GATEWAY TECHNICAL COLLEGE

Student Handbook

2024–2025

gtc.edu

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Every year the **Gateway Foundation awards more than 200 students** with monetary scholarships to assist with their tuition expenses. Apply at:

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GATEWAY TECHNICAL COLLEGE FOUNDATION

GATEWAY TECHNICAL COLLEGE

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Learning Success experts are available to assist students on campus as well as via Zoom virtual meetings, email, chat and phone.

We're here to help!

- Tutoring
- Student Support Counseling
- Individualized Support
- Veteran Support Services
- Multicultural Program & more!

GTC.EDU/LEARNING-SUCCESS

2024 – 2025 Student Handbook

This handbook belongs to:

NAME _____

PHONE _____

EMAIL _____

Gateway Student Handbook cover designed by Gateway Graphic Design student Cole Garland. Cole received a tuition voucher from the Gateway Technical College Foundation for the student handbook cover design competition.

Information presented in this handbook is subject to change and reflects material on record as of February 23, 2024. Updated information will be posted to appropriate locations on Gateway's website at **gtc.edu.**

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Welcome to Gateway!

On behalf of the Gateway Technical College District Board of Trustees, the president, faculty and staff, welcome to Gateway Technical College! We are excited that you have chosen Gateway as the place to pursue your academic, personal or career goals. Gateway has nationally recognized faculty, excellent support services and more than 35 student clubs and endless activities just for you. We hope you will become involved as a student and stay involved as a graduate and proud alum!

Gateway is committed to creating seamless, inclusive student experiences to support your success. To accomplish this, Gateway is dedicated to creating greater access to affordable education, developing engaging campus environments for you to learn and grow, and providing you the support you need on the path to your degree. I encourage you to take time to fully experience all that Gateway has to offer.

This student handbook provides an in-depth review of dates, policies and procedures that are important to you as a Gateway Technical College student. Please take time to carefully review the handbook, as the information provided will aid in your success at Gateway Technical College. Our Student Affairs division has a team of experts ready to assist you as you navigate your educational journey, so please call on us whenever you need assistance.

Best wishes for a successful college experience.

Stacy Riley

Stacy Riley
Executive Vice President - Student Affairs

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2024–2025 Academic Calendar

Summer 2024 (May 6 through August 10)	
Monday, May 6	First day of Summer Semester
Monday, May 27	Holiday – college closed
Wednesday, June 19	Holiday – college closed
Thursday, July 4	Holiday – college closed
Saturday, August 10	Last day of Summer Semester
Fall 2024 (September 3 through December 9)	
Monday, September 2	Holiday – college closed
Tuesday, September 3	First day of Fall Semester
Wednesday, September 25	Employee Learning Day – no classes, Student Services Centers closed
Monday, November 11	Holiday – college closed
Thursday, November 28 – Sunday, December 1	Holiday – college closed
Monday, December 9	Last day of Fall Semester
Tuesday, December 24 – Wednesday, January 1	Winter Recess – college closed
Spring 2025 (January 21 through April 17)	
Monday, January 20	Martin Luther King, Jr. Day – no classes
Monday, January 13	First day of Spring Semester
Thursday, April 17	Last day of Spring Semester
Friday, April 18 – Monday, April 21	Spring Recess – college closed
Tuesday, May 20 and Wednesday, May 21 (tentative)	Commencement

Campuses & Centers

Administration Center • 3520 - 30th Avenue • Kenosha, WI 53144

Burlington Center
496 McCanna Parkway
Burlington, WI 53105

Elkhorn Campus
400 County Road H
Elkhorn, WI 53121

HERO Center
380 McCanna Parkway
Burlington, WI 53105

Horizon Center for Transportation Technology
4940 - 88th Avenue
Kenosha, WI 53144

Inspire Center
3520 - 30th Avenue
Kenosha, WI 53144

Kenosha Campus
3520 - 30th Avenue
Kenosha, WI 53144

LakeView Advanced Technology Center
9449 - 88th Avenue
Pleasant Prairie, WI 53158

Racine Campus
1001 S. Main Street
Racine, WI 53403

SC Johnson iMET Center
2320 Renaissance Blvd.
Sturtevant, WI 53177

Gateway Vision and Mission

College Vision

We make life-changing educational opportunities a reality.

College Mission

We deliver industry-focused education that is flexible, accessible and affordable for our diverse community.

Essential Career Competencies

We believe students need both technical knowledge and skills and essential career competencies in order to succeed in careers and in life. Our six essential career competencies are the general attitudes and skills essential for every successful graduate. Our faculty promotes the development of these competencies through learning experiences in all Gateway Technical College courses. We continually assess our students' learning in these areas to improve the general component of a Gateway Technical College education.

- Communication Competence
- Professionalism and Career Management
- Cultural Competence
- Critical Thinking and Problem Solving
- Teamwork and Collaboration
- Technology Competence

Atención

Si usted necesita asistencia en español, por favor de llamar Maria Abrego a 262-564-2718, Elizabeth Rosiles a 262-564-2628 o Reyna Juarez a 262-564-3114. Gateway es un empleador y educador que ofrece igualdad de oportunidades.

Accreditation

Gateway Technical College is fully accredited by the Higher Learning Commission. The Wisconsin Technical College System Board has approved Gateway as a self-governing district. Associate of Applied Science, Associate of Arts and Associate of Science degrees, technical diplomas, advanced technical certificates and Adult High School diplomas are granted.

Academic Year

Gateway's academic year is typically made up of three 14-week semesters with specified vacation periods.

Individual programs may schedule courses within one, two (usually fall and spring) or all three of these semesters. Gateway's academic year begins with Summer Semester. Summer Semester begins in May and ends in August. Fall Semester begins in September and ends in December. Spring Semester begins in January and ends in April. Most courses are scheduled for the full length of the semester.

Phone Numbers to Know

Student Services Contact Center **800-247-7122**

Wisconsin Relay System: **711**

Burlington Center

Campus Security 262-767-5208

Tech Central - Technology Support 262-564-3695

Elkhorn Campus

Campus Security 262-741-8208

Learning Success Center 262-564-2683

Tech Central - Technology Support 262-564-3695

Kenosha Campus

Campus Security 262-564-2208

Learning Success Center 262-564-2006

Tech Central - Technology Support 262-564-3695

Racine Campus

Campus Security 262-619-6208

Learning Success Center 262-564-2103

Tech Central - Technology Support 262-564-3695

In the event of a life-threatening emergency, dial 911 immediately.

All Campus & Center Building Hours

Monday – Friday ..... 6:30 a.m. – 10:00 p.m.

Saturday ..... 7:00 a.m. – 2:30 p.m.

Sunday ..... Closed

notes

Services for Students

Bookstores

Follett Campus Stores offer a complete selection of course materials, school supplies, technology and clothing. Purchasing either in-store or online at **efollett.com** is easy and convenient. Online orders can be sent to a home address or picked up at one of the campus stores. Make sure to ask about our rental, digital and price match programs to reduce costs.

Students can use financial aid to purchase course materials in the campus stores or online. Student ID and class schedule are required. Financial aid is available for a limited time, as posted on **gtc.edu/important-dates**. Computer devices are limited to one device per Gateway career program, and other items should be purchased for school use only.

Rented books can be returned to any campus store in-person or by preferred shipping service and should be done by the posted due date at the end of the semester to avoid late fees.

Our stores buy back books year-round. Buyback values will vary based on need and are typically higher at the end of each semester. A student ID is required to sell books, and proof of prior enrollment may be requested, as buybacks cannot be processed on current semester materials. Books may also be donated to help raise funds for Better World Books charity programs.

Bookstore Refund Policy

Course materials may be returned within seven (7) calendar days from the start of the course for any reason and up to thirty (30) days from the start of the course if the class is dropped. Short-term courses have two (2) calendar days from the start of the course for refunds and mid-semester purchases have two (2) days from the date of purchase. All refunds require a receipt and items to be in original condition. Your refund will be processed in the currency in which it was purchased. For example, if you purchased your books/supplies with a financial aid authorization, your refund will be credited to your student account before being refunded directly to you. All other store purchases may be returned within thirty (30) days for refund or exchange, provided they are in original condition and with receipt. Any electronic devices purchased from the bookstore are non-returnable if the package is opened.

For Campus Store hours and information, visit **gtc.edu/bookstore.**

Elkhorn: 262-564-2024

Racine: 262-564-2026

Kenosha: 262-564-2246

Bulletin Boards, Posters and Campus TV System

The campus television messaging system, posters and bulletin boards will keep students informed of various happenings on campus and in the community. Keep this in mind for promoting club sales or events. It is necessary to obtain permission from the Office of the Dean of Campus Affairs before posting material on campus. In order to keep bulletin boards current, any outdated information will be removed.

Campus Safety

Emergency Notification System

Gateway Technical College's AlertMe emergency notification system will alert all staff, students and registered subscribers with an email, a phone call and/or a text message, depending on the situation, in the event of an emergency or a required timely warning occurring at or near one of the Gateway locations. In addition to the email, phone call or text alert, the AlertUs beacons, which are located throughout all of Gateway's buildings, may sound in the affected building(s). Once the situation no longer presents a threat or safety concern, an "all clear" notification will be sent.

All students are enrolled in the AlertMe system at the time of enrollment. If you provide your cell phone information, then you will receive text messages or phone calls and email messages when the college issues a notification. All students are encouraged to log in to the AlertMe system at **gtc.edu/alertme** to verify their enrollment if they are uncertain of their current status.

Note: If your cell phone provider charges for text messages received, there will likely be a cost associated with this service. Check with your mobile phone provider. If you wish to not participate in the AlertMe text messaging, then you will need to log in to the AlertMe system at **gtc.edu/alertme** each semester and discontinue text notices.

Incident Reports

The safety of our students is one of our top priorities. Gateway encourages all persons to take an active role in ensuring the safety of the campus community. If you witness, hear about or are a victim of an incident on campus or at an off-campus Gateway site or Gateway-sponsored event, Gateway encourages you to directly file a report by completing an online incident report at **gtc.edu/safety** or in person at one of the Campus Security Offices.

Examples of items to submit through this reporting system include but are not limited to: safety concerns, suspicious activity, criminal law violations, violations of college policy and student code of conduct, and accidents including traffic and personal injury. If you are unsure about whether the incident should be reported, call the Security Office for the campus where the incident occurred at the phone number listed below.

Anyone completing a report may remain anonymous if they desire. In addition, if you observe a crime or incident taking place, we ask that you contact a member of our security team immediately or dial 911 if it is an emergency.

CARE Team

The mission of the Communication, Awareness, Referral and Evaluation Team (CARE Team) is to contribute to a safe campus environment by reducing potential threats and to increase student success through the identification, assessment and management of troublesome or concerning behaviors. This multidisciplinary team will assess available information regarding an individual student or employee and determine an appropriate course of action and interventions. By intervening with a student or employee who has exhibited behavior that is of concern, Gateway hopes to prevent escalation of harmful or disturbing behavior that would impede on a student's academic journey or an employee's position. Members of the campus community are strongly encouraged to report persons of concern by completing a CARE Team report at **gtc.edu/care**. If you observe or hear any behavior that causes concern (no matter how small or limited your direct knowledge may be), please complete a CARE Team report to alert the college as soon as possible.

Emergency Response Plans

Gateway Technical College has developed Emergency Response Plans (ERPs) for the college that can be found at **gtc.edu/safety**. This plan includes an outline of the college's processes for responding to a campus or district incident. They also include a "checklist" of responses to typical incidents that may occur on campus.

Annual Security Report

The safety of our students is one of our top priorities at Gateway Technical College. As a student, we provide you with and encourage you to read our Annual Security Report. This report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Violence Against Women Act. This report includes crime statistics, institutional policies on campus security and safety, alcohol and drug use, crime prevention, the reporting of crimes or incidents, sexual misconduct and other important matters. The full text of this report is available online at **gtc.edu/safety** under the Additional Information section at the bottom of the page. Please feel free to email **cleryreporting@gtc.edu, vollendorfj@gtc.edu, johnsonsh@gtc.edu** or call 262-564-3062 or 262-564-3164 should you need a hard copy of the report.

To report an incident or crime, please call:

Campus/Location	Campus Security	Dean of Campus Affairs
Burlington	262-767-5208	262-564-2084 (Office)
Elkhorn	262-741-8208	262-564-2084 (Office)
Horizon	262-564-2208 (Kenosha)	262-564-2726 (Office)
iMET*	262-564-2007	262-564-2550 (Office)
Kenosha	262-564-2208	262-564-2726 (Office)
Racine	262-619-6208	262-564-2672 (Office)

1) If a person and/or property are in immediate danger, call 911.

2) Then notify Campus Security at the phone numbers above.

* iMET Center Security Office is staffed Monday-Friday from 12-8 p.m.

Career and Employment Services

Career Planning

If students are unsure of what program they would like to pursue, help is available from Career and Employment Services. Gateway Career Counselors work with students to provide guidance in choosing an appropriate program and career. Career exploration includes assessing student interests, values and strengths to help align self-knowledge with potential career options. Self-assessment tools are used in this process. Students will be shown how to conduct occupational research and uncover labor market statistics and employment trends using internet resources culminating in a confident program and career decision. Students can access resources at **gtc.edu/careerassessment** and **gtc.edu/explorecareers**.

Student Employment

Career and Employment Services is also dedicated to developing and empowering students with the skills necessary to find employment in their chosen career. Appointments focus on a variety of job readiness skills: resume and cover letter writing, interviewing skills/practice and job search strategies. All students and alumni are welcome to utilize these services at **gtc.edu/jobsearchresources**.

Find Jobs And Internships

Students are highly encouraged to access a wide variety of job opportunities from local and nationwide employers through Handshake, a web-based job database utilized by the Wisconsin Technical College System and many other colleges and universities. Handshake can be found at **gtc.edu/handshake**. To utilize Handshake, individuals must be a current program student or a graduate of Gateway Technical College.

Engaging with Employers on Campus And Virtually

Career and Employment Services also partners with employers to offer employment opportunities to Gateway students and alumni including but not limited to:

Career Fairs And Campus Recruiting: On-campus and virtual career fairs and events are held throughout the academic school year to expose students and alumni to a variety of employers in one convenient setting. Information on upcoming career fairs can be found at **gtc.edu/ces**.

Services And Appointments: For online services and more information about Career and Employment Services, visit **gtc.edu/ces**. Students can register for an individual appointment by phone at 1-800-247-7122 or online at **10to8.com/book/gtcces** Staff meet both in-person or virtually for your convenience.

Computer Access

Each Gateway campus and center offers free computer access on a first-come, first-served basis, such as at kiosks or workstations in convenient locations like the campus library and computer labs. Computers at these locations have basic office applications installed and internet access. If you need assistance locating a computer, please contact the Safety Office for your location or visit a library front desk.

Computer Software

Gateway provides the Google Workspace for Education to all active students for FREE. Google Workspace Suite (formerly GSuite and Google Apps) is a free suite of communication and collaboration tools – including an ads-free Gmail account, Sheets, Docs and Hangouts – for learning anywhere, anytime, on nearly any device with access to the internet. All active Gateway students have limited access to Google Drive with 25GB of storage for documents, photos, drawings, recordings, videos, etc. And with Office Compatibility Mode, you can open and edit documents in their native file format.

