UW-Rock County Student Handbook

The information, policies and rules contained herein are subject to change. No part of this publication is intended to be nor shall be construed as a contract or offer to contract.

Academic Policies - A complete description of academic policies and procedures is printed in the University of Wisconsin Colleges Catalog available online at www.uwc.edu/academics/catalog or at www.uwc.edu/academics/policies. This covers policies related to registration, holds, attendance, concurrent registration, independent study, adding courses, dropping courses, grade appeals, withdrawal, tuition and resident status for tuition purposes.

Academic Records - Your academic records are confidential and your permission is required for release because of the Family Educational Rights and Privacy Act (FERPA). You can get a release of information form in Student Services. Learn more about your rights at http://www.uwc.edu/students/ferpa. To order official transcripts to be sent to another school or an employer visit http://www.uwc.edu/transcripts/. Transcripts must be ordered online or through the UW Colleges Office of the Registrar in Madison either in person or using a Transcript Request Form available to download at the web site mentioned above. Transcripts will not be provided if you owe fees, fines or tuition or are delinquent on a student loan obtained through the financial aid application process.

Accessibility/Accommodations - Admitted students with documented disabilities have the right to request accommodations from the University, as stipulated within Section 504 of the Rehabilitation Act of 1976 and the Americans with Disabilities Act. Students with disabilities should make an appointment to meet with Morgan Jaimes in Student Services at 608-758-6565 Ext 210 or morgan.jaimes@uwc.edu and furnish documentation of their disability. Accommodations, such as note-taking and extended time for tests, will be designed to match the identified needs. Early notice of a disability is necessary due to the time required to make arrangements for such accommodations. No accommodations can be provided by UW Colleges faculty or staff until the student has registered their documented disability and been approved for accommodations. Handicapped parking permits must be obtained from the Wisconsin Department of Transportation.

Adult Students - UW-Rock County offers many programs for non-traditional students, those age 22 and older, to help them be successful in college. Adult student advisor Marylee Kishel in Student Services can help with career counseling and more. The OASIS student club is geared toward adult students and offers special events and a Giving Tree during the holiday season to help the children of adult students. Information about these programs is available in Student Services, Hyatt Smith Hall, or by calling (608) 758-6565, ext. 280.

Advising - Student Services provides advising and career guidance to UW-Rock County students. Advisors are available by appointment to assist with admissions, academic advising, selection of a major, career counseling, access to disability services, financial aid, transferring procedures and veterans information. Short meetings are available during walk-in advising times. Student Services office hours are typically Mon. and Tues. 8 a.m.–7:30 p.m. and Wed.–Fri. 8 a.m.–4:30 p.m. during the fall and spring semesters. Advisors in Student Services can help you explore academic and career goals; select classes to promote your progress toward your degree; choose courses to help you explore your interests, identify a major or pick the best courses for a selected major; and build a class schedule that balances your homework and class load. Make an appointment at (608) 758-6565, ext. 200 or stop by the Student Services Office, located in Hyatt Smith Hall. To make the most of your appointment, review the information at http://www.rock.uwc.edu/academics/advising/.

Ambassadors - Student ambassadors are employed by the campus to give tours, help with events and promote the campus in the community. They are recommended by staff or faculty and must maintain good grades. If you are interested in this program, contact Carrie Hermanson in University Relations at (608) 758-6565 ext. 350 or carrie.hermanson@uwc.edu.

Business Services - Business Services is the financial hub of the campus providing services to students, faculty and staff. Most students interact with Business Services each semester as they pay tuition. Business Services
is also where you can buy bus passes, check Lost and Found, fill out employment forms and pay your Advance Tuition Deposit, fines and fees. In addition, Business Services conducts all transactions related to purchasing at the university. Phone: (608) 758-6565, ext. 100 or http://www.rock.uwc.edu/studentlife/business/. Standard hours are Mon.-Fri. 8 a.m.-4:30 p.m. Extended hours to make early semester or installment plan payments as follows: 8 a.m. – 7:30 p.m. on the following dates: September 6, 2011; September 7, 2011; September 15, 2011; September 19, 2011; October 13, 2011; October 17, 2011; November 10, 2011; and November 14, 2011. Check the web site for Spring Semester hours.

