Ozaukee County and portions of Waukesha and Washington Counties, with a total population of 1.2 million residents. Twenty-one

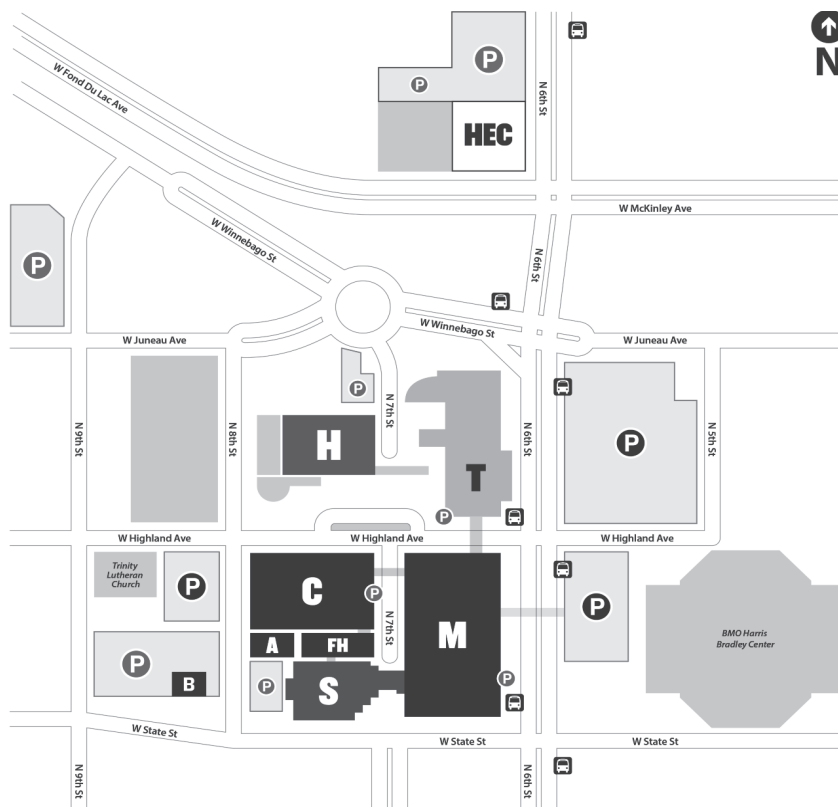
K-12 school districts are included within the MATC District. The district is governed by a nine-member board composed of residents of the district. Board members serve without pay and are appointed to three-year terms by an appointment committee that consists of elected officials from the 21 school districts within the MATC District.



MATC Facilities

Within the MATC District are four comprehensive campuses, two education centers (Downtown Milwaukee Campus Health Education Center and the MATC Education Center at Walker's Square), and selected evening centers. All campuses and centers are conveniently located throughout the district, and all are easily accessible.

DOWNTOWN MILWAUKEE CAMPUS MAP



MATC's Downtown Milwaukee Campus is a four-block, skywalk-connected campus in the Westtown area of downtown Milwaukee. The main entrance is 700 West State Street, about one block west of the BMO Harris Bradley Center.