Microsoft also offers an Office 365 subscription for active Gateway students for FREE. The subscription includes Office for Mobile, Office for Mac, OneDrive and Office 365 Professional Plus On Demand which includes Word, Excel, Powerpoint, Access, OneNote, Publisher and Outlook. To get started on Office 365, visit **office.gtc.edu** or find further instructions on the student support Brightspace site. If you need assistance accessing Office 365, contact Tech Central at 262-564-3695 or submit a ticket at **support.gtc.edu**.

Some academic programs have software that students are required to install on their personal computers. These applications may be free or may be required to purchase. Your instructor will share this information with you in class.

Deaf/Hard of Hearing Services

Gateway Technical College provides services to Deaf and Hard of Hearing (D/HH) individuals.

Educational support services include interpreters, tutorial services, note taking, closed captioning, C-print captioning and other support to enable a student to obtain equal access to the college. Videophones are also available in a private space for deaf students, staff and community members at each Gateway campus.

To find out more or to meet with a Deaf/Hard of Hearing staff member, please contact:

Lisa Sadowski, Disability Support Specialist (D/HH)

Office: 262-564-2564 (Voice)

Video Phone: 262-456-5378

Wisconsin Relay System: 711

Cell/Text: 262-960-1931

Email: sadowskil@gtc.edu

Gateway interpreters will respect the privacy of students and keep information on a need-to-know basis. This means that your interpreter will keep personal information confidential as stated in the RID Code of Professional Conduct. However, there are times in which interpreters must inform others about details or circumstances they learn about while interpreting for you at the college. These include violations of Gateway policies related to sexual misconduct, civil rights violations and violations of the student code of conduct, as well as discussions relating to harming others, criminal activities and child abuse. You can review the Student Code of Conduct in the Student Handbook under Student Rights and Responsibilities. Interpreters work for Gateway Technical College and follow the rules of the college in regards to reporting these violations.

Gateway GreenPrint

Each semester, registered students will receive a $10 credit of non-refundable Gateway Print Points on their Gateway student ID card.

Costs:

Single-sided, black and white prints or copy: 7¢

Double-sided, black and white prints or copy: 10¢

Single-sided, color prints or copy: 50¢

Double-sided, color prints or copy: 75¢

There will be no charge for scanning to email. Double-sided printing will be the default setting on all printing devices.

If a student does not have sufficient funds on their account, a job will not be released. The student is responsible for adding additional funds to their account via their online account or kiosk stations on campus. Kiosk locations and directions for logging into the online account center are available at **gtc.edu/printing**.

The $10 credit will be allocated the first day of each semester. This credit will expire/dissolve the day before the start of the next semester. Students and community members may also purchase blank visitor cards and load/reload them at the kiosk stations.

Housing

Gateway does not have dormitory facilities for students. It is a student's responsibility to arrange for room and board if they will be living away from home. Students moving into local housing are advised to register their address with the Student Services Office on the campus they attend.

Learning Success Centers

Learning Success Centers provide tutoring services, facilitated study groups and other academic assistance for any student enrolled in Gateway Technical College courses. Instructors in the centers also provide guidance and direction for successful study skills. Computers are available for use in doing research, utilizing program-specific software and completing written assignments. The Learning Success Centers also offer classes and individualized instruction in basic skills, GED® and Wisconsin High School Equivalency Diploma (HSED) preparation, career exploration and academic preparation for entry into a technical or associate degree program. These services are free to Wisconsin residents.

Elkhorn Campus Learning Success Center: North Bldg., Room 208, 262-564-2683

Kenosha Campus Learning Success Center: Academic Bldg. Room A111, 262-564-2006

Racine Campus Learning Success Center: Lake Bldg. L100, 262-564-2103

Library

Libraries are located on the Elkhorn, Kenosha and Racine campuses and online 24/7 at **gtc.edu/library**. The libraries support the academic, career and professional needs of students, instructors and staff. Each of the campus libraries has an extensive collection of electronic, print and multimedia resources, group and quiet study areas, computers and printers, Wi-Fi and staff to assist you with your research and information needs. Library hours, policies, services and resources are available at the library webpage.

Lost and Found

Students who have lost or found property should contact Campus Security. Items left in the lost and found for more than 90 days will be disposed of or donated.

Medical/Health Insurance Coverage

All students are expected to have adequate health insurance coverage.

My Gateway – Student Online Portal

My Gateway is your online student portal to the resources you need for academic success. My Gateway is filled with tools to help you have the best Gateway experience possible. My Gateway can be accessed on Gateway's website at **gtc.edu** by clicking on "My Gateway" in the upper right corner or directly at **gtc.edu/MyGateway**. Log in using your seven-digit Gateway student ID number and password.

My Gateway provides access to a wide range of resources including:

Learning Management System: A Learning Management System (LMS) is your web-based hub for course information such as syllabi, handouts, assignments, interactive discussion boards and online tests. The college will use Brightspace beginning in Summer of 2024. Brightspace use varies by program, course and instructor. If you are enrolled in an online course, all of your course content will be accessed through your Brightspace account. Course content for courses taught using Brightspace will be available the first day of class.

Course Information, Academic Plans, Financial Aid and Registration: Access your student account information and financial aid, register for courses, view your Academic Plan, check your grades, view your course schedule and more.

Student Email: This is your channel for Gateway-related communication, including event announcements, financial aid award notifications, correspondence from your instructor and more. You can also access email directly at **mail.gtc.edu**.

Campus-wide Announcements and Gateway's academic and events calendar.

College Events: View and register quickly for upcoming events.

Student Resources: These include quick links to the campus bookstore, library, Learning Success, Tutoring Services, Student Life, Gateway Strengths portal, scholarships and more.

Gateway Student ID Number and Password

Your Gateway student ID number and password are the single login that you will use to access My Gateway, Brightspace, Gateway student email and the Gateway wireless network. In addition to your password, Gateway also requires all students to enroll in multifactor authentication (also known as two-factor authentication). When you sign into Gateway services for the first time, you will be prompted to register a second factor. You can find more information and instructions by visiting **mfa.gtc.edu**.

Forgot your Student ID Number?

1. Go to **gtc.edu/MyGateway**. Click on, "Don't know your Student ID and Password?" Then click "Don't know your student ID?"
2. Enter your last name, birthdate and EITHER social security number OR password recovery email address on file.
3. Click "Submit." Your student ID number will be displayed at the top of the screen or sent to your password recovery email address.

Forgot your password?

You may have already set up your password in Student Services. If not, you can request your password by visiting **gtc.edu/MyGateway**, clicking "Don't Know Your Password (Students Only)?" and following these directions:

Option 1. To access your new password immediately: If you know your previously supplied security question and answer, fill in the first and third sections and your password will immediately be displayed on the screen.

Option 2. To have your password emailed to you: If you know what personal email address Gateway has on file for you, fill in the first and second sections and your password will immediately be sent to that email address.

If you do not have your security question set up, you can do so in-person with photo identification at any of Gateway's Student Services Center. To update the personal email associated with your account, you can submit a Data Add/Change form found at **gtc.edu/forms**.

Forgot or lost your multifactor authentication device?

If you have forgotten, lost or changed your multifactor authentication device, you can request a temporary code to access your account by visiting **gtc.edu/MyGateway** and clicking "Forgotten or Lost MFA Device" or by visiting **otp.gtc.edu**. If you need to change your second factor, you can find instructions to do so by visiting **mfa.gtc.edu**.

Questions about My Gateway? If you have any questions about your student ID number or password, please call 1-800-247-7122 or visit any Student Services Center.

Questions about Brightspace? Please call 262-564-3695 or email techcentral@gtc.edu.

Parking

Lighted parking is available on all campuses. Vehicles should be locked and property stowed out of sight. All individuals use parking facilities at their own risk. The college does not assume any responsibility or liability for the protection or security of vehicles or contents while moving or parked in the areas owned or controlled by the college. Parking in unauthorized areas may result in vehicles being ticketed and/or towed by local police at the owner's expense. Abandoned vehicles or any vehicle deemed to be a hazard may also be towed. Designated parking spots have been reserved for individuals with disabilities. Only those with designated license plates or placards issued by the Wisconsin Department of Transportation Division of Motor Vehicles or a similar government agency are allowed to park in these areas. All others may be ticketed by the local police department.

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, Gateway special needs staff provide a full range of support services/ reasonable accommodations at the request of the student with documented disabilities. This is to give all students equal access to learning opportunities at Gateway Technical College in order to reach their educational goals. Disability support services should be requested before the start of the semester to allow adequate time to review documentation and to facilitate accommodations.

"The term 'disability' means, with respect to an individual –

a. a physical or mental impairment that substantially limits one or more of the major life activities of such individual;

b. a record of such impairment; or

c. being regarded as having such an impairment. (P.L. 101-336, Sec.)"

Procedure to Receive Services and Accommodations
Students seeking accommodations for the first time should complete the intake form at **gtc.edu/DSS**.

Students currently working with DSS who are seeking accommodations for a new semester, please visit **gtc.edu/DSS** and complete the Accommodate form for continuing students. (You must be logged in to your Gateway student email for access.)

Disability Support Services serves:

- Students who have documented disabilities that limit academic access
- Faculty instructing students with disabilities
- Individuals seeking disability information

Strengths

Gateway Technical College is proud to be a Strengths-based college and encourages Gateway students to take their CliftonStrengths Assessment. Your CliftonStrengths Assessment uncovers your top five talent themes by measuring your talents. Once you know your talent themes, you can develop them into Strengths that you can apply to your academic, professional and personal life. Visit our collection of Strengths resources and connect with campus resources at **gtc.edu/strengths.**

Student Accident Insurance

Students are eligible to receive Student Accident Insurance coverage when they are taking at least one eligible post-secondary class. This charge is automatically added to the student's account when they register for an eligible course. For more information on this benefit, please visit **gtc.edu/insurance.**

Student ID Cards

The Gateway photo student ID card is the property of Gateway Technical College, serving as the official form of college identification. The following applies:

- All students (registered in a course more than 4 weeks in length) and staff are required to have a Gateway ID card.
- It must be carried at all times and presented to Gateway staff and/or security personnel upon request.
- Failure to present a valid Gateway student ID card may result in a request to leave the premises.
- Security personnel may verify identity with any Student Services Center if a student fails to present a valid Gateway student ID card.
- The Gateway student ID card is non-transferable.
- The Gateway student ID card may be confiscated and/or disciplinary action taken if presented by someone else for use or altered in any way.
- Students in courses off-campus are not required by Gateway to have a student ID card, but one may be required by location-specific guidelines (e.g. clinical locations).

To receive a student ID card, eligible students can stop by a Student Services Center with photo identification. Eligible students will also be sent an invitation email with instructions to submit an ID photo online to have a student ID card mailed. There is no charge for your initial card. To report a lost or stolen Gateway student ID card, contact the Student Services Contact Center or any Student Services Center immediately. Gateway student ID cards that are damaged or defaced are no longer valid and must be replaced. To replace a lost or stolen card, there is a $5.00 charge. For more information about the Gateway student ID card, visit **gtc.edu/gatewayonecard.**

Student Support Counselors

Gateway Student Support Counselors provide free short-term private and confidential counseling for students at the Elkhorn, Kenosha and Racine campuses. Student Support Counselors help students address: personal and relationship issues, transition and change, stress management, communication skills, grief and loss, self-awareness/advocacy, coping strategies and community referral (e.g., housing, transportation, other personal emergencies). Students can make an appointment by phone at 1-800-247-7122 or in-person with photo identification at any Student Services Center.

Gateway also provides free online counseling services to students through BetterMynd. BetterMynd has Licensed Professional Counselors who partner with Gateway Student Support

Counselors to offer expanded counseling for additional hours in the evening and on weekends via Zoom. Sign up for up to six free online therapy sessions that you can access at any time at app.bettermynd.com/register.

Student Support Programs

Gateway offers a variety of support services to help students succeed in their program of study, including tutoring services, facilitated study groups and disability services. A variety of specific support programs are also offered. These support programs are designed to support and assist students in a variety of ways, including academic workshops, one-on-one assistance, leadership skills and mentorship.

Multicultural Program: Provides students with one-on-one support and mentoring, student success workshops, leadership development, connection to campus and community resources, scholarship information, academic learning communities and social/cultural programming.

Men of Color Scholars Program: Creates a safe and inclusive environment that supports the academic, personal and professional growth of men of color at Gateway by removing barriers and providing intentional support through specific resources, mentorship and guidance.

Hispanic Student Program: Supports the student's academic journey through providing a sense of belonging on campus, offering individualized academic support, connecting them to campus and community resources and helping them navigate college and beyond.

TRiO Achiever Group (TAG): TAG Support Specialists work one-on-one with students with disabilities to help them adjust to the demands of college. Also, students with disabilities who are interested in attending four-year college can receive academic support and case management.

Non-Traditional Occupations Program: Assists students who are pursuing career goals in non-traditional occupations through a variety of resources. A non-traditional occupation is defined as one in which women or men comprise less than 25 percent of the workforce.

Step UP Program: Supports individuals who are single parents or who may have worked in the home for a substantial number of years providing unpaid household services for family members or individuals. This program also provides support to students who are currently unemployed or underemployed. Step UP Program services include case management services, workshops and networking opportunities.

Veteran Support Services: Gateway has been identified as a military-friendly college and continues to increase its commitment to helping veteran students, spouses and dependents to complete their education. The Veteran Support Specialist will develop strategies for overcoming barriers, create individual success plans and provide referrals to campus resources within the college.

Tech Central – Technology Support

Gateway's Tech Central help desk provides free support services to assist students with accessing college technology resources on site or remotely. Tech Central can also assist with accessing Gateway's wireless network, provide suggestions for troubleshooting issues with software updates or installation and address questions regarding My Gateway or Brightspace. Additional resources can be found on the student support Brightspace site. Tech Central can be reached by calling 262-564-3695, by emailing techcentral@gtc.edu or by visiting gtc.edu/techcentral.

Visitors, Guest Speakers and Children on Campus

Visitors and guest speakers shall be permitted to visit classes offered by the Gateway District with the prior consent of the instructor. Consent and permission for visitors will be granted only for the purpose of becoming knowledgeable about a course or oriented to the educational mission of the Gateway District. Students are not allowed to bring a child or children to a class. Furthermore, students, visitors or guest speakers are prohibited from leaving a child under the age of sixteen (16) years unattended in Gateway District facilities, unless the child is enrolled in a

course or program. Greater restrictions may apply in computer labs, program labs and other areas of the college that may be restricted to students only or are unsafe.

Weather Closures

In case of bad weather, do not assume that classes are canceled. More than likely, classes will be held as scheduled. Information on campus closures is available on the home page at **gtc.edu**, at 1-800-353-3152 or on the college's Facebook page. During bad weather conditions, students are encouraged to use their own judgment in regard to distance, safety and road conditions.

Each campus is closed on an individual basis, depending on each county's weather and road conditions.

Classes Canceled means no classes will be held, but buildings are open and staff will remain present or report to work stations.

Campus Closed means the buildings are closed. In-person classes are canceled. ASYNC and OSYNC online classes will meet as scheduled and hybrid classes may meet online based on instructor direction.

Building Emergency means building(s) evacuated, return or dismissal determined by the campus dean or their designee.

Wireless Computer Information

Gateway offers all students free access to the college network and the internet. "GTC-Wireless" is the wireless network for students, faculty and staff on all Gateway Technical College campuses and centers. Gateway uses WPA2 Enterprise (Wi-Fi Protected Access) for authentication and encryption. Students should use "GTC-Wireless" for all of their devices. Please follow the instructions found on the student support page found on Brightspace.