**Bookstore** - Textbooks, school supplies, UW-Rock-logo clothing and related items may be purchased at the UW-Rock County Bookstore, located in the lower level of Hyatt Smith Hall. Hours for the bookstore will vary throughout the year, so visit the web site for the most current information at http://www.rock.uwc.edu/studentlife/bookstore/. The last day for 100% book refund with receipt and proof of course drop is September 19, 2011. The last day for 50% book refund is October 3, 2011. Book Buy-Back will be December 20, 21 and 22 from 9:30 a.m. to 6 p.m. You must have your original receipt for refunds or book buyback.

**Bus Service** - The Janesville and Beloit Transit Systems provide bus service, including the Beloit-Janesville Transit Express, to and from the UW-Rock County campus on a regular basis. Contact JTS for timely scheduling information or visit http://www.ci.janesville.wi.us. Transit Express bus passes are available at Business Services.

**Class Attendance** - When you pay the Advance Tuition Deposit and register for classes, you are financially committed to UW-Rock County. This means you will owe full tuition and fees unless you officially withdraw in the Student Services office or through PRISM. You will not be administratively withdrawn for nonpayment or non-attendance.

However, if you do not attend your first class session and haven’t contacted your instructor(s) by e-mail, phone or mail, you may be dropped from the course(s) if other students want to take the course. You may not be able to get back into the course, and you will forfeit your Advance Tuition Deposit.

If you stop attending a course, you need to officially drop the course, or you continue to owe tuition and fees. If you stop attending all courses, you need to officially withdraw by going to Student Services, or you continue to owe tuition and fees.

If you are receiving benefits from the Department of Veterans Affairs or Social Security Administration, you are expected to attend all classes. You should consult Student Services for complete information.

Instructors may establish reasonable class attendance policies that make allowances for legitimate absences and which comply with legal mandates such as Wisconsin Administrative Code Chapter UWS 22 Accommodation of Religious Beliefs and the Americans with Disabilities Act (ADA). Notice of any class attendance policy must be announced in the syllabus. Students are responsible for completing all work missed because of any absences from class. If students plan to be absent from class because of field trips or extracurricular activities sponsored by the UW Colleges, the instructor in charge of the activity shall provide such information to the other instructors whose classes will be missed.

**Bachelor’s Degrees** - To receive a bachelor’s degree, most students must earn a minimum of 120 degree credits. After getting your best start at UW–Rock County you can complete your bachelor’s degree by transferring to a UW four-year campus or any other college or university, or by staying here at UW–Rock County and taking advantage of collaborative degree programs. We’ve teamed with five UW institutions to offer the following bachelor’s degrees right on our campus: UW-Platteville, Electrical Engineering, Mechanical Engineering and soon the Bachelor’s of Applied Arts and Science; UW-Oshkosh, Nursing; UW-Milwaukee, Organizational Administration, Communication and Information Sciences & Technology; UW–Whitewater, Liberal Studies; and UW–Madison, Connections Program.
Child Care - Students enrolled at UW-Rock County are eligible to apply for a childcare subsidy. Contact Student Services for further information about eligibility, requirements and payment allowance.

Clubs & Organizations - Education involves growth, development, ability, skill, knowledge and a variety of learning experiences. Make the most of college by participating in campus activities. Athletics, such as soccer, basketball, volleyball and tennis are great ways to stay fit and meet people. Music groups such as Band and Chorus perform music from a variety of periods and are open to all students who have an interest. The Multi-Cultural Student Union (MSU) proudly promotes cultural awareness and sensitivity on the UW-Rock County campus and in the community. Other organizations include (but are not limited to): Sabre Rattlers Fencing Club, Health Science Club, The Alliance, Phi Theta Kappa Honor Society, Rock Rooks Chess Club, Oasis (an adult student club for students 22 years of age and older), Math Club, Altered Reality, Life is Music – Enjoy (LiME) and more. For further information about any clubs or organizations, or if you are interested in forming a new club, contact Student Services at 758-6565, ext. 200.

Computer Labs
Library Computer Labs – Student-access computers are located in the Gary J. Lenox Library. These labs are open during most library hours.