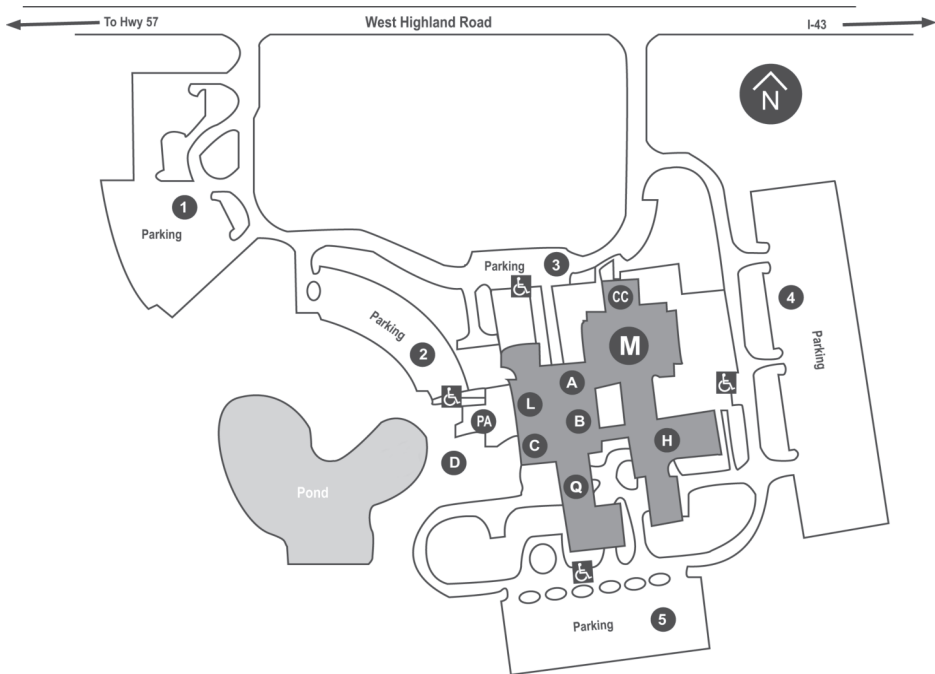
- M Main Building** (1015 North Sixth Street) — *The building includes classrooms and labs, library, Cooley Auditorium, administrative offices and boardroom. Instructional areas and offices in this building are preceded by the letter M.*
- B District Boardroom**, M210
- CA Cooley Auditorium**, A 1,800-seat facility with enhanced video and audio capability. M203.
- L William F. Raasche Memorial Library**
A technology-centered library for student research and more, M341
- S Student Center** (700 West State Street) — *Handles student admissions, registration, financial aid, counseling and more. Offices and student support areas of this building are preceded by the letter S.*
- AT** The building's three-story atrium is the common area that connects to the student service areas.
- R Registration** and admission areas, on the first floor.
- CF Dining and food service** — *Dining and food service, on the third floor*
- A A Building** (1022 North Eighth Street)
Nonacademic Information Technology offices and infrastructure of the college.
- FH Foundation Hall** (1027 North Seventh Street) — *Academic support and administrative offices. Offices in this building are preceded by the letters FH.*
- C Continuing Education Center** (C Building, 1036 North Eighth Street) — *Classrooms, labs, and Milwaukee PBS. Instructional areas and offices in this building are preceded by the letter C.*

- TV** studios and administration of Milwaukee Public Television, fourth floor
- T** **Technical Building** (1101 North Sixth Street) — *Classrooms and labs, mostly for School of Technology and Applied Sciences programs. Instructional areas and offices in this building are preceded by the letter T.*
- HEC** **Health Education Center** (1311 North Sixth Street). *Instructional areas and offices in this building are preceded by the letters HEC.*
- H** **Health Sciences Technology Center** (700 West Highland Avenue) — *Classrooms and labs for many nursing, dental, and other School of Health Sciences programs. Instructional areas and offices in this building are preceded by the letter H.*
- CC** **Children’s Center** — *Child care center with professional staff, available for children of MATC students ages six weeks through 12 years. This fee-based service has day class hours only.*
- P** **Parking** — There is structure, surface lot and street parking available. Prices vary.

Downtown Milwaukee Campus Directory

	ROOM
Academic Divisional Offices	
School of Business	M244
School of Media and Creative Arts	M244
School of Health Sciences	H116
School of Liberal Arts and Sciences	M214
Office of Workforce and Economic Development	1205 Building
School of Technology and Applied Sciences	T203
Academic Support Centers	
Communication Center	C278
Computer Production Center	M273
Math/Science Center	C271
Student Accommodation Services	C219
Writing Center	C270
Assessment	S215
Career Planning	S203
Cashier	S123
Children’s Center	H240
College Bookstore	8th and State Sts.
Counseling/Advising/Career Planning Center	S203
Dining Services	S Bldg., Third Level
Financial Aid	S115
The JOBshop	S114
Library	M377
Lost and Found	M274
Public Safety	M274
Stormer Pass (Student ID)	S301
Student Accommodation Services	C219
Student Life	S303
Student Government	M324
Switchboard	S101
Test Monitoring	S215
Times Newspaper	M240A
Tutoring Services	C201
U.S. Bank	S301
Veterans Information (Military Education Support Office)	S115
Welcome Center	S115