Will I need to log in every time I want to access the network?

No. You do not have to log in again on the same device after following the above directions.

What do I do if I am unable to log in to the wireless network or if I am frequently disconnected from the wireless network?

Contact Tech Central at 262-564-3695 or log a support ticket at **support.gtc.edu**.

What happens if I change my password?

If you change your password, the next time you try to access the network, you will be prompted to provide that password. Enter the new password and click "OK." Your password will be saved and your device will begin connecting automatically to the network again.

Questions about wireless access? Contact Tech Central at 262-564-3695 or log a support ticket at **support.gtc.edu**.

Diversity, Equity and Inclusion

We are committed to providing a diverse, equitable and inclusive learning and working environment to enhance the Gateway experience for all students and staff.

- We value diverse perspectives, strengths, contributions, backgrounds and cultures.
- We provide resources to each person according to their individual needs so they can overcome barriers and challenges to their success.
- We strive to create a sense of belonging where everyone can live authentic lives without concern of negatively impacting their opportunities for success.

To maintain a culture of diversity, equity and inclusion, each member of the Gateway community is charged to honor differences and to treat everyone with care and respect.

The Red Hawk family welcomes everyone. From our administration to our staff, to our faculty and student organizations, Gateway champions diversity, equity and inclusion throughout our community. Formed in 2020, our Office of Diversity, Equity and Inclusion (DEI), led by Tammi Summers, PhD, ensures that the college provides all students and staff a culturally rich working and learning environment. The Office of DEI serves all students in the Gateway community including student with disabilities, veterans, first generation students, students of color, single parents, those with non-traditional occupations and justice-impacted students.

Gateway offers many opportunities to get involved, feel welcome and contribute to creating a more inclusive, equitable and diverse environment at Gateway. Visit an event hosted by Student Life through Diversity 365 (D365), stop by one of our campus Multicultural Resource Centers, attend a conference or participate in professional development, join a student club, join the Diversity, Equity and Inclusion (DEI) Student Advisory Committee, attend a workshop in the Communicating Respectfully in a Diverse World or Student Success Workshops, become an Equity Ally or take action with the DEI Steering Committee.

Learn more about these opportunities and about other initiatives that encourage diversity, equity and inclusion at Gateway by visiting **gtc.edu/youbelong**.

Student Life

A variety of student activities and events are planned during the academic year on all campuses through the Student Life staff, United Student Government and other Student Affairs department staff. Events such as musical entertainment, comedians, awards ceremonies, trips, graduation and multicultural events are planned for students, faculty and staff to ensure a more enjoyable college experience. Our activities and events are held either on campus or virtually. For more information on student activities and events, please contact the Student Life Coordinators via email at **studentlife@gtc.edu** or visit **gtc.edu/studentlife**.

Student Activities Funding Committee

The Student Activities Funding Committee (SAFC) makes decisions regarding the disbursement of funds derived from student activity fees. The board is composed of thirteen United Student Government officers. The controller prepares an annual budget for SAFC approval that is submitted to the Executive Leadership Council and college president for approval. In partnership with SAFC, the Student Funding Request Committee reviews and approves requests for fundable activities, which include but are not limited to: student government, student club activities, Student Affairs activities and programs, advisor expenses, cultural activities, campus building projects, conference travel, etc. The SAFC may not expend any funds for the purchase and/or distribution of alcoholic beverages. To request SAFC funds, contact the Student Life Coordinators via email at **studentlife@gtc.edu**.

Campus Ambassadors

The Campus Ambassador Awards program is designed to acknowledge deserving students based on their occupational competence, personal goals, enthusiasm for technical education, outstanding character, positive attitude, leadership, communication skills and self-confidence. In order to be nominated as a Campus Ambassador, nominees must be accepted and enrolled in a technical diploma or an associate degree program and must have completed at least one semester at Gateway. Nominees are then required to give a presentation that is judged by a panel of three. A winner is selected from Elkhorn, Kenosha and Racine to represent their campus as the Campus Ambassador. A Gateway WTCS Ambassador is selected from the three Campus Ambassadors to represent the Gateway district at the WTCS Ambassador Program around the state. The competition is held annually. Find the application and more information at **gtc.edu/campusambassadors**.

Student Organizations and Clubs

Your participation in college organizations is encouraged. Many groups have state and national affiliation. Club meetings are scheduled periodically throughout the semester to provide meeting times during the academic day. Each club must have a faculty/staff advisor. Club social, civic and service projects foster a broadened appreciation of experiences outside of the Gateway classroom and can result in your personal development. Future employers recognize the value of club participation in identifying leadership potential. Clubs and other student organizations receive many advantages and conveniences provided by the college. These include the use of college facilities at no charge for social activities, meetings and fundraisers. Club checking account services are provided at no charge, and Student Activities Funding Committee (SAFC) funds are made available upon request to support club activities. For additional information on the clubs listed, visit **gtc.edu/clubs**.

National Society of Leadership and Success

Sigma Alpha Pi

The National Society of Leadership and Success (NSLS) is a nationwide organization dedicated to creating lasting positive change in students' lives and in the community. Students participate in nationwide leadership telecasts, a leadership training day, peer coaching and receive a leadership certificate. To be eligible for membership, students must achieve a 3.3 grade point average or better.

Phi Theta Kappa

Scholastic Honorary Fraternity

All Gateway students have the opportunity to earn scholastic recognition through membership in Phi Theta Kappa (PTK), the honors society for two-year colleges. The PTK member becomes part of the international organization that offers national scholarships. To be eligible for membership, a student must be currently enrolled in an associate degree program and have earned 12 or more credits with a grade point average of 3.75 or higher.

United Student Government

The United Student Government (USG) is the one encompassing body representative of the student population. It provides students with opportunities to learn leadership skills. Officers of the United Student Government are elected by the student body in an annual online election. This organization is an advisory body, working with students, faculty and administration on the social, educational, and cultural aspects of college citizenship, and for the betterment of the campus. The United Student Government underwrites many special events planned for students. United Student Government membership is open to all students. For additional information, visit **gtc.edu/usg.**

Admissions

The Gateway District provides an equitable process for admitting individuals to Gateway programs that is consistent with Chapters 38 and 118 of the Wisconsin Statutes and TCS 10 of the Wisconsin Administrative Code, which govern the Wisconsin Technical College System. Applications and related materials are reviewed on a first-come, first-served basis. The laws pertaining to Family Educational Rights and Privacy Act (FERPA) rights begin at the time of matriculation. A student is defined as one who has been accepted to a program and/or enrolled in a course.

Admissions Dates

Gateway accepts applications on an ongoing basis year-round. Application processing time is typically five days.

Student Types

Degree-Seeking Students

Degree-seeking students are individuals who are accepted to a specific postsecondary program with the intent of graduating. Application, application fee, placement testing, official high school transcripts and any other identified admission requirements must be completed for program admission.

Non-Degree Seeking Students

Non-degree seeking students are individuals who are attending Gateway with no intention of completing a program. These individuals may enroll in courses for which all prerequisites have been met. Placement testing may be required depending on the course(s) selected. Students seeking this status do not need to complete an application for admission and may register beginning the first day of open registration. Students accepted as non-degree seeking (not admitted to a specific program) are not eligible for federal financial aid.

Guest Students

Guest students are individuals who would like to earn credits at Gateway for the purpose of transferring the credits back to the college or university they are currently attending. The guest student application is only required if the coursework they wish to take has a prerequisite. It should be returned to Gateway's Admissions Office with the appropriate required signatures or ACT/SAT scores for course placement. Gateway Technical College does not offer financial aid to guest students. Guest students must work with their home institution to develop a consortium agreement with Gateway to utilize financial aid at the home institution.

Acceptance Status

Full Acceptance Status: For individuals who have met all program admission requirements.

Remedial Acceptance Status: For individuals who have met all program admission requirements and for whom placement scores indicate remediation is required.

Conditional Acceptance Status: For individuals who are required to verify high school or GED graduation for admission to their program. A conditional acceptance may apply for students who have completed their junior year of high school or at least half of their GED testing (passed three out of five GED tests). To be accepted conditionally, all other admission requirements for the program must be met. Conditionally accepted students may register with newly accepted students for their first semester at Gateway. The receipt of official verification of the secondary credential or equivalent must be met prior to the start of the student's second semester of enrollment. Conditionally accepted students' admittance dates will be considered for petitioning programs based on their conditional acceptance to a program. Students can lose their petition eligibility if they do not provide a final official transcript. Conditionally accepted students will be

eligible for financial aid once they are fully admitted to their program and meet all other financial aid eligibility requirements.

Placement Testing and Multiple Measures

Individuals applying for admission to Gateway's postsecondary educational programs must meet the college's Multiple Measure placement requirements or take a placement assessment to assist in the appropriate placement in coursework. All applicants must meet the current placement requirements for admission and courses. To utilize Multiple Measure placement: applicants can submit official high school transcripts showing a cumulative, unweighted GPA of 2.6 or higher at the end of their junior year or later, an official college transcript showing at least 12 earned credits with a 2.0 or higher, or an official transcript showing a degree earned (technical diploma or higher). To use placement testing, applicants can submit ACT or SAT scores that are 12 years old or less or complete the Accuplacer Next Generation Placement Assessment.

Individuals not seeking program admission who wish to take a college course(s) may be required to meet Multiple Measure placement requirements or take a placement test for courses with a placement score prerequisite. When individuals with a documented disability are required to test, reasonable accommodations will be provided pursuant to state and federal regulations.

Admission of Transfer Students

Students who want to transfer credits from another college or university to Gateway Technical College must be accepted to a postsecondary program and submit official transcripts to any Student Services Center. Official transcripts are defined as transcripts sent directly to Gateway from the issuing institution, by a recognized electronic transcript service or hand delivered by the student if the transcripts remain unopened in the issuing school's sealed envelope. Official transcripts must have the issuing institution's seal and appropriate official's signature to be accepted. The Registrar's Office will review all admitted students' post-secondary transcripts and award maximum transfer credit. Please also see the section on credit for prior learning.

Admission of High School Age Students

Compulsory School Attendance (118.15)

§118.15 Contracts are exemptions to the requirements of compulsory attendance. Students qualify for these contracts under varying circumstances. Requirements for school districts also vary.

1. Upon the child's request of the school board and with the written approval of the child's parent or guardian, any child who is 16 years of age or over and a child at risk, as defined in §118.153 (1) (a), may attend, in lieu of high school or on a part-time basis, a technical college if the child and his or her parent or guardian agree, in writing, that the child will participate in a program leading to the child's high school graduation. The district board of the technical college district in which the child resides shall admit the child.

2. Upon the child's request and with written approval of the child's parent or guardian, any - child who is 17 years of age or over may be excused by the school board from regular school attendance if the child and his or her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification under par. (d) leading to the child's high school graduation or leading to a high school equivalency diploma (HSED). Prior to a child's admission to a program leading to the child's high school graduation or a high school equivalency program under 1 or 2, the child, his or her parent or guardian, the school board and a representative of the high school equivalency program or program leading to the child's high school graduation shall enter into a written agreement. The written agreement shall state the services to be provided, the time period needed to complete the high school equivalency or program leading to the child's high school graduation and how the performance of the pupil will be monitored. The agreement shall be monitored by the school board on a regular basis, but in no case shall the agreement be monitored less frequently than once per semester. If the school board determines that a child is not

complying with the agreement, the school board shall notify the child, his or her parent or guardian and the high school equivalency program or program leading to the child's high school graduation that the agreement may be modified or suspended in 30 days.

3. Upon the child's request and with the written approval of parent or legal guardian, a child 17 years of age or older shall be excused by the school board from regular attendance if the child began a program leading to a High School Equivalency Diploma (HSED) in a secured correctional facility, a secured child caring institution, secured detention facility or a juvenile portion of a county jail, and the parent or guardian agree that the child will continue to participate in the HSED program. The child must have passed at least one of the four content areas of the General Educational Development tests.

Children at risk of not graduating from high school are defined as pupils in grades 5 to 12 who are at risk of not graduating from high school because they are dropouts, or are two or more of the following:

1. One or more years behind their age group in the number of credits attained
2. Two or more years behind their age group in basic skills levels
3. Habitual truants, as defined in §118.16(1)(a)
4. Parents
5. Adjudicated delinquents
6. Eighth grade pupils whose score in each subject area on the examination administered under §118.30(1m)(am)1 was below the basic level, 8th grade pupils who failed the examination under §118.30 and 8th grade pupils who failed to be promoted to 9th grade.

Dropout means a child who ceased to attend school, does not attend public or private school, technical college or home-based private educational program on a full-time basis, has not graduated from high school and does not have an acceptable excuse under §118.15(1)(b) to (d) or (3).

Participants attending Gateway under a §118.15 contract for the High School Equivalency Program must complete all HSED requirements prior to taking GED tests.

Voluntary Attendance of Youth Sixteen (16) Years or Older

Any child who is the age of sixteen (16) years or older is eligible to apply to a Gateway postsecondary program if all of the following apply:

- Gateway agrees to admit the individual.
- The individual satisfies the other requirements for admission under s.38.22(1), Technical College Admission Requirements.
- The individual has the written permission of his or her parents or legal guardian.
- The individual will not be attending Gateway during the hours of normal school day established under s.119.18(7) or 120.12(15).
- The attendance is not a fulfillment of the student's compulsory school attendance requirement.
- The student attends at the regular tuition rate charged to adult students.
- Individuals taking course(s) solely for Gateway program credit shall pay their own tuition and fees, books and other associated costs.

Home-schooled Students

Any pupil who is under a home school agreement with the Wisconsin Department of Public Instruction and requests educational services from Gateway shall first seek assistance from the public school system. Home-schooled students may attend Gateway at the regular tuition rate charged to adult students, provided the attendance is outside of their designated home-school schedule and is not counted toward fulfillment of their home school attendance or completion requirements.

Start College Now

Start College Now will allow public high school students the opportunity to take college courses that are not offered at their high school and that satisfy high school graduation requirements at Wisconsin Technical Colleges under §38.12(14). Students are eligible to participate if:

1. The pupil has completed 10th grade.
2. The pupil is in good academic standing.
3. The pupil notifies the school board of the school district in which the pupil resides of his or her intent to attend a technical college by March 1 if the pupil intends to enroll in the Fall Semester and by October 1 if the pupil intends to enroll in the Spring Semester.
4. The pupil is not a child at risk, as defined in § 118.153(1)(a).
5. The pupil is not eligible under § 118.153 (7t) (c) to participate in the program under this section.

The school board of the school district in which the pupil resides is not responsible for transporting a pupil attending a technical college under this subsection to or from the technical college that the pupil is attending. The school board is required to pay the technical college for the cost of tuition, course fees and books for the approved course(s). Once approved by the high school district and Gateway Technical College through the Start College Now program, the student is responsible to register for the appropriate section.

Adding or Withdrawing from a Program

Students are responsible for keeping demographic and program of study information updated on their records. Students' programs, along with personal information, are listed in My Gateway > My Profile card and Student Planning. It is important to keep this information updated so students receive important program information and notifications.

To encourage academic progress toward graduation and to align with national Guided Pathway standards, Gateway limits the number of programs students may pursue to one (not including certificates and embedded credentials). Students who want to apply to an additional program of study must submit a request, available at **gtc.edu/forms**, to be reviewed by their academic advisor. A conversation with the academic advisor to discuss the impact of adding an additional program, including a conversation around academic goals and academic plan progression, will take place. The academic advisor will approve or deny the request. Concerns related to the decision will be reviewed by the academic dean.