Allen Hall & Williams Hall Instructional Computer Labs – The Instructional Computer Labs, located in 29 Williams Hall (lower level) and 03/04 Allen Hall (lower level) are available for general student use at times when classes are not being held there. The lists of regularly scheduled classes are posted at the lab entrances. The rest of the time, these Computer Labs are open for student use from 8 a.m.-5 p.m., Mon.-Thurs, and 8 a.m.-2:30 p.m. Fri.

Math Computer Lab – The Math Computer Lab, located in 113 Williams Hall (upper level), is available for general student use at times when classes are not being held there. The list of regularly scheduled classes is posted at the lab entrance. The rest of the time, this Computer Lab is open for student use from 8 a.m.-5 p.m., Mon.-Thurs. and 8 a.m.-2:30 p.m. on Fri.

Wireless Access – The campus wireless network allows access with a laptop at all hours from many points on campus, including many classrooms, the library, and study and lounge areas. Wireless-enabled laptops may be checked out from the library.

Continuing Education - The Office of Continuing Education offers many non-credit classes for adults and youth, as well as non-credit online courses and certificate programs. Some of these courses are for professional growth and some are for personal enrichment. For more information please visit the web site http://rock.uwc.edu/ce/ or call (608)758-6565, ext. 360.

Course Schedule - The course schedule is online at www.rock.uwc.edu/academics/timetable and contains a list of course offerings.

Dean’s List - Dean’s List Honors will be awarded to full-time students carrying a minimum of 12 semester credits used to determine grade point averages (GPAs) as detailed below. Dean’s List Honors will be awarded to part-time students who earn at least 15 credits with a cumulative average of 3.5 and who carry at least three semester credits used to determine GPAs as detailed below.

- Honors: Grade Point Average of 3.50 through 3.74
- High Honors: Grade Point Average of 3.75 through 3.99
- Highest Honors: Grade Point Average of 4.00

E-mail - Check your campus e-mail regularly for important information and notices of events and opportunities. You can access your student e-mail from anywhere through the web at https://portal.uwex.uwc.edu/Landingpage/. Never respond to e-mails asking for your password or other personal identification.
Emergency Procedures - The campus Emergency Action Plan is posted in all classrooms and offices on campus. Look for a laminated poster of instructions near the doorway.

Fire emergencies – exit the buildings – Fire alarm varies by building. In Allen Hall, Hyatt Smith Hall, and the lower level of Andrews Hall, the fire alarm is a voice message: “This is a fire alarm. Please leave the building by the nearest exit.” In Williams Hall, Wells Cultural Center, the Engineering Center, and the first and second floor of Andrews Hall, the fire alarm is a very loud and steady buzzer or screech. Exit the building via the most direct safe route. If uncertain about route, look at the posted fire exit routes in each classroom or public space. Once outside, stay at least 300 feet from the building. Do not reenter the building until permission given by Fire Department, or administrator for practice alarms. If you cannot evacuate, go to a marked “Area of Rescue Assistance” on the lower or first floor level of the northeast Williams Hall stairwell, the lower level of the east Hyatt Smith stairwell, or the second floor level of the north Andrews Hall stairwell.

Weather Emergencies – Tornado or Storm Watch – A tornado or storm watch advises that tornados or severe thunderstorms may develop. Remain alert for approaching storms or a tornado warning siren.

Tornado Warning – A tornado warning advises that a tornado has been confirmed visually or by radar. If a warning is issued, warning sirens are activated and you should move to a place of safety. Faculty and staff must help ensure that movement to a safe area is done in a calm and orderly fashion. When a room is empty, close the door and immediately move to safety. Tornado alarm varies by building. In Allen Hall, Hyatt Smith Hall, and the lower level of Andrews Hall, the tornado alarm is a voice message: “This is a tornado emergency. Please proceed to a tornado area now.” In Williams Hall, Wells Cultural Center, the Engineering Center, and the first and second floor of Andrews Hall, the tornado or severe weather bell is a mechanical ringing sound, 3 sets of 3 bell rings: Ring-Ring-Ring (pause) Ring-Ring-Ring (pause) Ring-Ring-Ring.

Move to one of the following areas and stay away from glass and external doors.

