

Supplement for Winter 2020

First-Day Handout Info for Students

Important Deadlines, Safety Information, and General Information

No Credit Classes

WCC does not hold credit classes on these dates during the Winter semester so you may want to paste the dates in your First-Day Handout.

No credit classes:

Martin Luther King, Jr. January 20 (College closed)

Winter Recess Feb 24 – 29

Easter April 12

Important Deadlines

Note to Instructors: Check your particular class start and end dates to see which session deadlines apply to your class. Then, you can cut and paste that particular session's set of deadlines into your First-Day Handout.

15-Week Sessions starting week of Jan 13

Deadline to drop and get a refund: Jan 24

Last day to adjust schedule with Instructor permission OR change credit or audit status: Jan 27

Withdrawal deadline (NO REFUND): Mar 12

12-Week Sessions starting week of Jan 13

Deadline to drop and get a refund: Jan 24

Last day to adjust schedule with Instructor permission OR change credit or audit status: Jan 27

Withdrawal deadline (NO REFUND): Mar 2

12-Week Sessions starting week of Feb 4

Deadline to drop and get a refund: Feb 15

Last day to adjust schedule with Instructor permission OR change credit or audit status: Feb 18

Withdrawal deadline (NO REFUND): Mar 23

10-Week Sessions starting week of Jan 13

Deadline to drop and get a refund: Jan 22

Last day to adjust schedule with Instructor permission OR change credit or audit status: Jan 25

Withdrawal deadline (NO REFUND): Feb 18

10-Week Sessions starting week of Feb 18

Deadline to drop and get a refund: Feb 27

Last day to adjust schedule with Instructor permission OR change credit or audit status: Mar 2

Withdrawal deadline (NO REFUND): Mar 30

7.5-Week Sessions starting week of Jan 13

Deadline to drop and get a refund: Jan 21

Last day to adjust schedule with Instructor permission OR change credit or audit status: Jan 24

Withdrawal deadline (NO REFUND): Feb 10

7.5-Week Sessions starting week of Mar 12

Deadline to drop and get a refund: Mar 19

Last day to adjust schedule with Instructor permission OR change credit or audit status: Mar 23

Withdrawal deadline (NO REFUND): Apr 7

5-Week Sessions starting week of Jan 13

Deadline to drop and get a refund: Jan 17

Last day to adjust schedule with Instructor permission OR change credit or audit status: Jan 21

Withdrawal deadline (NO REFUND): Jan 31

5-Week Sessions starting week of Feb 18

Deadline to drop and get a refund: Feb 22

Last day to adjust schedule with Instructor permission OR change credit or audit status: Feb 25

Withdrawal deadline (NO REFUND): Mar 12

5-Week Sessions starting week of Mar 31

Deadline to drop and get a refund: Apr 4

Last day to adjust schedule with Instructor permission OR change credit or audit status: Apr 7

Withdrawal deadline (NO REFUND): Apr 18

Student Conduct

The Board of Trustee Policy 4095 provides information on overall Student Rights, Responsibilities, and Conduct Code including Academic Dishonesty:

Academic Dishonesty: All forms of academic dishonesty including but not limited to collusion, fabrication, cheating, and plagiarism will call for discipline.

- Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for individual credit.
- Fabrication is defined as intentionally falsifying or inventing any information or citation on any academic exercise.
- Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

The full policy is available at <https://www.wccnet.edu/about/policies/4095.php>

Counseling

Personal counseling is available to all currently enrolled students. Please stop by the 2nd floor of the Student Center Building in person to make an appointment or call 734-677-5102. We also offer a 7 day/week, 365 days per year Counseling Assistance Program (CAP) which includes up to 3 face-to-face or telephone short-term problem resolution sessions. Call 1-866-227-3834.

Safety & Security

Your safety and security is important to us. Safety is everyone's responsibility. Here are some important safety tips for the upcoming semester. Also watch your WCC email for safety tips throughout the semester.

- **Emergency Notification Service:** We encourage you to sign up for the Emergency Notification Service in *MyWCC*. You will receive timely notifications if the College is closed due to weather or other emergency.
 - **Fire:** If there is a fire or other reason a building needs to be evacuated, the fire alarm will ring. Exit the building using the nearest stairway. Do not use elevators. Make sure you stay at least 150 feet from the building until the all clear signal is given.
 - **Tornado:** If a tornado warning is issued for the WCC campus area, the tornado siren will activate outside and an emergency message will broadcast throughout campus. Please seek shelter in the closest room/area designated as a tornado shelter. If you are unable to find a marked tornado shelter, seek shelter in an inner hallway or restroom, away from exterior windows.
 - **Property Security:** Do not leave laptop computers, smart phones, tablets or other valuables unattended. If parking on campus, roll up your windows, lock your doors and keep personal belongings out of sight.
 - Call Public Safety (734-973-3411 or 3411 from a College house phone) to report any suspicious activity or safety concern. If you see something, say something!
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Sexual Misconduct/Title IX Disclosure

Washtenaw Community College seeks to provide an environment free of sexual misconduct. If you are, or have been, the victim of sexual misconduct on campus or within a WCC educational program or activity – contact Joy Berry in the Dean of Students office at joyberry@wccnet.edu.

Information on sexual misconduct prevention, awareness, reporting methods, and victim resources are available from the WCC website at:

<https://www.wccnet.edu/succeed/personal/sexual-misconduct/>

Faculty are Mandatory Reporters

Faculty are required to report any student disclosures concerning sexual assault, domestic/dating violence, stalking, remarks of self-harm, or potential threats to others.

Report a Concern

Any member of the campus community can submit a concern at:

https://cm.maxient.com/reportingform.php?WashtenawCC&layout_id=4

or use the *Report a Concern* link from the WCC home page.

Accommodations

If you have a documented disability or used an IEP in high school, contact Disability Services (DS) as soon as possible to discuss accommodations. Disability Services (DS) is located in room LA 104.

Each semester complete an intake form and set up accommodations with a Program Specialist by reviewing your accommodation request and needs, goals, assessment results, and academic progress. Accommodations are not retroactive.

The Program Specialist prepares a letter confirming accommodations. Students are responsible to notify their instructors of the need for accommodations by giving this letter to each instructor for each class.

Pregnant Students

The College recommends that pregnant students be proactive in communicating their situation with their instructor and WCC support offices. Pregnant students should contact Joy Berry in the Dean of Students office (joyberry@wccnet.edu) as soon as possible if they encounter medical situations that are affecting their ability to attend classes. Options for adjustments become limited with time.

Pregnant students should contact Disability Services (DS) to discuss accommodations, if needed, during their pregnancy. Additional information is available at:

<https://www.wccnet.edu/succeed/student-parents/pregnant-student-rights.php>

Lactation Room

In support of our students and employees who are nursing mothers, a lactation room is available for your use. The room offers a secure and private place for the mother to express milk for their nursing children.

Students may make arrangements to use the lactation room by contacting:

Student Resources Center (SRC) on the second floor of the Student Center building or via phone at 734-677-5105.

Additional information is available at:

<https://www.wccnet.edu/succeed/student-parents/lactation-room.php>