Students who wish to withdraw from their program(s) or withdraw from one program and add a new program can do so by completing the Program Change form available at **gtc.edu/forms.** Students will be required to complete all coursework outlined on the curriculum sheet and in their My Progress sections of Student Planning, accessed via My Gateway > Registration & Schedule card, that correspond to the academic year they were accepted into the program.

Active Program Status

Students who have no enrollment activity for one consecutive year (365 days) prior to the deactivation dates of November 1 and March 1 (based on the end dates of eligible enrolled sections) will be deactivated from their program(s). Enrollment activity includes courses required

in the program(s) a student is active in at the time of the deactivation. If a program requires electives, enrollment activity in any institutional post-secondary level course in a year (365 days prior to the deactivation dates) will prevent students from being deactivated from the program. Course substitutions will also count as enrollment activity and prevent deactivation. Taking only developmental/remedial courses in a year (365 days prior to the deactivation dates) will not prevent students from being deactivated from a program. Transfer (TR) and Proficiency (PR) credit does not count toward enrollment activity and will not prevent students from being deactivated from a program. For high demand programs that require students to complete the petition process, if the student has petitioned in the 365 days prior to the deactivation dates (Nov 1 and March 1), the petition program will not be deactivated. If the student has not petitioned, the above criteria will be followed.

To be reinstated, students must reapply to the program by completing a new Application for Admission at **gtc.edu/apply.** Applicants who are reapplying must meet the program's current admission and graduation requirements. The new date of program admission will be considered the official date of acceptance.

Note: Withdrawal from a program does not imply withdrawal from courses. See Student Services staff for course withdrawal information.

Readmission of Students Activated for Military Service

Students who are forced to withdraw from their educational program due to military deployment shall be readmitted to the program with their original acceptance date.

High-Demand Programs/Petitioning

Some programs have a greater number of students than available core course seats. For such programs, Gateway Technical College utilizes a petition process where a post-admission process is used to select accepted students for upcoming core course seats. As directed by TCS 10, students selected via the petition process are chosen based on Gateway District residency at the time of petitioning. The Gateway District and in-district residency is defined as Racine, Kenosha and Walworth counties.

First priority is given to in-district residency, then Wisconsin non-district residency and finally non-Wisconsin residents. In addition to residency, students will also be selected based on the date of program acceptance. Applicants who change their minds regarding program enrollment or have their application/program status deactivated and want to return to the program will need to reapply and meet current admission requirements. They will be selected based on the most recent program acceptance date rather than the original acceptance date. Conditionally accepted students will be considered for petitioning with their acceptance date and could lose their seat if they do not provide a final official transcript.

The time element prior to selection for and enrollment in core courses varies by program and is not predictable. Further information about specific program petitioning is available at **gtc.edu/petitioning**. Gateway must be informed of all address changes and changes for telephone or cell phone numbers. If the college does not have updated information, the result could be program deactivation or bypassing the student for openings in a program's core courses.

Residency Qualifications

Gateway determines whether students are eligible for in-state tuition and petition selection per Administrative Code TCS 10.03. This policy is applicable to all courses whether credit, non-credit, English Language Learner (ELL) or Adult Basic Education (ABE). Determination of Wisconsin residency is based on where the student permanently resides and holds legal bona fide residence. Students must demonstrate the intent to permanently reside in Wisconsin and may not be charged in-state rates if their purpose of residing in Wisconsin is for educational purposes. A person who enters and remains in the state principally to obtain an education is presumed to continue to reside outside the state and the presumption continues in effect until

rebutted by clear and convincing evidence of residence in the state through the Residency Determination process. A visa is a permit granted to persons legally residing outside the United States (U.S.) to enter the U.S. for a specified period of time with the intent of returning to their home country. Therefore, students on visas cannot be considered Wisconsin residents for tuition purposes.

Any person who is a resident of Wisconsin/the Gateway district at the beginning of any semester for which the person applies is a resident of the state/Gateway district for admission and fees purposes. Any resident of the state who has maintained a permanent residence within the district prior to application at Gateway is a Gateway district resident for admission priority. Prior to the beginning of any semester or session for which admission is applied, a person may petition the Admissions Office for a reconsideration of a residence determination based on changed circumstances. Upon receipt of such petition, the district official charged with residence determinations shall issue a written decision within 30 days of receipt of the request. Requests should be made prior to the start of the intended term. In-district fees will not be retroactively applied.

Applicants/students who wish to have their residency status reviewed should complete the Wisconsin/Gateway Technical College District Residency Verification form at **gtc.edu/forms** and supply corresponding supporting documentation. All residency verifications must be done prior to the start of the semester in which the applicant/student attends. If verification is received after the start of the term, the new residency status will be effective at the start of the next semester.

Remission of Non-Resident Fees for Out-of-State Residents Including Au Pairs (Out-of-State Fee Waiver)

WTCS administrative code allows Gateway to remit the out-of-state fees for a limited number of individuals who are considered out-of-state, can demonstrate financial need and demonstrate the ability to benefit from their educational experience. Au pairs are eligible for remission of out-of-state fees for up to six (6) credits or the equivalent. Additional credits/courses beyond those approved for remission are at the out-of-state rate. Remission of non-resident fees is limited and granted to those eligible on a first-come, first-served basis. Remission applications are submitted on an academic year basis. To apply, complete the Remission of Non-Resident Fees application available at **gtc.edu/forms.** Registration will be at the out-of-state rate until remission is approved. Students approved for fee remission are responsible for the payment of any in-state fees (and out-of-state fees, if applicable) that are incurred. Requests should be made prior to the start of the intended term. In-district fees will not be retroactively applied.

International Students

Gateway Technical College is authorized to issue I-20s for students to attend under F-1 and M-1 visas; however, enrollment of foreign students in the educational programs at Gateway will be based upon space availability. Gateway is not authorized to issue I-20s to students for study of the English language or for programs considered high-demand. International students are not considered Wisconsin residents and are required to pay tuition equal to the out-of-state rate.

Conditions for Admission

- Application to technical diploma or associate degree programs that have no waiting period, waiting list or other restrictions. Please note that due to enrollment restrictions, international student applicants should view the list of programs available to them on our website.
- Verification of financial resources covering the cost of education.
- Completion of all necessary International Student Admission requirements.
- If transferring, demonstration of good standing in academics, conduct and have no debt at the sending institution(s).

- Sufficient proficiency in English to enable the student to benefit from instruction. Evidence of English proficiency may be TOEFL or IELTS scores that meet Gateway's minimum requirements.

Procedure

An international student seeking to be admitted to Gateway Technical College (excluding those attending under exchange programs and Contract for Service agreements) shall:

1. Submit a completed application with an application fee.
2. Complete International Student admission documents:
3. Declaration of Financial Resources or certification of finances documenting funds to cover education for the length of the program.
4. International Student Questionnaire/Emergency Contact form
5. Transfer Clearance form (if transferring from another U.S. school)
6. TOEFL score of 500+, 180 (CBT) or 64 (IBT) or earned a score of 5 or higher on the IELTS or written documentation that the applicant is from an approved English-speaking country. A list of countries that are excluded from the TOEFL testing can be found at **gtc.edu/internationalstudents**.
7. Submit official evaluation of high school and/or college transcripts. Evaluations must be provided directly from a recognized educational evaluation service.
8. All first semester students are required to pay an initial down payment of $2,400 before/on the date of orientation. This $2,400 goes towards your overall semester charge for tuition and fees. The only exceptions are:
   - Students attending under Section 38.14(3) of the Wisconsin Statutes where Gateway has entered into a Contract for Service with a foreign government or business not operating in Wisconsin.
   - Those enrolling under Administrative Bulletin 04-03, Exchange Agreements with Foreign Educational Institutions.
9. Upon completion of all above admission requirements, an I-20 will be issued to the student.
10. When the student arrives, they will be required to submit a copy of their visa, take the placement test and complete an Agreement of Attendance and Program Completion. International students interested in applying for admission should visit **gtc.edu/internationalstudents.**

Reciprocity Agreements with the College of Lake County (CLC) and McHenry Community College (MHCC)

Through an agreement between Gateway Technical College, CLC and MHCC, students may be able to attend approved programs in their neighboring state at the in-state rate. Students participating under the terms of these agreements must be accepted to an associate degree, technical diploma or certificate approved by the receiving college under the agreement. These students are not considered district residents for high-demand program petition selection purposes. Illinois students interested in this option should contact the appropriate official at the college in their home county. Gateway Technical College district residents should contact the Admissions Office at Gateway Technical College. Individual courses and transfer programs are not covered by this agreement. For further information regarding our current agreements, please visit **gtc.edu/admissions/cooperative-reciprocal-agreements.**

Reciprocity Agreement with Minnesota

Wisconsin has a reciprocal agreement with Minnesota. Individuals from Minnesota who wish to attend Gateway may do so at in-state tuition rates by completing a Residency Determination Verification form and submitting Minnesota residency verification (same as for Wisconsin). These students are not considered residents for high demand program petition selection purposes.

Wisconsin Employer Authorization

Illinois residents working for Wisconsin employers are eligible for in-state tuition rates at Gateway Technical College upon completion of the request form by the student and employer and review of the college. The student assumes responsibility for payment of fees. Students can apply by completing the Request for In-State Tuition-Wisconsin Employer Authorizations form found at **gtc.edu/forms**. Request forms are submitted on an academic year basis. Registration will be at the out-of-state rate until remission is approved. The request form must be submitted prior to the start of the intended enrollment semester. In-district fees will not be retroactively applied. Students approved for fee remission are responsible for the payment of any in-state fees (and out-of-state fees, if applicable) that are incurred. Students utilizing the Request for In-State Tuition-Wisconsin Employer Authorization process to be eligible for in-state tuition rates are not considered district residents for high demand program petition selection purposes.

Academic Planning, Advising and Registration

Academic Advising

Gateway Technical College offers a staff of highly trained and experienced academic advisors in each program area. Academic advisors are available to provide new and continuing students with information about academic programs, curriculum requirements, transitioning to college, college expectations, college success tools and assistance with course selection. Academic advisors are the primary contact for new students regarding all things academic planning, such as creating a plan, registering, adding/dropping courses, transferring to another program or college, withdrawing or any other academic matter.

We strongly encourage all new students to meet with the academic advisor for their program prior to beginning coursework. To a new student, the advisor is the primary source of academic advice, college preparation and assistance in interpreting placement test results, providing an overview of their program and helping complete an initial course schedule along with an academic plan. To the continuing student, the advisor is able to update students on their progress in their program, review graduation requirements, assist with updating academic plans and provide encouragement, guidance and referrals as needed. Advisors are available for both in-person and virtual appointments, phone, email or during various walk-in opportunities in the Student Services Center on the Elkhorn, Kenosha and Racine campuses.

Role of the Student in Advising

It is the responsibility of the student to consult an advisor regarding academic information and concerns that may affect the student's academic progress. While Gateway's advisors are here to guide and assist students towards completion of their program, it is ultimately each student's responsibility to fulfill their degree requirements. Students will be assigned advisors based on the most recent program they are admitted to. If an embedded degree was added after the highest level degree, the student will remain assigned to the highest level degree. Students may set up an appointment with an academic advisor at 1-800-247-7122 or through MyGateway under the My Profile card.

Role of the Faculty Advisor

Faculty members from each program serve as faculty advisors to continuing students. Students will be assigned a faculty advisor upon completion of 30+ program credits towards an associate degree or 15+ program credits towards a technical diploma. Faculty advisors are available via email, phone and during faculty office hours throughout the year. Faculty advisors bring a unique wealth of knowledge to share and are eager to help guide students by providing specialized individual assistance specific to each academic program for academic planning, course recommendations and detailed program information, as well as general guidance and support to help continuing students progress towards graduation.

Contact Your Advisor

Students are able to look up contact information for their academic and faculty advisor through their My Gateway account. This will provide a student with the phone number and email address for their designated advisor. To locate this information:

- Log in to My Gateway.
- If you are assigned to an Academic Advisor, locate the My Profile card. Under Schedule Appointment, click on your Academic Advisor's name. This link will take you to their online booking page.
- If you are assigned to a Faculty Advisor, locate the Success Team card. Your Faculty Advisor will be listed along with their contact information. If you are working with other support systems on campus, you will find their name on this Success Team card too.

Registration Information

Registration is the process of enrolling in courses. Dates, hours and instructions for registration are available each semester at **gtc.edu/registration**.

- Students must be officially registered to attend class(es).
- Students must be officially registered in order to receive credit for class(es).

Gateway Technical College encourages all students to register as early as possible for the best course selection. Students find their first date to register for the next term on My Gateway > When Can I Register card or at **gtc.edu/regdates**.

Academic planning guidance and assistance is available from faculty advisors and academic advisors.

Registration Requirements

To complete registration for classes, students must:

1. Register via My Gateway > Registration & Schedule card or submit a completed registration form in person with photo identification at any Student Services Center.
2. Note: Students who are non-degree seeking or who are registering prior to being accepted to a program and who are new to Gateway will need to create an account. On **gtc.edu**, click on My Gateway and follow the "Need to create a Student Account?" link.
3. Have met class requisites and be accepted to the program, if applicable. (Some courses require program acceptance prior to registration.)
4. Make payment or payment arrangements.
5. Have no outstanding debt. Students may register with a debt if:
    a. The debt is from the previous semester and is not more $200 OR
    b. The student has a third-party payer authorization in place with the Student Accounts Office or financial aid funding in place that will pay at least 95% of the tuition and fees of the course(s) for which the student is registering AND the student has a payment arrangement in place for the outstanding debt.

Note: Students who have any outstanding debt will not be able to receive their transcript or diploma.

Priority Registration

Students who are accepted to a postsecondary program are eligible to register during the priority registration period. A continuing program student is given a priority registration date based upon the number of credits the student has completed. Newly admitted program students may register during New Program Student Registration. Students not accepted into a postsecondary program register during the open registration period, which occurs after the opportunity for all postsecondary program students. Students attending Gateway Technical College under the Start College Now program register during the open registration period regardless of whether or not they have been accepted into a postsecondary program.

Students find their first date to register for the next term in My Gateway > When Can I Register? card. If you do not have this card on your saved cards, you can find it by going to discover and typing "When Can I Register?"

Service Member Priority Registration

Wis. Stat. §38.12(12) provides that priority registration be granted to eligible service members attending a Wisconsin technical college. Eligible service members include those who have served or who are serving on active duty under honorable conditions. In accordance with the law, Gateway Technical College allows eligible service members (not including dependents) to register one day prior to their standard registration date. For details, see **gtc.edu/priority-registration**.

Disability Support Services Priority Registration

Priority registration provides the opportunity to prepare a schedule (to the greatest extent possible) of courses based on certain disability-related needs. Priority registration does not waive any course or program requirements, such as prerequisites and program restrictions. Courses are available on a first-come, first-served basis. Students must demonstrate that they would be denied equal access to the curriculum due to their documented disability without priority registration. Only a small percentage of students with disabilities qualify for priority registration. Priority registration does not guarantee the provision of classes at specific times or availability of course sections. For details, see **gtc.edu/priority-registration.**

Prerequisites and Corequisites

A prerequisite is a required course which must be successfully completed before a student can register for an advanced course. Most courses require a minimum D- grade to be earned in the prerequisite, however, some courses require a higher minimum grade.

A corequisite is a class which must be completed prior to or at the same time as the selected course.