Allen Hall – Go to the lower level of Hyatt Smith Hall, and remain in hallway by lockers.
Andrews Hall – Go to the Williams lower level hallway by the instructional computer lab.
Engineering Center – Go into Williams Hall and walk toward Wells, gathering in the hallway leading to the tunnel to Wells, but do not enter the tunnel.
Hyatt Smith Hall – Go to the lower level east hallway by classrooms HS06, 08, and 09.
Wells Cultural Center -- Go to the lower level locker rooms off of the lower lobby.
Williams Hall – Go to the southeast stairway by the Biology Lab, go to the lower level, and gather in the hallway leading to the tunnel to Wells Cultural Center, but do not enter the tunnel.

Wait for the all clear signal, either voice, or 5 seconds of continuous bell: Rrrrriiiiiiiiinnnnngggggggggg.

Medical Emergencies
Call 911 (9-911 from campus phone) OR ask a faculty/staff member to use a phone for 911. If the medical emergency occurs in the gymnasium, contact a physical education instructor as soon as possible. Automatic External Defibrillators (AED) are located in the following locations:

• Upper Hyatt Smith Hall lobby, near the stairs
• Lower Andrews/Williams lobby, near TRIO
• Upper Allen Hall lobby, near the library entrance
• Lower Wells Cultural Center lobby, near the gymnasium entrance

The device provides verbal prompting for the untrained. A list of trained campus staff is in the cabinet near the AED.

Police
In case of an emergency requiring police assistance, call 911 (9-911 from campus phone) OR ask a faculty/staff member to use a phone for 911.
Emphasis - UW-Rock County now offers students an opportunity to earn an Associate of Arts and Science (AAS) degree with a specified emphasis. An emphasis is a concentration of coursework in a given discipline or area of study. An AAS with emphasis may allow you to expand your knowledge and skills in areas of personal, professional and academic interest and may provide career advancements, personal enrichment and more job opportunities. For more information on an Associate of Arts and Sciences degree with emphasis, please contact an advisor in Student Services who can help you determine if this program is right for you and how your credits may transfer to another institution. For a list of emphases offered see http://www.rock.uwc.edu/academics/emphasis/.

Employment Information - UW-Rock County maintains a job opportunities bulletin board. Located in the Hyatt Smith Hall lobby, the board contains descriptions of current area positions open to students. Work-study, a part of the financial aid program, is also available to qualifying students. Those who accept financial aid work-study awards are eligible to apply for part-time jobs on campus working for faculty, academic staff or campus support services. Students who are interested can fill out an application in Student Services.

Events - Check the campus event calendar on the web site home page for the most up-to-date information about what is going on at UW-Rock County. Study skills workshops, campus club meetings, free food and more are offered regularly on the campus. The UW-Rock County Performing Arts and Lecture Series also brings cultural and educational programs to campus at low cost or free to students.

Excess Credit Policy - Per UW Board of Regents Policy, students who have accumulated more than 165 credits may be subject to a tuition surcharge. Please contact the UW Colleges Registrar for more detail.

Final Exams - Students should expect to take a final examination in each course. Final examinations in courses offered for two or more credits will be given during the final examination period designated in the course schedule. Exams in one-credit courses or courses of less than a semester duration may be given prior to or during examination week, depending on the instructor and nature of the course.

Examinations given during the final exam period shall not exceed two hours duration. If students have more than two examinations on one day, they may arrange with one of their instructors to take one of the examinations at an alternate time. If such arrangements cannot be made, the instructor of the course of lower enrollment shall provide an alternate examination time. These arrangements must be made at least one week prior to the final exam period.

Students will have the opportunity to review their final examination or discuss it with the instructor up to one semester after the course is completed. (Senate Policy No. 4 Final Exam Policy)

Financial Aid - To apply for financial aid, simply complete the Free Application for Federal Student Aid (FAFSA), and submit it to Federal Student Aid Programs in the envelope provided in the application packet. Be sure to list “UW Colleges” as a recipient of reports (School Code: 003897). Completing the FAFSA online at www.fafsa.ed.gov will result in much faster processing. Once the UW Colleges receives your report, you will be contacted by mail to your home address. If you have questions about financial aid, call Student Services, 758-6565, ext. 200.

Food Service - Campus food service is available in the Campus Cafe, which is open on class days for brunch, lunch and snacks Monday-Thursday, 9:30 a.m.-1:30 p.m., and Friday, 10 a.m.-1 p.m. Soda, juices, milk, snacks and other items are available from vending machines located in the lower level lobbies of Andrews/Williams and Hyatt Smith Halls, and Wells Cultural Center. Please contact Business Services if you experience any problems with the vending machines.