MEQUON CAMPUS MAP



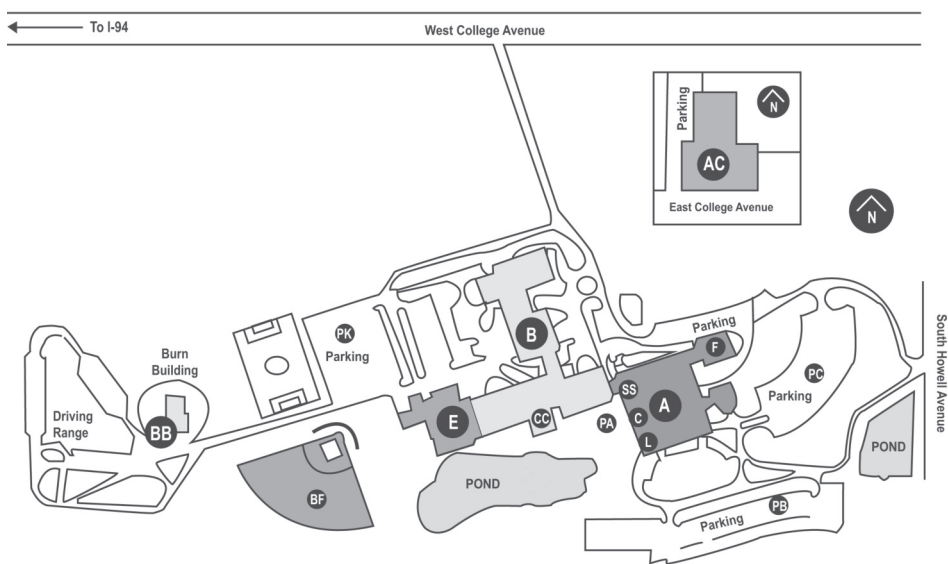
The Mequon Campus is located in a picturesque setting at 5555 West Highland Road. It is about five miles west of I-43. The 200,000-plus square-foot campus offers a number of complete programs (some only available at the Mequon Campus) and hundreds of individual courses.

- M A-Wing**
Classrooms and labs are on two floors throughout the campus.
- A Admissions – Lower Level**
Admissions and registration for new and returning students.
- B College Store (bookstore) – Lower Level**
- C Cafeteria – Stormer Cafe (Cafeteria) – Lower Level**
Located on the lower level.
- D Campus exterior**
- CC Children’s Center**
Child care center with professional staff, available for children of MATC students, ages 6 weeks through 12 years. This fee-based service has day class hours only.
- H Greenhouse**
Hands-on instruction for horticultural programs and classes.
- L Learning Commons**
A technology-centered facility that houses Student Accommodations, Academic Support and the Library.
- PA Patio**
Outdoor dining, study, and leisure area.
- P Parking**
Ample surface lot parking is available. Students can purchase semester parking passes.
- Q B-Wing**
Automotive, Nursing, Welding and Electric Power Distribution/Line Mechanic program.

Mequon Campus Directory

Academic Support Center	A282
Assessment	A110
Career Planning	A110
Cashier	A116
Children’s Center	A216
College Bookstore	A107
Counseling/Advising/Career Planning Center	A110
Financial Aid	A110
Food Services	A101
Learning Commons	A282
Lost and Found	A280
Public Safety	A280
Registration	A110
Stormer Pass (Student ID)	A102
Student Accommodation Services	A282
Student Life	A102
Student Center	Cafeteria
Student Government	A102
Student Services	A110
Switchboard	A200
Test Monitoring	A282
Tutoring	A282
Veterans Information	A110

OAK CREEK CAMPUS MAP



The Oak Creek Campus is surrounded by green space and is located at 6665 South Howell Avenue. It is accessible by Milwaukee County bus and is two miles east of I-94. The campus features more than 60 programs, some available only at the Oak Creek Campus.

- A A Building**
Includes many business, criminal justice and liberal arts classrooms and labs, plus administrative and student service areas. Instructional areas and offices in this building area are preceded by the letter A.
- C Cafeteria**
Located on the lower level.
- E ECAM — Energy Conservation and Management center.**
- F Firing Range**
Law enforcement arms training.
- L Library**
A technology-centered library for student research and more.
- SS Student Services**
Includes admissions and registration for new and returning students.
- PA Patio**
Outdoor dining, study and leisure area.
- B B Building**
Includes many technical and industrial classrooms and labs. Instructional areas and offices in this building area are preceded by the letter B.
- CC Children's Center**
Child care center with professional staff, available for children of MATC students, ages 6 weeks through 12 years. This fee-based service has day class hours only.
- BF Baseball Field — The MATC Stormers baseball teams play their home games here.**
- BB Burn Building**
Fire Protection Technician program lab

- PK Parking Lots** — *Ample surface lot parking is available. Students can purchase semester parking passes.*
- PB Parking Lots** — *Ample surface lot parking is available. Students can purchase semester parking passes.*
- PC Parking Lots** — *Ample surface lot parking is available. Students can purchase semester parking passes.*
- AC Aviation Center** — *Located six blocks northeast of the campus near Mitchell International Airport at 422 East College Avenue. Dedicated facility for aviation programs.*

Oak Creek Campus Directory

	ROOM
Academic Support Center	A208
Assessment	A106
Career Planning	A106
Cashier	A103
Children’s Center	B124
College Bookstore	A101
Counseling/Advising/Career Planning Center.....	A106
Dining Services/Cafeteria	A100
Financial Aid	A106H
Library	A202
Lost and Found	A100F
Operations	A140
Public Safety	A100F
Registration	A106
Storner Pass (Student ID)	A107
Student Accommodation Services	A211
Student Life	A105
Student Government	A105
Student Services	A106
Switchboard	A106
Test Monitoring	A208
Tutoring	A208
Veterans Information.....	A106H