Please see course description information for prerequisite and corequisite requirements. Students should become familiar with the prerequisite and corequisite requirements of their program courses. Not following these requirements can result in the need for extra semesters of work to complete graduation requirements.

Credit for prior learning may help some students meet required prerequisites and corequisites. Students who believe they have learning obtained through work experience or training that may qualify for enrollment in an advanced course should discuss the situation with their academic advisor or visit **gtc.edu/cfpl** for more information.

Electives

Some programs require elective credits for graduation. Electives allow students some flexibility in choosing courses within their program curriculum. Elective courses may be chosen from the wide variety of classes offered each semester. Students in associate degree programs should be sure that their electives are at the associate degree level. Students should check with their faculty advisor or an academic advisor if they need assistance determining the academic level of courses.

Alternative Course Delivery Definitions

As you register for courses, you'll see these terms within course sections to describe how each course will be held. Find detailed descriptions of each term used below.

Accelerated (AC) - This course provides the same instruction as a standard course, but moves at a faster pace and meets for fewer weeks. Most of the learning activities will be individual or group projects outside of class meetings. Substantial work outside of class is required.

Blended (BLND) or Hybrid (HYBD)- This course will combine in-person and online instruction. Online instruction may include online learning activities and/or video conferencing. There are set meeting days, times and locations (campus or online) for part of the class.

Blocked (ST & SP) - This course will take place at the same time as other courses in a shared lab or class setting. Students can choose when to attend and participate in instruction during the scheduled times. Activities will have deadlines during the semester. Students can take more than one course in the same block.

Self-Paced (SP) - This course must be completed between the start and end dates. Each student can work as quickly or slowly as desired, as long as the final deadline is met.

Online (iNet) - 100% of learning activities are delivered via online classroom and don't require students to be together at the same time. Students choose the day and time to complete readings and assignments in order to meet weekly deadlines.

Online Synchronous (OSYNC) - 100% of instruction is delivered online via a video conferencing platform. There are specific dates and times for students to attend class online.

On-demand (iNet) - New sections start most weeks and students can register and enter the course during any start week. Each student follows a specific academic plan based on their start date, and the courses may not follow the traditional semester start and end dates.

IP Video Conferencing (IPVID) - ITV (Interactive Television) classes allow students to be live in front of an instructor, either via video or in-person. Approved remote locations allow students to join a live class that is being held on campus. Remote locations will have video and audio available so students can participate, just as if they were in the same classroom as the instructor. These are real-time live video classes, so students can ask questions and participate in lectures.

Financial Aid Census Date

The amount of financial aid funding a student is eligible to receive will be based on the fundable number of credits in which the student is enrolled and attending on the Census Date (the 14th calendar day of each semester). After this date:

- Adjustments will not be made for additional enrollment
- Financial aid offers may be recalculated for classes with no attendance and/or
- A repayment may be charged for all or a portion of funds received

Gateway highly encourages students to register for all classes for a semester prior to the Census Date.

No-Shows

If a student does not attend class, they are not eligible to receive financial aid for the class. If an instructor drops a student from the class they are teaching due to the student being a "no-show," there is no refund of tuition and fees; however, the Financial Aid Office is required to adjust financial aid based on actual credits.

Changes in Registration

In accordance with add and drop timelines, changes to a schedule may be made via the My Gateway Registration and Schedule card, or in person with photo identification at any Student Services Center. Review your schedule to verify that your transaction was submitted and your schedule reflects the change. A student wanting a third party to complete any transaction on their behalf must provide the third party with the appropriate signed document. The third party must provide their photo identification, along with their phone number, relationship to the student and a signature.

Adding a Class

A student may add a course online or in person with photo identification up to the end of the first day of class, provided the class capacity has not been reached and all registration requirements have been followed. After the first day, the student must contact the instructor and request authorization to add the course. Add Authorization is not guaranteed and is at the discretion of the instructor. Once Add Authorization is entered by the instructor, the student must officially register for the class online or in person before the end of the Add/Drop period.

The student is responsible for any and all missed coursework, materials and assignments. Refunds for students who enter a class late and subsequently drop will be calculated based upon the start date of the class, not the date the student registered for the class. Confirm your transaction by reviewing your class schedule.

You are not eligible to receive credit for the class if you are not registered; you may not attend a class unless you are officially registered for that class.

Financial aid offers will not be adjusted if the class is added after the semester Census Date.

Waitlists

Waitlists are offered for the majority of post-secondary course sections. If a course section is full, students may join a waitlist via the registration process or in person with photo identification at any Student Services Center. Register or be added to a course section waitlist via the My Gateway > Registration and Schedule card. During the registration process, you may join the waitlist for the full class.

Waitlists - Seat Available Notification/Registration Requirements

1. If a seat becomes available in a class for which a student is waitlisted, a message telling the student that they have permission to register will be sent to the student's Gateway email account.
2. The seat will be held for the student until 11:30 p.m. the next day.
3. If the student does not register for the class within that time frame, the permission to register will expire and the seat will automatically be offered to the next eligible student.
4. When a student with a Permission to Register is registering for an available seat in a waitlisted class, all standard registration procedures apply, e.g. requisites must be met, capacity limits must be observed, late registration rules still apply, etc.

Waitlist Process Notes

- Students must meet normal registration requirements in order to join a waitlist, e.g. have met requisites, have instructor consent, etc.
- A student already registered for a course may not be added to a waitlist for an additional section of the same course, i.e. if already registered for an 801-136 class, a student cannot go on a waitlist for another 801-136 section.

A student may only waitlist for one section of a course.

Waitlist Closing Info

- Waitlists close (become inactive) at 11:55 p.m. the night before the first day of the class. The last "Permission(s) to Register" will be issued at 11:50 p.m. that night and will expire at 11:30 p.m. the first day of class if the student does not register.
- See the Adding a Class section above for information about registering for a class that has started.

Dropping a Class

A drop is student-initiated. A student may drop a class without a letter grade up until 20% of the class meeting times have elapsed. In order to drop a class, a student must complete a drop via the My Gateway Registration and Schedule card or by submitting a completed Drop Form in person with photo identification at any Student Services Center. The drop is not complete until it is processed in My Gateway > Registration & Schedule card or the Drop Form is received and processed by the Student Services Center. Confirm your transaction by reviewing your class schedule via the My Gateway > Registration and Schedule card.

Nonattendance or notifying the instructor that the student will not be attending does NOT constitute a drop. When a student registers for a class, the student owes the corresponding tuition and fees. Students who plan to drop a class should do so immediately. A single day can make a significant difference in the amount of the refund. Drop deadlines are printed on a student's class schedule and are strictly enforced. For information regarding refunds, please see "Refund Policy" in the "Paying for College" section of this handbook. A student who is a financial aid recipient should be aware that dropping a class may affect their financial aid offer and account balance with the college. If a class is dropped, the financial aid offer will be recalculated based on the remaining eligible credits. Dropped classes will be monitored throughout the entire semester. Dropped classes are considered course attempts and are used to calculate satisfactory academic progress for financial aid purposes. If students have questions on how dropping a class may affect their financial aid offer, they should contact a Student Finance Specialist prior to dropping the class.

Refunds to employers, agencies or institutions for students dropping contract for service classes are governed by the terms of the contract. Contact the Business and Workforce Solutions department for further information about employer contracts. Contact the High School Partnerships department for further information regarding high school contracts.

Withdrawing from a Class

Withdrawals occur after the refund period; there are no refunds for withdrawn classes. A student may withdraw from a course with no change to their GPA up until 80% of the class time has elapsed. Submit the withdrawal form found at **gtc.edu/forms** under Registrar Forms > Course Withdrawal Form. A grade of 'W' will be recorded on the student academic record. A student who stops attending a class after the refund period without withdrawing receives an F grade. Withdrawn classes are considered course attempts and are used to calculate satisfactory academic progress for financial aid purposes. Because of this, withdrawing from a class(es) may affect the student's financial aid offer or veteran's education benefits. Students are recommended to contact a student finance specialist before withdrawing to learn more about any impacts to their funding.

Note: Withdrawal from classes does not imply withdrawal from the academic program. To withdraw from a program, go to the My Gateway My Program(s) card. A student may also submit a Program Withdrawal Form, in person with photo identification at a Student Services Center.

Class Cancellations

Gateway reserves the right to cancel any scheduled class. Refunds are issued for canceled classes. Students are encouraged to work with their academic advisor or faculty advisor in making alternative class selections.

Combining Class Sections

Gateway reserves the right to combine class sections as a result of insufficient enrollments. If this occurs, every effort will be made to notify the student prior to the start of the class. The student's class schedule can be viewed via the My Gateway > Registration and Schedule card.

Auditing a Course

At times, a student may wish to attend a class without receiving a grade or credit. To do so, the student must register to audit the course. The tuition and fees are the same, whether the student is auditing the course or taking it for credit. (Information regarding the fee waiver for senior citizens auditing postsecondary courses follows.) A student must officially change their audit status within the first 20% of class. At the completion of the course, the student will receive a grade of AU (audit). A student who is auditing a course may not change their enrollment in the class to credit seeking or vice versa after the first 20% of the class has passed. Courses that are graded on a pass-fail basis only may not be audited.

To register for a course with an audit status, students can complete a Registration Form found at **gtc.edu/forms** and include the word "Audit" in the Credits field or register for the course online and complete the following steps to change the audit status of a course. To change a registered course to or from audit status, students can complete a Course Audit Status Form found at **gtc.edu/forms** before the end of the add drop period (first 20% of the class).

Course Auditing Notes

- Audited courses do not satisfy course requisites or program requirements and are non-transferable.
- Audited courses do not count as course-load credits for the calculation of enrollment status.
- Audited courses do not count as enrolled or successfully completed credits for calculation of Satisfactory Academic Progress.
- Audited courses do not qualify for financial aid or payment plans.

Senior Citizen Audits of Postsecondary Courses

Wisconsin residents 60 years of age or older on the start date of the class may audit an associate degree or technical diploma course without paying the tuition portion of the class fee, provided space is available. This is a significantly reduced rate. Only non-tuition fees, such as material, activity and other miscellaneous fees will be charged. The processes for a senior citizen to register or change the status of an audited course are the same as above. If a senior citizen wants credit for the course, regular registration procedures and charges apply. The purpose of offering courses on a senior citizen audit basis is to offer opportunities for a student to take a course for personal enrichment, not to support pursuing a credential. If the instruction provided at Gateway leads to earning a credential, the courses must be paid for on a credit-seeking basis.

Senior Citizens and ACE Classes

Wisconsin citizens 62 years of age or older on the start date of the class may take Adult Continuing Education (ACE) classes at a significantly reduced rate. A student in this category is not charged tuition for the class, only non-tuition fees, such as material, activity and other miscellaneous fees will be charged. Courses with special tuition charges will be charged at those alternative tuition rates (e.g. traffic safety or firefighter classes). Please contact Student Services for information.

Student Enrollment Status

Student enrollment status is determined by the number of credit hours for which a student is registered. A full-time student is defined as one who is enrolled in 12 or more credit hours in a semester. A part-time student is defined as one who is enrolled in less than 12 credit hours in a semester. Enrollment verifications reflect the student's enrollment status at the time the verification is completed.

Paying for College

Gateway Technical College believes that the opportunity for a college education should be within the reach of all interested individuals. To that end, Gateway offers a variety of payment options, including cash, check, credit card, financial aid, third-party authorizations, Veteran Education Benefits, scholarships and a Gateway student payment plan.

A formal payment arrangement must be selected by 11:59 p.m. on the day of registration to avoid being removed from your class(es). If the classes for which you are registering have already started and you are using the late registration process, you will remain registered and be responsible for all charges.

Gateway has formal payment arrangements that will allow you to remain registered in your classes. Payment arrangements include:

- Gateway Student Payment Plan - no fee or down payment required
- Awarded financial aid
- Third party funding source, such as employer or agency authorization
- Veteran Education Benefits
- Scholarships
- Payment in full

Tuition and Fees

Gateway Technical College's tuition and fee structure is established in accordance with the Wisconsin Technical College System and state statutes. Tuition and fees may vary annually and are subject to change. In addition to the tuition and fee charges for a course, students are responsible for other costs, such as books, equipment, uniforms, etc.

Out-of-state students pay additional tuition charges (see Residency Qualifications for more information).

The Student Accounts department maintains your account at Gateway Technical College. For the most up-to-date tuition and fee information, please visit: **gtc.edu/tuition**.

Financial Aid and Eligibility

Financial aid is financial assistance to help students meet their educational costs. The Gateway Technical College Financial Aid Office administers a comprehensive program of federal, state and college grants, work-study and loan programs to provide assistance to students in funding their education. Gateway uses the Free Application for Federal Student Aid (FAFSA) to determine if a student is eligible for federal grants, student and parent loans, work-study and state grants. The FAFSA is available at **studentaid.gov**. Students may apply for the upcoming year beginning December 31 of the year before they plan to attend. Gateway's academic year begins with the Summer Semester.

Please note: You must fill out the FAFSA completely and accurately. If you receive federal student aid based on incorrect or fraudulent information, you will have to pay it back.

Financial aid is made available to students who are eligible according to specific state and federal regulations. All eligible students must:

- Be accepted to an aid-eligible program before an award can be determined
- Be a U.S. citizen, an eligible non-citizen or a permanent resident of the United States
- Demonstrate financial need as determined by Gateway's Financial Aid Office through the Financial Aid Application (FAFSA) process
- Not be in default on any educational loan or demonstrate an unwillingness to repay any educational loan and/or owe any overpayment to Gateway Technical College or the U.S. Department of Education
- Be in compliance with Selective Service regulations
- Be enrolled at least half-time status to receive most types of financial aid
- Maintain Financial Aid Satisfactory Academic Progress (SAP) as defined by Gateway's Financial Aid Office
- Participate in Loan Entrance/Exit Counseling if award includes loan
- Students must have a high school credential or meet State ATB requirements (e.g. high school diploma, GED, HSED)
- Only receive aid at one college per semester

There are three major types of aid available to Gateway students. They include:

- Grants (do not have to be repaid unless a student stops attending during the term. See information on Return of Title IV funds)
- Student loans (must be repaid)
- Student employment (students who work and earn money to help pay for college)

Information about the specific types of grants, loans and student employment available may be obtained at **gtc.edu/financialaid**. Financial aid information may be subject to change at any time due to change in federal, state or sponsoring agency regulations.

Financial Aid Communications

Communication in regards to the processing of the Free Application for Federal Student Aid (FAFSA) and any resulting financial aid offer/eligibility information will be sent to the student's Gateway Technical College student email and located in the "Required Documents" section of My Gateway. It is the responsibility of every student applying for or receiving aid to check both of these locations on a weekly basis throughout the academic year to ensure that all relevant financial aid requirements and deadlines are met in a timely manner. This includes periods when school is not in session, as changes to student eligibility may occur during these times, such as when final grades are issued after the end of the semester. Failure to check student email and the "Required Documents" section of My Gateway on a regular basis could result in the delayed receipt of important information regarding financial aid requirements and the loss of financial aid eligibility.

If a student is offered funds through the Federal Student Aid program at Gateway Technical College, offers will be made available in the "Offer Letter" section of My Gateway > Financial Information. Students may view or print this letter at any time for their records. If a student requires assistance viewing and/or printing their offer letter, they can call 1-800-247-7122 or visit the nearest Student Services Center for assistance. The Financial Aid Office does not print or mail offer letters to students, parents or third parties.