Governance - The Collegium, which consists of faculty, academic staff and students, is the primary governing body concerned with policy- and decision-making. A minimum of three student representatives are selected by the campus Student Government Association (SGA) to serve on the Collegium. Additional students in good standing may be added as representatives based on official student enrollment levels. Students are also chosen by SGA to serve on various Collegium committees.
**Grading System** - Semester grades are reported by letter only and are provided on individual PRISM accounts. Each letter grade carries a specified number of grade points per credit; thus a “B” in a three-credit subject gives nine grade points. The scale of grades and grade points is:

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<tr>
<th>Grade</th>
<th>Grade Points Per Credit</th>
<th>Grade</th>
<th>Grade Points Per Credit</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>C-</td>
<td>1.67</td>
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<td>B+</td>
<td>3.33</td>
<td>D+</td>
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<td>B</td>
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<td>B-</td>
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<td>C+</td>
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Every student is expected to maintain at least a “C” average (2.0 Grade Point Average) on all work carried. Failure to achieve this minimum “C” average in any term will result in probation, final probation or suspension at the end of that term. Suspension actions are taken at the end of each semester.

**How to Calculate a GPA:**
To calculate your semester grade point average,
1) Multiply the number of credits each course carries times the number of grade points earned by your specific grade.
2) Total the number of credits in which you were enrolled during the semester.
3) Total the number of grade points earned by all courses in which you were enrolled during the semester, i.e. sum of (1) above.
4) Divide your total grade points by your total number of credits attempted.
5) The result is your semester grade point average.

The same process can be used to calculate your cumulative grade point average. Utilize all credits attempted at UW-Rock County and all grades earned for those credits in this calculation.

**Honors** - If you maintain a GPA at or above 3.5, earn a grade of B or better in 12 credits of Honors sections, and earn the AAS degree, you may apply to Student Services to graduate with Honors. Who is eligible for the honors program? New students must have graduated in the upper 15% of their class or have received a composite score of 27 or higher on the ACT. Continuing students must have a cumulative GPA of 3.5 or higher or you can request an exception through the Dean's Office.

**ID Cards** - UW-Rock County photo ID cards serve as your official ID card for all university events and as a library card. Business Services will validate enrollment for each semester on the photo ID, upon request. Photos for all students are taken during SOAR sessions, the second and/or third week(s) of classes, and periodically throughout the semester. Watch electronic kiosks for the schedule. Remember, students may not check out library books or receive special rate tickets to campus events without a valid UW-Rock County ID card.

**Incompletes** - It is the student's responsibility to request an “Incomplete” and to consult with the instructor to reach an understanding regarding the work to be completed. An Incomplete (I) may be recorded if you carried a passing grade in a class near the end of the semester and then, because of substantiated cause beyond your control, were unable to take the final exam or complete a limited amount of term work. In addition to submitting an Incomplete, the instructor will also submit a grade to be recorded as a permanent grade in the course if you fail to remove the Incomplete. The student is expected to complete the coursework before the end of the next semester. If the student and the instructor agree, an exception to the time limit may be made in writing to Student Services. If the coursework is not completed within the time limit, it will be replaced by the tentative grade reported by the instructor.

**Inclement Weather Policy** - Class cancellations will be announced on WJVL 99.9 FM; WISC-TV Channel 3, Madison; WCLO 1230 AM; WKOW-TV Channel 27, Madison; WGEZ 1490 AM; WMTV-TV Channel
Classes and events will be canceled in blocks: 1.) Morning classes/events that begin before noon (announced by 6 a.m.), 2.) Afternoon classes/events that begin at noon through 4 p.m. (announced by 10 a.m.), and 3) Evening classes/events that begin at 4:01 p.m. or later (announced by 3 p.m.). Students: It’s your responsibility to communicate with your instructors to make up missed class time if you are unable to make it due to weather conditions and the class is not canceled.

Learning Support Center (LSC) - The LSC offers free tutoring to all UW-Rock County students in math and writing, and in other subjects by request. To schedule a tutoring appointment, stop in or call (608)758-6565, ext. 450. Individual and group study spaces are also available during regular LSC hours. Located in the lower level of Andrews Hall with the TRIO program, the LSC is open Monday through Thursday: 8 a.m.-5:30 p.m., Friday: 8 a.m.-3 p.m.