WEST ALLIS CAMPUS MAP



- A** **A Building** (7007 West Madison Street)
- M** **Main campus building**
Classrooms and labs are on three floors.
- L** **Library**
- S** **Student Union**
- C** **Cafeteria**
- AC** **Registration and Counseling**
for new and returning students.
- N** **Newer addition** *An 18,000 square-foot student service and classroom/lab area.*
- CC** **Children's Center** *Child care center with professional staff, available for children of MATC students, ages 6 weeks through 12 years. This fee-based service has day class hours only.*
- P** **Parking** *Ample surface lot parking is available. Students can purchase semester parking passes.*

Located in a neighborhood setting, the campus is located at 1200 South 71st Street. It is accessible by Milwaukee County bus and is south of I-94 and east of I-894. The campus features more than 30 programs, some offered only at the West Allis Campus.

West Allis Campus Directory

ROOM	ROOM		
Academic Support Center.....	249	Public Safety.....	100
Cafeteria	121	Stormer Pass (Student ID)	137A
Career Planning	120	Student Accommodation Services	217
Cashier	114A	Student Life	133
Children's Center	865 South 72nd Street	Student Center	137
College Bookstore	153	Student Government	137D
Counseling/Advising/Career Planning Center	120	Tutoring	249
Financial Aid.....	114	Veterans Information.....	114
Information	101	Welcome Center	114
Library	213		
Lost and Found	100		

MATC MISSION

Education that transforms lives, industry, and community

MATC VISION

The best choice in education, where everyone can succeed.

VALUES

Empowerment: We support our students and employees with the skills, tools, and autonomy to succeed

Inclusion: We provide a fair and welcoming environment where all voices are heard and where all students and employees feel a sense of belonging

Innovation: We are agile and responsive to changing conditions, while anticipating future needs to best serve our students and communities

Integrity: We demonstrate honesty, professionalism, and accountability in all interactions with our students, each other, and our community partners.

Respect: We approach all interactions with openness and empathy, value different perspectives, and treat each other with civility and kindness

STRATEGIC PRIORITIES

Student Experience – Ensure all students can succeed by delivering a personalized and holistic student experience

Organizational Excellence – Advance organizational agility and excellence in a culture of innovation and informed decision-making

Equity – Promote equitable outcomes for all students and employees by creating an inclusive and supportive college environment

Community Impact – Strengthen community impact as a catalyst and partner to create positive change

MATC is committed to providing the highest quality educational opportunities for all of the citizens of the district. Further, it is dedicated to providing a diverse and well-trained workforce for the community. Through close collaboration with educational institutions, the public and private sectors, labor, and community organizations, MATC will provide leadership in efforts to educate all of its citizens. MATC is committed to being the licensee for WMVS-TV, Channel 10, and WMVT-TV, Channel 36, as nonprofit educational and public television stations serving the people of southeastern Wisconsin.

MATC will maintain an institutional environment that champions diversity, promotes student well-being and facilitates and encourages learning and multicultural understanding. MATC is committed to providing an environment that mirrors the ethnic and gender composition of the community, where students and staff value quality education. The college will continue to enhance public understanding of MATC and its value to the community.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION COMMITMENT

Milwaukee Area Technical College's commitment to equal opportunity in admissions, educational programs, and employment policies assures that all individuals are included in the diversity that makes the college an exciting institution. MATC does not discriminate against qualified individuals in employment or access to courses, programs, or extracurricular activities on the basis of race, color, national origin, ancestry, religion, creed, sex, sexual orientation, age, disability, pregnancy, marital status, parental status, or other protected class status. The lack of English skills shall not be a barrier to admission or participation in any MATC program or service.

MATC will comply fully with state and federal Equal Opportunity and Affirmative Action laws, executive orders, and regulations. Direct questions concerning application of this policy to the MATC Affirmative Action Office, 700 West State Street, Milwaukee, WI 53233-1443.

It is the policy of MATC to provide reasonable accommodations for all students, or applicants for admission, who have disabilities (see Discrimination Against Individuals With Disabilities policy CO203). MATC will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity and access to programs and services for students with disabilities. Reasonable accommodations will be provided in a timely and cost-effective manner. Access shall not be denied because of the need to make reasonable accommodations for an individual's disability.

State and federal laws include the concept of "reasonable accommodation" as a key element in providing equal opportunity and access to programs and services for students with disabilities.

Revised January 2021