Census Date (Date of Record)

In accordance with federal regulations, the Financial Aid Office will recalculate federal, state and institutional offers based on the enrollment status as of the published census date. The census date is set by the college and is the 14th calendar day of each semester. Official census dates for the current academic year can be found at **gtc.edu/important-dates**. On this day, the college takes a "snapshot" of all students' enrollment, which becomes the official enrollment that is used for both state reporting and financial aid eligibility. After this date:

- Adjustments will not be made for additional enrollment.
- Offers may be recalculated or canceled for courses with nonattendance.
- If classes are canceled or if a course is dropped that has not started, students may owe repayment of aid which was not earned.
- Students enrolled only in remedial/developmental coursework are not eligible to receive aid.
- Students must be enrolled and attending at least six credits in order for their student loans and state grants to be disbursed.

Classes that students are enrolled in and attending as of census date will determine the amount of financial aid they receive. If a student is enrolled and attending less than full-time (12 post-secondary credits) as of the census date, awarded aid will likely be less than what was reported in an initial offer letter or email. This difference is because students' initial offers are based on the expectation of full-time enrollment. Financial aid is then adjusted after the census date to reflect students' actual enrollment. Gateway highly encourages students to register for all courses (including late classes) for a semester prior to the census date.

Consortium Agreements

Consortium agreements are written agreements between two or more eligible schools. If a student is taking classes at Gateway Technical College (as the home school) and would like to take a class or two at a different school (as the visiting school), their financial aid can potentially be adjusted to include the credits being taken at the visiting school. For more information regarding Consortium Agreements, please visit: **gtc.edu/student-services/financial-aid/consortium-agreements**.

To request a Consortium Agreement Form or more information, please use your Gateway student account to email the Financial Aid Office at: **fao@gtc.edu**.

Financial Aid Satisfactory Academic Progress (SAP) Policy

The Department of Education - Federal Student Aid program requires that schools maintain Satisfactory Academic Progress (SAP) policies in order to ensure that students are progressing successfully through an academic program as a condition of receiving financial aid. This means a school must calculate and monitor a student's grade point average (GPA) and completion rate percentages. If a student cannot meet SAP standards, they risk losing financial aid eligibility at Gateway Technical College.

SAP is Updated After Qualifying Events

A student's financial aid SAP status is calculated after different qualifying events. This can include the receipt of a student's FAFSA, acceptance into a financial aid eligible program of study as well as at the end of each semester (payment period) if a student has submitted a FAFSA and attempted coursework. Students that have not met the Satisfactory Academic Progress (SAP) criteria as outlined in this document are notified via their student email account.

Student SAP Status and Updates Found on My Gateway

Students can find their SAP Status by logging in their My Gateway account and clicking in the Financial Aid Card. For complete information related to Gateway Technical College's Financial Aid Satisfactory Academic Progress (SAP) Policy, please visit **gtc.edu/financial-aid**. This policy is subject to change at any time, should the Department of Education federal regulations require it.

Satisfactory Academic Progress (SAP) Criteria

To maintain financial aid eligibility at Gateway Technical College, students must meet all Satisfactory Academic Progress (SAP) criteria as outlined below. SAP requirements are measured using both term and cumulative results.

- Minimum 2.0 Term Grade Point Average (GPA)
- Minimum 67% Term Completion Rate
    - Term completion rate is calculated using the credits completed divided by credits attempted
- Minimum 2.0 Cumulative Grade Point Average (GPA)
    - Cumulative GPA is calculated on all credits attempted at Gateway.
- Minimum 67% Cumulative Completion Rate
    - Completion rates are calculated using all credits completed at Gateway and transferred to Gateway divided by total credits attempted
- Cannot be Meeting the 150% Duration Limit (M150%)
    - More information found in the SAP Status - M150 section

Academic Record and Financial Aid Office SAP Calculations Are Different

The way a college calculates a student's academic record is different from the measurements used to determine financial aid eligibility. For example, a college may not include a course withdrawal on an official academic transcript but a Withdraw (W) will impact SAP GPA and completion rate calculations that impact financial aid eligibility.

Included Grades

In most instances, a students' complete Gateway Technical College academic record is used to determine if each student meets SAP requirements as outlined in this document.

Unlike a student's Academic GPA and/or completion rate, most all attempted coursework is included in calculations involving SAP for financial aid eligibility. This means that courses with a final grade of F, U, W, WF or WP, DX, D-X, D+X, FX are included in these calculations as non-completions with zero grade points (this is the same as receiving a final grade of "F" in a course).

Transfer Credits

All credits transferred to Gateway Technical College, including those attempted without the use of financial aid, are included in Gateway SAP cumulative completion rate calculations. This means transferred courses count as attempted and completed credits but do not impact SAP GPA calculations.

Remedial and Developmental Courses

Remedial and developmental courses are also included in SAP calculations. All repeated courses (R) are included as the final grade or status that were earned for each attempt. Earning a better letter grade for retaking a course will not delete or replace the first attempt from being included in SAP updates.

Incomplete Grade(s)

Grades of Incomplete (I) are excluded from SAP calculations until such a time that a final grade is issued. An Incomplete grade has no impact on that semester's SAP calculations. Once a final grade is issued, and the Incomplete is replaced with a letter grade, the results will be included in the next cumulative result of any and all subsequent SAP calculations.

Pass / Fail Grades

Courses with grades of Pass (P) or Fail (F) are included when calculating term and cumulative completion rates. Pass or Fail grades have no impact when calculating semester or cumulative GPA results.

NG - No Grade Policy

A grade of NG (No Grade) is given if a student drops a course during the add/drop period. Courses resulting in an NG grade are not included in SAP calculations. The NG policy was updated effective September 27, 2021. Before this date, NG grades were/are included in SAP calculations and processed as a non-completion with zero grade points (the same as an earned F).

Financial Aid Statuses

The Gateway Technical College Satisfactory Academic Progress (SAP) Policy resembles a three strike process. While a student is meeting all SAP requirements, they remain in a Satisfactory (SAT) SAP status.

Satisfactory (SAT)

Students meeting all SAP requirements remain in Satisfactory (SAT) status. The first time a student does not meet a SAP requirement, their SAP status is escalated to Financial Aid Warning (FAW) status.

Financial Aid Warning (FAW)

Students failing to meet SAP criteria will automatically be placed in Financial Aid Warning (FAW) status. Students in Financial Aid Warning status remain eligible to receive financial aid the following term(s). Students in Warning status are not restricted in the number of credits they may take, but must meet all SAP criteria as outlined above in all future terms to avoid being placed in Suspension - Need Appeal (SNA) status.

Suspension – Need Appeal (SNA)

Students in Financial Aid Warning status who fail to meet all satisfactory academic progress criteria will be placed in Suspension - Need Appeal (SNA) status.

Students in Suspension - Need Appeal status may complete a SAP Appeal Plan form and appeal to have their aid eligibility reinstated. Students in SNA status choosing not to file a SAP Appeal Plan form must meet all satisfactory academic progress criteria listed in order to be eligible to receive any further financial aid. If a student's SAP Appeal Plan is approved, they are placed in Approved Appeal Plan (AAP) status.

Note, if a student is SNA and at the end of a term is now meeting all SAP requirements, with no prior approved sap appeal on file, the SAP status is moved from SNA back to FAW, student can appeal in future if needed.

Approved Appeal Plan (AAP) - SAP Appeal Approved

Students who submit the SAP Appeal Plan and are approved are placed in SAP - Approved Appeal Plan (AAP) status. These students must follow the terms of their approved SAP Appeal Plan. These term requirements include:

- Achieving a minimum 2.0 term Grade Point Average (GPA) in all future terms
- Achieving a minimum 67% term completion rate in all future terms

- Taking only courses required to complete the current active program listed on the approved SAP Appeal Plan form
- Any and all other criteria as outlined on the SAP Appeal Plan Form

Students are not allowed to be approved a SAP Appeal Plan more than once. Students in Approved Appeal Plan (AAP) status are strongly encouraged to meet with their academic or faculty advisor to ensure that they are only taking required coursework. Students in the Approved Appeal Plan status that do not meet the AAP SAP criteria outlined above will be placed in Financial Aid Suspension (FAS) status.

Financial Aid Suspension (FAS)

Students are placed into Financial Aid Suspension (FAS) status if they fail to meet the following requirements:

- The student completed a SAP Appeal Plan and it is Denied
- The student had an Approved SAP Appeal Plan (AAP), but did not meet the term SAP requirements going forward

Students in the Financial Aid Suspension (FAS) status are not eligible to receive financial aid and are not eligible to appeal. Students in Financial Aid Suspension (FAS) status may regain financial aid eligibility if they complete financial aid eligible coursework with alternate funding sources and meet all Satisfactory Academic Progress criteria. Students that meet this criteria will be sent an SAP reinstatement notification email and will be eligible to receive aid the following term. Students that have had their financial aid eligibility reinstated as a result of meeting SAP requirements and do not meet all Satisfactory Academic Progress criteria in any subsequent term will immediately be placed back in Financial Aid Suspension (FAS) status.

Duration of Financial Aid Eligibility - Meeting the 150% Rule (M150%)

Students that have attempted 150% of the published credits for their current active program, as listed on their program curriculum requirement sheet, will immediately become ineligible for financial aid and will be placed on Financial Aid Suspension - Meeting the 150% Rule (FASM150).

All credits that a student has transferred to Gateway Technical College, as well all credits attempted at Gateway Technical College, count toward the 150% limit. All attempted credits are included in this calculation regardless of:

- Program status
- Program(s) being pursued
- Financial aid received/not received
- Length of time since the credits were attempted

The maximum duration of financial aid eligibility is calculated by taking the number of credits required to complete the current, active program requiring the most credits and multiplying by 150% (1.5). For example, a program requiring 70 credits to complete would have a maximum duration of eligibility of 105 credits. This is because 70 credits x 150% (1.5) = a maximum of 105 credits.

Multiple Programs

The maximum duration of eligibility for students active in more than one program is calculated using the active program requiring the most credits to complete. It is not calculated on the basis of multiple programs. Gateway policy states that a student may only be active in one financial aid eligible program at a time.

Students who meet or exceed the 150% limit for a certificate or technical program, who are subsequently accepted into a larger associate program, must notify the Financial Aid Office to have financial aid eligibility reassessed under the SAP policy. Students that remain in the M150% status as of the census date for a given semester are ineligible to receive aid for that semester.

REQUIRED CREDIT for Program	150% of that program's credit
70	105
69	104
68	102
67	101
66	99
64	96
61	92
44	66
33	50
32	48
28	42
27	41
17	26

M150 Suspension Appeal (M150 Appeal)

Students exceeding the maximum duration of financial aid eligibility (M150% Rule) as outlined are eligible to complete the M150 Appeal form. Open appeal periods and dates can be found on the Financial Aid Office > Important Dates page.

Students meeting the Maximum Time Frame Limit (M150%) will be marked as Financial Aid Suspended (FASM150) at the end of every semester. Students in this status will need to complete a new M150 Appeal form at the end of every term. Financial Aid Suspension - M150 status students will automatically receive an email notification directing them to complete the M150 Appeal form at the end of every term.

Just because an M150 Appeal was approved in the past, it does not guarantee the approval of subsequent appeals. Appeals are approved based on the student's explanation of extenuating circumstances, number of credits needed to graduate and prior term(s) grades. There is no limit to the number of M150 Appeals a student may be approved for.

If an M150 Appeal is approved, it only reinstates financial aid eligibility for one term. Regardless of completed coursework and grades earned after this appeal is approved, a student who exceeds the maximum number of allowed attempted credits will always be suspended after a term ends. These students will need to complete an appeal after every term.

The M150 Appeal policy was published effective 12/11/2021. There is no retroactive process to allow FASM150 students to appeal prior to the Fall 2021 term.

Financial Aid Disbursement and Eligibility Policy

If a student receives federal and/or state funding, their funds will be applied to their student account. Students are able to charge certain expenses to this account. Expenses include tuition, fees and bookstore charges. After courses begin and a student's attendance is verified on the census date, Gateway Technical College will apply a student's accepted financial aid offers to their account. If a student's accepted aid is in excess of the balance on their student account, a refund will be issued to the student (for more information, please see the BankMobile section below). Financial aid offers are based on enrollment levels. Up-to-date aid information may be

viewed on My Gateway. Please check the important dates calendar online for disbursement date information: gtc.edu/important-dates.

Gateway Technical College makes multiple disbursements of student loans each semester. If students are receiving loan funds, half of their loan for each eligible semester will be applied to their student account on the first disbursement date, and the second half will be applied to their student account on the second disbursement date. This does not apply to grant disbursements. Students must be enrolled in and attending at least six credits for each loan disbursement to be made.

Students due a federal loan refund will follow one of the following scenarios:

- If the first disbursement of the loan funds is enough to cover all remaining charges at Gateway and a refundable balance exists after the first disbursement is made, students will receive a portion of their refund on the first disbursement date and then a second and final portion of the refund on the second disbursement date, or
- If the first disbursement of loan funds was not enough to cover all remaining charges at Gateway, students will receive a refund on the second disbursement date.

The dollar amount and timing of refunds are dictated by each student's particular balance due and accepted financial aid offers. Students should review their aid offer amounts via My Gateway > Financial Information and compare them to the charges on their account to determine the timing and dollar amounts of any refunds.

As multiple loan disbursements are a federal requirement, no exceptions can be made to the timing of disbursements for any reason. Please view the Important Dates section to view disbursement dates for each semester. Students must be enrolled in and attending at least six credits for each loan disbursement to be made.

Grants - Eligibility

Federal Pell Grant

Students must be enrolled in a minimum of one (1) undergraduate level credit in order to be eligible for the Federal Pell Grant. Depending on a student's Student Aid Index (SAI), students may not be eligible for the Pell Grant. Please check with a Student Finance Specialist for more information. Student financial aid offers are initially based on full-time enrollment (12 credits each term) for the academic year. The amount of Federal Pell Grant a student receives is based on the student's actual enrollment status at the census date. Due to this, after the census date, aid offers are recalculated to reflect the student's actual enrollment status. Pell eligibility is based on enrollment, Student Aid Index (SAI) and/or Cost of Attendance (COA).

Federal Work-Study

Federal Work-Study provides part-time jobs for Gateway Technical College students who have been awarded Federal Student Aid and have remaining unmet financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

To be eligible to participate in the Federal Work-Study program, students must:

- Apply for and be offered financial aid (completed a FAFSA)
- Be registered and enrolled in classes
- Have a remaining unmet need

Work-Study earnings are paid at a wage of $15 per hour and are based on the number of hours worked. Total monies earned cannot exceed the amount stated on the student's Letter of Employment.

State Grants

Students must be enrolled in a minimum of six (6) credits as of the census date to be eligible for state grants. Due to limited state funds, it is recommended that students apply for financial aid before April 1 for maximum eligibility.

Loans - Eligibility

Federal Student Loans

Students must be enrolled in a minimum of six (6) credits at the time of disbursement to be eligible for student loans.

Students who have not previously received a loan from Gateway Technical College and are requesting a loan must complete Direct Loan Entrance Counseling and sign a Direct Loan Master Promissory Note (MPN). If you do not complete Direct Loan Entrance Counseling and sign a Direct Loan Master Promissory Note, your loan funds will not be applied to your account. Students may complete the Federal Direct Loan Entrance Counseling and sign a Direct Loan Master Promissory Note on the Department of Education website at **studentaid.gov**.