Library - The Gary J. Lenox library is located in Allen Hall and is designed for quiet study, computer use, research and assistance from academic librarians. Group study rooms may be reserved. The library has more than 55,000 books and audiovisual items; 150 periodical subscriptions; and numerous electronic databases. The library’s web site (http://www.rock.uwc.edu/library-technology/) provides access to many online resources and information on library policies and services. Individual or classroom reference help and instruction are available. Most books can be checked out for three weeks and videos for one week. More than 60 computers are available in the library. Hours during fall and spring semester are generally Monday-Thursday 8 a.m.-8:30 p.m. & Friday 8 a.m.-5 p.m. Phone: (608)758-6565, ext. 400

Lockers - Student lockers, located in the lower level of Andrews and Hyatt Smith Halls, are available on a first-come, first-served basis. You must supply your own lock, then register the locker number with the Student Services office. Lockers are emptied between semesters. Remaining locks are destroyed and items are placed in Lost and Found located in Business Services.

Lost and Found - Lost and found items may be turned in or picked up at Business Services located in Hyatt Smith Hall.

Mental Health Counseling - UW-Rock County students can receive professional mental health counseling at no charge. Make an appointment with a counselor or stop in during walk-in hours on campus for assistance in managing the following: stress, anxiety, depression, grief, suicidal thoughts, alcohol abuse, other drug concerns, test anxiety, study skills, body image, eating problems, sexuality, gender issues, relationship issues, goal setting, time management, motivation or concentration issues. Walk-in office hours at UW-Rock County are posted on the electronic kiosks on campus. Meet with a counselor on the UW-Rock County campus or at the Janesville Psychiatric Clinic, 2640 Milton Ave. Call (608) 755-1475 for an appointment. The after-hours Crisis Line is (608) 921-1921 or (608) 921-8544.

Parking - Student parking is available in campus lots except in areas reserved for faculty and staff as well as on the streets near the campus. Parking on campus is regulated by the Rock County Sheriff's Department. Campus faculty and staff are not able to waive or adjust parking tickets. Local ordinances apply to street parking, so please do not park too close to driveways, fire hydrants, litter, violate noise ordinances, etc. and be respectful to campus neighbors. Handicapped parking, designated by signs with the international symbol of accessibility, is available at specially marked locations. To use these State of Wisconsin controlled spaces, a person must have disabled or disabled veteran license plates or a special in-vehicle display card for the physically disabled issued by the Wisconsin Department of Transportation. The campus has no authority to issue a handicapped parking permit.

Physical Education Facilities - The Frank Holt Gymnasium and Fitness Center are located in the lower level of the Wells Cultural Center. Open gym Fitness Center hours are 8 a.m.-2:30 p.m. Monday-Friday and 6-9 p.m. Monday-Thursday. Health and physical education classes have priority. Call the Athletic Director at 758-6565, ext. 690 or stop by the physical education office for schedules and facility availability.
PRISM - PRISM is the software system that the UW Colleges uses to manage student records and administrative needs. **Once you have met with your advisor and received assistance making the appropriate academic course choices**, you can register for classes, drop classes, check your grades, print your unofficial transcript, view your account summary and amount due, and view your financial aid status using your own account on the PRISM system. All students receive their User I.D. and Password at the New Student Orientation and Registration (SOAR) session. If you have misplaced these and you have not changed your password, you may find it by going to http://rock.uwc.edu and clicking on PRISM. For a PRISM tutorial, go to http://www.rock.uwc.edu/academics/timetable/documents/PRISMTutorial.pdf.

Recycling - Recycling containers are available in each campus building. Large can/plastic bottle depositories are located in the lobbies, specifically marked. Depositories for office paper are also located in the lobbies of all buildings and the library. White lined paper, typing paper, computer paper, and copy paper are all recyclable.

Rock Prairie Concert Band, Big Band, Chamber Orchestra and Youth Orchestra – These community music groups perform on campus at various times throughout the academic year and are available to perform for university functions.