Students requesting a loan disbursement from a previous term will undergo a review of loan requirements by the Financial Aid Office in order to verify funding eligibility. Loans from a prior award year will not be considered for disbursement.

Federal Parent PLUS Loans

Dependent students must be enrolled in a minimum of six (6) credits at the time of disbursement.

Eligibility for federal financial aid must first be determined for dependent students before consideration of Parent PLUS loans. Students may complete a FAFSA at **studentaid.gov/sa/fafsa**. Parents and dependent students must be U.S. citizens or eligible noncitizens and cannot be in default or owe an overpayment on federal grants. Dependent students' parents' credit history will be checked. If a PLUS loan is denied, students may be considered for additional unsubsidized loans.

Please note, any eligible Direct Parent PLUS Loan amounts in excess of tuition, fees and books will be refunded to a parent through the student's selected refund preference with BankMobile. Students and parents will be required to sign a Parent PLUS Excess Loan Refund Authorization Form. This form will be emailed to the student's Gateway email account when required. If a parent has questions regarding the Parent PLUS Excess Loan Refund Authorization Form, they can contact the Financial Aid Office.

If a borrowing parent of a PLUS Loan refuses to sign the Parent PLUS Excess Loan Refund Authorization Form, accommodations will be made for the parent to receive the funding via check. This request will need to be made in writing and submitted to the Gateway Technical College Financial Aid Office.

Private Loans

Students must be enrolled in a minimum of one (1) credit at the time of disbursement. Any other requirements set by the private loan originator must also be met in order to receive a disbursement.

Eligibility for federal financial aid must first be determined by completing a FAFSA at **studentaid.gov/sa/fafsa** before consideration of private loans will be made. Gateway reserves the right to deny certification of private loans.

Purchase or Rental of Textbooks Using Financial Aid Funds

Gateway Technical College believes that being prepared for classes is essential. To ensure students are ready, students who have an accepted financial aid offer in place on My Gateway may use their funds to purchase or rent their textbooks and supplies from our partner, Follett Bookstores.

The amount of funds a student will have available to use at the bookstore each semester will be the difference between the amount of financial aid a student has accepted and the cost of their tuition and applicable fees.

- Bookstore authorization dates can be referenced on the Important Dates page of the Gateway Technical College Financial Aid website.
- Funds will be available 24 hours after your financial aid offer has been posted to the My Gateway Financial Information card and the student is enrolled in courses.
- To purchase or rent in person, bring a photo ID and a copy of your schedule to the bookstore on campus during the bookstore authorization dates. Let them know you would like to charge your purchase to your financial aid when you check out.
- To purchase or rent online, visit **eFollett.com** during the bookstore authorization dates and select the items to be purchased and/or rented. Proceed to the Checkout area and enter all the required information. You will be taken to the Payment Methods screen and indicate that you would like to pay using Financial Aid.

Students who are Pell Grant-eligible may wish to purchase their books from an alternate source. To do this, the student has the right to request an early disbursement of a portion of their Pell Grant.

- The maximum early disbursement allowed will be calculated by subtracting the cost of tuition and fees from the amount of Pell Grant offered for that term as of the date the request is being reviewed. If the cost of tuition and fees is more than the award an early disbursement will not be granted.
- The early disbursement will also be limited to the book component of the student's cost of attendance as determined by Gateway's Financial Aid Office.
- If this early disbursement is granted, the student will not have any funds available through Follett Bookstore for that term. If a student already purchased books using their financial aid at Follett, they are no longer eligible for the early disbursement.
- A student may request the early disbursement on a per-term basis by contacting a Student Finance Specialist and asking for an Early Pell Disbursement form. The form must be completed and returned to a Student Finance Specialist at Gateway by the first day of the term that the disbursement is being requested.

BankMobile

Gateway Technical College has partnered with BankMobile to deliver your financial aid refund. For more information about BankMobile, visit **bankmobiledisbursements.com/refundchoices**.

For additional information on the BankMobile card, visit **gtc.edu/BankMobile**. If you have questions, contact Student Services at 1-800-247-7122 or **sscontactcenter@gtc.edu**.

For BankMobile student assistance, students can contact the BankMobile Customer Care team by locating the number on the back of their BankMobile card and calling 1-877-327-9515 or visiting **bankmobilevibe.com/contact-us.**

Drops with a 100% Refund

If a class is taken off your schedule and you are not charged for the class, your financial aid will be recalculated with the remaining eligible credits on your schedule. Dropped classes will be monitored throughout the entire semester.

No-Shows

If you never attend class, you are not eligible to receive financial aid for the class. In a situation where an instructor drops a student from the class they are teaching due to the student being a

"no-show," there is no refund on tuition; however, Financial Aid is required to adjust aid based on actual attended credits.

If you intend to drop a course, you must drop the course via My Gateway or submit a class add/drop form in person with photo identification at any Student Services Center so that you can be officially dropped from the class. Do not simply stop attending class.

Return of Federal Financial Aid Funds

The Return of Title IV Federal Funds Policy (R2T4) applies to students who have received federal financial aid assistance and have officially or unofficially withdrawn from Gateway Technical College. Federal financial aid assistance includes Pell Grants, Supplemental Education Opportunity Grant (SEOG), Direct Student Loans (subsidized or unsubsidized) and PLUS Loans for parents. The official withdrawal date is defined as the actual date the student begins the college's withdrawal process. The student's last date of academically related activity is used for unofficial withdrawals.

The amount of the federal financial assistance that a student earns is determined on a pro-rata basis. Once the student has completed sixty percent (60%) of the term, all financial aid is considered to be earned. Please contact the Financial Aid Office for the 60% refund dates.

If a student withdraws from school before 60% of the term has been completed or does not officially withdraw and receives all failing grades for the term, the Financial Aid Office will calculate the amount of unearned financial aid and return the funds in the following refund distribution order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Education Opportunity Grant and other Title IV assistance programs.

If a student receives all "F" grades for a term, they will be considered an unofficial withdrawal. If a student receives all "F" grades for a term but attended at least one full term class the entire term and "earned" the grade of "F", the student will not be considered an unofficial withdrawal and no aid will be returned. If the student received financial aid and failed to attend classes, they are considered a "no-show" and have not established eligibility for any financial aid. No-shows must repay in full any funds received.

Gateway Technical College must return the Title IV funds to the programs from which they received them during the period of payment or period of enrollment, as applicable, up to the net amount disbursed from each source.

The student will be billed for the funds that Gateway Technical College is required to repay. Consult with the Financial Aid Office prior to any withdrawal to discuss your situation or if you have any questions regarding your financial aid. Students who want to dispute an amount should address all concerns in writing to: Director of Financial Aid, Gateway Technical College, 3520 30th Ave, Kenosha, WI 53144.

How Return of Title IV Funds are Calculated

Federal regulations assume that students "earn" federal financial aid in direct proportion to the percentage of the term they complete. Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or
- Stops attending before completing the semester, or
- Does not complete all modules (classes which are not scheduled for the entire term) for which he/she registered at the time those modules began, or
- Receives all F's and W's (or a combination of both) for all classes in any semester.

Based on this calculation, Gateway Technical College students who receive federal financial aid and do not complete all their scheduled classes during a semester could be responsible for repaying a portion of the aid they received.

How is the Financial Aid that I Earn Calculated?

Students who receive federal financial aid earn the aid they receive by staying enrolled and participating in college. The amount of federal financial aid the student earns is determined on a prorated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were offered.

For example, if you complete 30% of the payment period or period of enrollment, you earn 30% of the aid you originally were scheduled to receive. This means that 70% of your scheduled financial aid remains unearned and must be returned to the federal government. Once you have completed more than 60% of the payment period or period of enrollment, you earn all of your federal financial aid.

The following formula is used to determine the percent of unearned aid that has to be returned to the federal government:

For Credit Hour Programs: The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (minus any scheduled breaks that are at least 5 days long).

For Clock Hour Programs: The percentage earned is equal to the number of clock hours the student was scheduled to complete in the period divided by the total number of clock hours in the period.

R2T4 Freeze Date

The payment period for many students is the entire semester. However, for students enrolled in modules (classes which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered. Gateway uses an R2T4 Freeze Date (RFD), which means that we include days which the student:

- Was enrolled or registered in the module as of the RFD; or
- The student attended at least one day in a module in which the student was not enrolled as of the RFD.
- Gateway's R2T4 Freeze Date is the same as the Census Date, which is 14 calendar days from the semester start date.
- The percent unearned is equal to 100% minus the percent earned.

Withdrawals from all classes before aid disburses could result in a post-withdrawal disbursement of aid based on percent earned before aid was disbursed. One hundred percent withdrawals, class cancellations, not attending and complete withdrawals may require adjustments and repayments of federal financial aid funds.

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance. If the post-withdrawal disbursement includes loan funds, the College must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that she/he does not incur additional debt. A notice will be sent to the student no later than 30 calendar days after the date the school determines the student withdrew. The signed original document must be returned to the school within 14 days. The College will apply all post-withdrawal disbursements to the student account first. Any credit balance must be disbursed as soon as possible and no later than 14 days after the calculation has been completed.

What is the Withdrawal Date?

The withdrawal date used in the return calculation of a student's federal financial aid is the actual date the student begins the College's withdrawal.

How are the Unearned Federal Funds Returned?

The College is responsible for returning unearned federal financial aid to the federal government. Amounts that must be returned will be applied in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct Parent PLUS Loan, Federal Pell Grant and Federal Supplemental Education Opportunity Grant.

The College must return the lesser of 1) the total amount of unearned aid or 2) institutional charges multiplied by the unearned percentage.

The College will bill the student for any funds that were returned due to the Return of Title IV Aid calculation. The student must contact the Student Accounts Office to make payments. Any unearned Title IV aid must be returned to the federal government within 45 days of the date of determination of the student's withdrawal. Any funds returned after the Return of Title IV Aid calculation is complete and processed are then used to repay Gateway Technical College funds, state funds, other private sources, and the student, in proportion to the amount received from each non-federal source, as long as there was no unpaid balance at the time of withdrawal. All aid sources are repaid before any funds are returned to the student.

The student must take action within 45 days of the Return of Title IV notice of an overpayment of a federal grant. If the student does not take action within 45 days of the notice, Gateway Technical College will begin the collection process.

What Happens if I Don't Repay?

Refer to the "Past Due Balances" section of the student handbook.

Gateway Foundation Scholarships

Students can help keep their education more affordable by applying for a Gateway Foundation Scholarship. Annually, the Gateway Foundation awards scholarships to eligible students ranging from $300 to $1,000 or more. During the Continuing Student Scholarship application period, students are encouraged to go to the Foundation web page and click on the link for "Scholarship Application." To go to the Gateway Foundation online application, visit **gtc.edu/foundationscholarships**. The application period will open at the end of August and close in October. For more information about Gateway Foundation Scholarships, visit **gtc.edu/foundation**.

Established in 1977, the Gateway Technical College Foundation supports the mission of the College by raising community awareness and financial resources, broadening its base of support and providing programs such as scholarships, grants and funds for educational growth. The Foundation enhances the College's tradition of excellence by being responsive to its needs and strengthening the vitality and well-being of the diverse communities it serves.

As one of its activities, the Foundation specifically raises funds to provide assistance to Gateway students who wish to enhance their lives through education and training. Annually, the Gateway Technical College Foundation, Inc., awards scholarships and grants to students. These awards are made possible through the generosity of individuals (including Gateway alumni and staff), businesses and organizations in southeast Wisconsin who recognize the need to assist in providing funds for students eager to embark on the path to their future. To learn more about the Foundation, please visit **gtc.edu/foundation**.

Military and Veterans Education Benefits

Gateway Technical College is proud to offer a wide variety of benefits and support services to help veterans, active service members, their spouses and dependents reach their educational goals. Experts on the Kenosha, Racine and Elkhorn campuses can walk students through the process of applying for military and veterans education benefits at Gateway. To schedule an appointment with a Student Finance Specialist, please call 1-800-247-7122, email **sscontactcenter@gtc.edu** or visit one of our convenient Student Services locations.

For more information about applying for Veterans Education Benefits at Gateway Technical College, please visit gtc.edu/va.

Satisfactory Academic Progress Policy - Federal VA Education Benefits

Students receiving any of the Federal VA Education Benefits listed below are required to maintain satisfactory academic progress by earning a minimum 2.0 term Grade Point Average (GPA) and complete at least 67% of the courses attempted within the term:

- Post 9/11 GI Bill®* (Chapter 33)
- Montgomery GI Bill - Active Duty (Chapter 30)
- Montgomery GI Bill - Selected Reserve (Chapter 1606)
- Veteran Readiness and Employment/VR&E (Chapter 31)
- Dependents Educational Assistance (Chapter 35)
- Fry Scholarship

***GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at** benefits.va.gov/gibill.

Federal VA Education Benefit Statuses

Federal VA Education Benefit Satisfactory Academic Progress calculations will be completed prior to the start of the next consecutive term. Once the student's final grades are reviewed, their Federal VA Education Benefits will be placed on one of the following statuses: Good Standing, Warning, Probation or Suspension (see below for more information regarding each status). Students will be notified of their status via their Gateway student email.

Good Standing: Good Standing means the student has successfully met the Federal VA Education Benefit Satisfactory Academic Progress criteria (VA SAP) for the semester in question, and they are eligible to continue receiving their benefits.

A student's Federal VA Education Benefits will be considered in Good Standing if they meet the VA SAP criteria while on any of the following statuses: Good Standing, Warning or Probation.

Warning: A student's Federal VA Education Benefits will be placed on warning if they fail to meet the VA SAP criteria while their benefits are on Good Standing. Students in a warning status are eligible to continue receiving VA Benefits.

Probation: A student's Federal VA Education Benefits will be placed on Probation if any of the following occurs:

- Fail to meet the Federal VA SAP criteria while on warning
- Approved Federal VA Education Benefit Suspension Appeal Form on file
- Successfully Reestablish Satisfactory Academic Progress (earn 6 credits with a minimum 2.0 term GPA) while on Suspension

Students are still eligible for Federal VA benefits while on Probation.

Suspension: If a student's Federal VA Education Benefits are on Suspension, they are no longer eligible to receive their benefits. Students benefits can be suspended due to the following reasons:

- Failure to meet the VA Satisfactory Academic Progress criteria while on Probation
- Incomplete Federal VA Education Benefit Suspension Appeal form submitted
- Denied Federal VA Education Benefit Suspension Appeal form

Gateway Technical College is required to notify the Department of Veterans Affairs anytime a student's VA benefits are placed on Suspension.

Reinstatement of Federal VA Education Benefits

When a student's Federal VA Education Benefits are placed on Suspension, the student has two options to regain eligibility for benefits:

1. Federal VA Education Benefit Suspension Appeal Form
Students that have been placed on Suspension will receive an email that includes a link to the Federal VA Education Benefit Suspension Appeal form. If the appeal is approved, the student would be eligible to receive VA benefits for their next semester of attendance.

2. Re-establish Satisfactory Academic Progress
Students are able to regain eligibility for their Federal VA Education Benefits by successfully completing a minimum of six college level credits with a minimum 2.0 term GPA. Once this step is completed, the student would be placed on Probation, and the student would be eligible to receive their Federal VA Education Benefits for the next semester of attendance.

For more detailed information regarding Gateway Technical College's Federal VA Education Benefit Satisfactory Academic Progress Policy, please visit: **gtc.edu/va-sap**.