Safety and Health Policy - The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is the University’s responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of the university. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain courses and research projects require that the student work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students’ personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course of study. Furthermore, instructors will enforce and follow safety policies. Prior to use of hazardous materials and equipment, the students shall review the procedures and information, and discuss any associated concerns with the instructor.

Scholarships - New or continuing students planning to enroll for six or more credits are eligible to apply for a variety of UW-Rock County Foundation scholarships. Selection is based on academic achievement, financial need and leadership ability. Scholarship applications are available in the Student Services office. The scholarship application deadline is generally March 1. Scholarships from off-campus sources are compiled for student review in Student Services.

Student Rights and Responsibilities - You have certain rights as a student. Along with those rights are responsibilities. The rules, regulations and policies you will find in the Student Rights & Regulations booklet are intended to foster an environment of mutual respect for you and your fellow students. Included in this booklet is information about federal and state laws, UW System and UW Colleges regulations, policies and procedures. As you read the materials included in the pamphlet, you should feel free to contact Student Services at your campus if you have any questions. See http://www.uwc.edu/students/uwc-student-rights-regulations-booklet.pdf.

Sophomore/Junior Standing - Students reach sophomore standing when they have earned 30 credits; junior standing is reached after 60 credits.

Student Government Association (SGA) – Each UW-Rock County student is a member of SGA, the official organized voice of the student population. SGA administers funds, promotes and sponsors student activities, and works to improve student life.
Student Services - Student Services is here to help students get what they need to succeed at UW-Rock County and to enjoy time on campus. In the Student Services office, you will find a friendly welcome, help when you don’t know where to go or whom to ask, academic advising, financial aid information, registration assistance, information about student activities, suggestions for academic success, help in deciding on a major, transfer information, accommodations for disabilities, help with dropping and adding classes, career information, study abroad options, student insurance, veteran’s benefits assistance, placement testing, wellness support, student parent support, referrals for off-campus support and community agencies, information about courses, students’ rights information, and mental health counseling appointments.

Located in 105 Hyatt Smith Hall, you can make an appointment with an advisor or get information by calling (608)758-6565, ext. 200. Hours are typically Mon. and Tues. 8 a.m.-7:30 p.m. and Wed.-Fri. 8 a.m.-4:30 p.m. They are also open some evening during the first week of the semester. See the web site for updated hours.

Transfer - Students planning to continue study at a bachelor’s degree-granting institution will be involved in the transfer process or the Guaranteed Transfer Program. Make transfer decisions early and work closely with advisors to determine course requirements and equivalencies. Advisors can help you with transfer planning.

TRIO Student Support Services - The TRIO Program serves motivated students who seek a four-year college degree. The program is funded by a grant from the U.S. Department of Education. It offers academic, career, financial and transfer advising and professional tutoring in math and English. Its services are free for students active in the program. For more information about TRIO, visit Andrews Hall Room 02 or call 758-6565, ext. 450. (lower level Andrews Hall). Hours are generally Mon.-Thurs. 8 a.m.-5 p.m. and Fri. 8 a.m.-3 p.m. Appts. may be available at other times; call to inquire. Hours subject to change.

University Theatre – University Theatre focuses on enriching the lives of the students through the art of theatre. The group is open to all students with an interest in either performance or production. Watch for free student preview nights and discount tickets to performances.

University Relations - UR oversees publications, social media, printing, advertising and the web site. Everything from this campus that is printed or posted for the public/students or has the UW-Rock County name or logo on it should go through University Relations either for its creation or at least for approval before going out to the public. This doesn’t apply to classroom materials, but get UR involved early when planning events or programs so we can help you get the info out to your audiences through these methods and all-student/campus e-mails, the electronic kiosk, whiteboard splashes or other means. We can also help with the sandwich board signs to promote events, balloons, table covers and other special event items and services such as small laminating jobs, temporary signage, nametags and business cards. University Relations also handles media relations, which includes fielding calls from reporters, pitching story ideas, coordinating photo shoots, sending news releases, posting events to select web calendars and maintaining relationships with the media. For more information please contact Carrie Hermanson at (608) 758-6565 ext. 350 or via e-mail at: carrie.hermanson@uwc.edu.

Veterans Benefits - Students interested in using their GI Bill Educational Benefits should meet with the campus Veterans Certifying Official in Student Services to determine what is needed to initiate payments from the Veterans Administration.

The Wisconsin Department of Military Affairs also has an education benefit program for qualified veterans, reservists and members of the National Guard. Information regarding eligibility for the benefits is available at your county veterans service office or from the campus Veterans Certifying Official, Carey Wilson (608) 758-6565 ext. 220. Students interested in using their GI Bill Educational Benefits should meet with the campus Veterans Certifying Official in Student Services to determine what is needed to initiate payments from the Veterans Administration. To receive maximum benefits, a student must enroll for a minimum of 12 credits. Reduced, pro-rated payments are made for students enrolling as part-time students. Audited courses do not count toward full-time status.
The Wisconsin Department of Military Affairs also has an education benefit program for qualified veterans, reservists and members of the National Guard. Information regarding eligibility for the benefits is available at your county veterans service office or from the campus Veterans Certifying Official.

**Work Study**

If you applied for and received financial aid, your award may have offered work-study funds. You are eligible for work study if you have accepted the work study portion of your award. Numerous campus departments employ work-study students throughout the school year, based on interests, qualifications and availability. If you would like a part-time job on campus and you have been awarded and have accepted work-study, fill out a work-study application in Student Services as soon as possible, indicating areas in which you’d like to work. Please note that a work-study award does not guarantee work-study employment.

**Fall 2011 Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept. 1</td>
<td>New Student Welcome/Bookstore open 10 a.m.-5:30 p.m.</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Labor Day (campus closed)</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>Sept. 19</td>
<td>Last day for 100% book refund, must show receipt and proof of course drop.</td>
</tr>
<tr>
<td></td>
<td>Financial aid census date &amp; initial fall disbursement</td>
</tr>
<tr>
<td></td>
<td>Last day to pay tuition.</td>
</tr>
<tr>
<td></td>
<td>Last day mailed fees may be received to avoid penalty</td>
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<tr>
<td></td>
<td>Last day to pay fees online without penalty</td>
</tr>
<tr>
<td></td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>Oct. 3</td>
<td>Last day for 50% book refund, must show receipt and proof of course drop.</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>Last day to drop a class or withdraw</td>
</tr>
<tr>
<td>Nov. 15</td>
<td>Registration for Spring Semester begins for current students. Check PRISM for your registration date based on the number of credits for which you are enrolled</td>
</tr>
<tr>
<td>Nov. 24-25</td>
<td>Thanksgiving recess</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Last day of fall semester classes</td>
</tr>
<tr>
<td>Dec. 17</td>
<td>Study day</td>
</tr>
<tr>
<td>Dec. 19</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>Dec. 20, 21, 22</td>
<td>Book Buy-back in Bookstore, 9:30 a.m.-6 p.m.</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Jan. 16</td>
<td>Campus Closed for Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Bookstore open for spring semester 10 a.m.-5:30 p.m.</td>
</tr>
<tr>
<td>Jan. 23</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Feb. 3</td>
<td>Financial aid census date and initial fall disbursement</td>
</tr>
<tr>
<td></td>
<td>Last day mailed tuition/fees may be received to avoid penalty</td>
</tr>
<tr>
<td></td>
<td>Last day to pay tuition/fees in person without penalty</td>
</tr>
<tr>
<td></td>
<td>Last day for 100% tuition and book refund. Must show receipt and proof of course drop in Bookstore 9 a.m.-6 p.m.</td>
</tr>
<tr>
<td></td>
<td>Last day to register/add classes for regular semester</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>Last day for 50% tuition and book refund; must show receipt and proof of course drop in Bookstore, 9 a.m.-6 p.m.</td>
</tr>
<tr>
<td>March 19-23</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 6</td>
<td>Last day to drop a regular semester class</td>
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<tr>
<td>May 9</td>
<td>Last day of regular semester classes</td>
</tr>
<tr>
<td>May 10</td>
<td>Study day</td>
</tr>
<tr>
<td>May 11</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>May 16-17</td>
<td>Book Buy-Back 9:30 a.m.-6 p.m. in the Bookstore</td>
</tr>
</tbody>
</table>

Events will be scheduled frequently throughout the semester. Make the most of your college experience by attending events and activities. The best way to get information about events and activities is to read your campus e-mail, view the campus web site and kiosks and read flyers and posters around campus.