Wisconsin GI Bill Benefits

The Wisconsin GI Bill (WI GI Bill) waives 100% of tuition and material fees for eligible veterans, spouses and dependents for up to eight full-time semesters or 128 credits (whichever is longer) at any University of Wisconsin System (UWS) or Wisconsin Technical College System (WTCS) institution.

The student is responsible for any remaining balance on their account after the WI GI Bill is applied, such as bookstore charges, activity fees and any other miscellaneous fees associated with the course (ex. online fees, activity fees, etc.).

WI GI Bill 2.0 Cumulative GPA Requirement

Students using the Wisconsin GI Bill are required to maintain a minimum 2.0 GPA in order to remain eligible for benefits. If a student's cumulative GPA falls below 2.0 at the end of the semester, the student would no longer be eligible to receive the WI GI Bill for future terms, unless their cumulative GPA reaches a 2.0 or higher.

Once a student achieves the minimum cumulative GPA requirement, he or she should submit a VA-Education Benefit Request Form (VA-EBRF) to notify Gateway they would like to use their WI GI Bill benefit for their next term of attendance.

No Penalties for Students Using VA Benefits

Gateway Technical College will not penalize or prohibit a student receiving Military or Veterans Education Benefits from attending or participating in courses while awaiting payment for their benefit. In addition to this, Gateway Technical College will not impose to any student (veteran, service member, spouse or child) that has a Military or Veterans Education Benefit in place (has submitted all required paperwork to be certified) any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities. In addition to this, Gateway Technical College staff will never require any student to borrow additional funds due to a delayed disbursement of Military or Veterans Education Benefit funds.

Past Due Balances - Military Connected Students

All active duty service members, veterans, spouses and dependents with Military or VA Education Benefits in place at Gateway Technical College will be given an additional semester to pay an outstanding balance without penalty. Any remaining balance due at the end of the term will be excluded from being sent to collections. If the student still has a balance remaining at the end of the following semester, that balance will be subject to begin Gateway's standard collections process and be assessed collections fees (see "Past Due Balances" for more information).

Called to Active Duty Policy

This policy applies to students who are called to active U.S. military service while attending classes. This includes students that are temporarily activated for duty (including annual and/or monthly training), students that are being mobilized or deployed for an extended period of time, or that are being reassigned or transferred permanently.

1. If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school after September 11, 2001, because he or she is called into state active duty or into active service with the U.S. armed forces, Gateway Technical College shall do the following:
    a. Ensure that the student is provided a reasonable opportunity to complete final coursework for all courses in which the scheduled end date of the course is not more than 30 days after the date of the order calling the student into active duty or service.
        1. The student is required to contact their instructor to get permission to receive an incomplete.
            i. The student and instructor should work together to determine an appropriate extension based on the class time missed due to leave, and the required paperwork to be completed.
            ii. There may be situations where Gateway Technical College will be unable to offer the incomplete/extension option (ex. Clinical or labs, nature of course content missed or length of ordered leave). In these circumstances, the student would be eligible for option b (below).
    b. At the student's request, do the following for all courses from which the student is unable to complete due to their military leave:
        1. Remove 100% of tuition and fees for all courses and delete the courses from the students record.
        2. Give the student the same priority in registering for courses that the student would have had if he or she had registered for courses at the beginning of the registration period.
2. The Student Accounts Department - Military & Veterans Education Benefit staff are responsible for presenting the student with the options available for each course (e.g. incomplete grade, deletion)
    a. Students are not required to use the same option for all of their courses.
    b. Staff will also ensure the student understands the potential impact on their benefits and other funding.

Students called to active duty during the semester should call 1-800-247-7122 or email **veterans@gtc.edu** for more information.

Payment Arrangements

As a student, you may use one of the following formal payment arrangements to pay for your tuition/ fee charges. A formal payment arrangement must be selected by 11:59 p.m. on the day of registration to avoid being removed from your classes. If the class has already started and you are registering late, you will be held in the class and responsible for payment.

Formal Payment Arrangements that will prevent you from being removed from classes include:

- **Accepted Financial Aid**: Verify that the "Review and accept your Financial Aid Offer Package" row is marked complete in the My Gateway.
- **Authorization**: If a third party (company/employer/agency) will be paying all or partial tuition and/or fees for a student, they will need to submit Gateway's authorization form to

the Student Accounts Department. Students can log into My Gateway to confirm that their authorization is on file.

- **Pay Fees in Full**: Payment can be submitted online through My Gateway by selecting Financial Information > Make a Payment at **gtc.edu**, over the phone at 1-800- 247-7122 or in person at any Student Services Center.
- **Student Payment Plan**: Students can log in to their My Gateway account and select Financial Information > Payment Plan or in person with photo identification at any Student Services Center to enroll. No fee and no down payment are required; the first payment is due the first Friday of the semester.
- **Scholarships**: Scholarship checks must be received and listed in the student's My Gateway account to hold the student in their classes.
- **Veterans Education Benefits**: Students who have required paperwork on file for their Post 9/11 GI Bill (Chapter 33), WI GI Bill, Veteran Readiness and Employment/VR&E (Chapter 31) benefits will be held in their classes. Students will receive an email to their Gateway student email address once their benefits have been processed.

For additional information on payment arrangements, please visit: **gtc.edu/payment.**

Student Payment Plan

The Student Payment Plan is available each term until the first installment due date for that semester.

Semester	Summer 2024	Fall 2024	Spring 2025
Payment Plan Opens	3/18/2024	3/18/2024	1/14/2024
Initial Payment/First Installment	5/10/2024	9/6/2024	1/24/2025
Second Installment	5/31/2024	9/27/2024	2/14/2025
Third Installment	6/21/2024	10/18/2024	3/7/2025
Fourth Installment	7/12/2024	11/1/2024	3/31/2025

Students can enroll in the payment plan via My Gateway or in person with photo identification at any Student Services Center during normal business hours.

Students can view their payment plan balance by logging into their My Gateway account and selecting Financial Information > Make a Payment at **gtc.edu/mygateway**.

The following outlines the Student Payment Plan requirements:

- The student must be enrolled in one credit with a minimum of a $100 balance. (This is not available for non-credit students or to students only registered in Business Workforce Solutions and Traffic Safety courses.)
- Partial payments do not enroll you in the Payment Plan; the student must officially enroll on the plan and complete the signed contract.
- A maximum of $4,000 is allowed on the payment plan. Any charges over the maximum must be paid in full at the time of enrollment on the plan.
- Four (4) installment payments are due during the semester for which the payment plan is initiated. Due dates are published in the student handbook, on Gateway's website and on the Payment Plan form. Students receive a bill, which is sent to the current address on file. Payments are due by scheduled due dates without exception, even in the event a bill is not received by the student.

- A late fee of $45.00 will be assessed if scheduled payments for the Payment Plan are received after the due date.
- There is no grace period beyond the due date for payment before a late fee is assessed.
- The student will not be removed from classes and will be responsible for payment of all fees once enrolled on the payment plan.

Past Due Balances

Students are responsible for all charges incurred on their student account. Debts owed to Gateway are educational debt and therefore seen as educational loans if not paid prior to the end of the term. Your student account is considered by Gateway, a nonprofit institution of higher learning, to be an educational loan made to you to assist in financing your education, and therefore is not dischargeable under the United States Bankruptcy Code. Gateway has the right to recover any collection and/or litigation costs incurred in the collection of any amount due.

It is the student's responsibility to ensure all applicable funding (ex.: financial aid, scholarships and other outside payments) is applied to their account as expected. Balances not paid by the due date may be subject to the following:

- A late payment fee of $45 for failure to pay installments on payment plan
- Referral to an outside collection agency and collections costs
- Inability to register

All unpaid balances are subject to collections and credit bureau reporting. A letter will be mailed to the student 30 days prior to this action occurring. If the account is sent to collections, the student is responsible to pay all collection costs, including attorney's fees incurred by Gateway Technical College or its representatives in association with the collection of the past due debt. Gateway utilizes the Wisconsin Department of Revenue Tax Refund Interception program (T.R.I.P) and State Debt Collections Program (SDC) to collect outstanding debts owed to Gateway.

Please see the "Military Connected Students & Past Due Balances" section for more information regarding past due balances.

Students are able to make partial payments online or in person. However, a hold is removed only after a student's outstanding balance is paid in full. Making payments on an overdue balance will not prevent an account from being sent to collections.

****Military Connected Students with past due balances: Please see "Military Connected Students & Past Due Balances" section for more information.***

Balance of $200 or Less

If a student has a past due balance totaling $200 or less, the student will be allowed to register for future courses.

Balance of $200 or More

Students are responsible for all charges on their account. In the event a student has a past due balance over $200, a hold will be placed on the student's account. The results of this hold are:

- You cannot register for classes.
- Access to other records and/or services may also be restricted.

95% or Greater Funding Policy

Students who have a total outstanding balance over $200 that have submitted the items below will be able to register for future courses at Gateway:

- A third-party authorization on file, reflecting 95% or greater funding for the term they are registering for

- Submitted proof of a payment plan with the State Debt Collection Agency for the total amount of the outstanding debt
- Awarded financial aid reflecting 95% or greater funding for the term they are registering for

Prior Debt Process

Students receiving financial aid may be eligible to take advantage of the Prior Debt Process to assist with paying prior debts with excess Financial Aid funds. Students can apply for the Prior Debt Process via My Gateway.

Refund Policy

Refunds for Dropped Classes

Students can drop a course online by logging into their My Gateway account or in person with photo identification at any Student Services Center. Students are responsible for all incurred charges up to the time in which courses are dropped.

Students may be eligible to receive a reduction in tuition and fee charges if a course is dropped during the designated drop period for that course. An adjustment in tuition charges will be processed in accordance with the refund schedule listed below.

Refund Schedule

Find specific refund deadlines on the student's class schedule. At **gtc.edu,** log in to My Gateway and go to the Registration and Schedule card.

Refund Schedule			
Action	**Timeframe**	**Refund Percentage**	**Refund Date Deadline**
Drop	Before the first class meeting. Online classes* start (are available for study) at 12:01 a.m. the first day. Drops for online classes must be completed before the first day of class in order to receive a 100% refund.	100% Refund	On the "Refund Percent" row labeled "100%", see the "Drop By" deadline date.
Drop	1-10% of class meetings elapsed	80% Refund	On the "Refund Percent" row labeled "80%", see the "Drop By" deadline date.
Drop	11-20% of class meetings elapsed	60% Refund	On the "Refund Percent" row labeled "60%", see the "Drop By" deadline date.
Withdrawal	21-80% of class meetings elapsed	No Refund	On the "Refund Percent" row labeled "0%WDRW", see the "Drop By" deadline date. Submit the withdrawal form found at gtc.edu/forms under Registrar Forms|Course Withdrawal Form.

Action	Timeframe	Refund Percentage	Refund Date Deadline
Non-attendance/ Instructor Drops	Definition: Student doesn't attend or discontinues attendance without dropping or withdrawing from class.		

*Online Courses: Online courses including internet asynchronous, hybrid and blended courses begin at 12:01 a.m. of the first day. Drops for online classes must be completed before the first day of class in order to receive a 100% refund.

No Refund for Instructor Drops

A student who registers for a class but who fails to attend may be dropped by the instructor. As an instructor drop is administrative and not student initiated, the student is not eligible to receive a refund.

No Refund for Withdrawals

No refund is made when a student withdraws from a class. Students are able to withdraw from classes after the refund period has ended, i.e. after 20% of the class meeting times have elapsed.

Refunds for Canceled Classes

A student is entitled to a full refund of all tuition and fees paid for a class if Gateway Technical College cancels the class.

Late Registration Process Refunds

Refunds for students who enter a class late and subsequently drop will be calculated based upon the start date of the class, not the date the student registered for the class. See the refund schedule above for details.

Called to Active Duty

Students that are called to active military duty during the term should notify their instructors and submit their orders via email to **studentaccountsdepartment@gtc.edu**. A staff member will follow up within two business days to discuss the best solution for the student.

Account Adjustments

Refunds will be applied to any outstanding balance the student has at the College. If the student account is:

Paid in Full: The refund will be mailed to the student's current address. No cash refunds.

Payment Plan Account: Any refund will be credited toward the balance owed. The amount due on subsequent statements will reflect the adjustment in fees. The refund percentage is based upon the total cost of the courses; it is not a percentage refund of the payments the student has made.

Paid by Sponsorship/Agency/Company: The tuition charges billed to the third party will be reduced. No refund will be issued.

Paid/Partially Paid by Financial Aid: The Financial Aid accepted offer/disbursement will reflect adjustments due to dropped classes.

Student Account Appeals

Students are responsible for payment of all charges on their account. However, in the event that a student encounters an extenuating circumstance that unexpectedly impacts their ability to complete their courses, the student may request a Student Account Appeal to request a reduction of the balance on their account. Please note that an approved Student Account Appeal will only adjust tuition charges, not other fees or bookstore charges on a student's account.

A student who wishes to submit a Student Account Appeal form must meet with a Student Finance Specialist to discuss their situation in more detail. If the student's situation meets the criteria for an appeal, the Student Finance Specialist will provide the form.

All completed Student Account Appeals and supporting documentation must be submitted within 60 days from the official end of the term that the student is appealing charges for. Appeals submitted after that date will not be accepted.

Students will receive a decision regarding their appeal within 21 days from the date the completed appeal was received by Gateway staff.

Academic Information and Student Records

Gateway Technical College Credentials

Associate Degrees, Technical Diplomas and Advanced Technical Certificates

The Gateway Technical College District Board has the authority to grant Associate of Applied Science degrees, Associate of Arts degrees, Associate of Science degrees, Technical Diplomas and Advanced Technical Certificates to graduates of occupational programs approved by the Wisconsin Technical College System Board. Students must apply and be accepted to an Associate of Applied Science degree, Associate of Arts degree, Associate of Science degree, Technical Diploma or Advanced Technical Certificate program and complete all program requirements to graduate.

Gateway Certificates

The Gateway Technical College District Board may award Wisconsin Technical College System Board-approved career pathway certificates and district certificates to students who complete a specific course or group of courses. Certificates are designed to help students gain entry level employment in specialized areas or to qualify for occupational advancement. Students must be accepted to the certificate program and complete all program requirements to receive a certificate.

General Education Development (GED®)

Students can earn their GED by passing the official GED Testing Service tests. Subjects include Language Arts (RLA - Reasoning through Language Arts), Math, Science and Social Studies. Students must also pass the Civics exam. Prior to testing, students must complete an orientation (course 890-721). GED instructors can pretest in all four testing subject areas. Practice tests are available in selected subject areas. GED teaching strategies include small group instruction, computer-assisted learning, self-guided exercises or assignments and one-on-one tutoring. Nonresident fees may apply.

High School Equivalency Diploma (HSED)

An HSED may be completed in several ways. Many students decide to complete their HSED through GED testing and completion of health, civics exam, career awareness and employability skills. An HSED may also be obtained through the completion of high school credits, post-secondary credits or competencies. Students may also be eligible to receive an HSED if they have been granted a diploma from a foreign country. Students interested in pursuing an HSED should have their official high school transcripts sent to the Director of Testing Services. All HSED participants must take an orientation (890-721) prior to starting the HSED program. Nonresident fees apply.

English Language Learner Program (ELL)

ELL is designed to prepare students whose first language is other than English to speak and understand the English language; the program is free for Wisconsin residents. Students will improve their speaking, listening, grammar, writing, reading and vocabulary skills and learn about health, community, government, consumer education and employability skills. Large and small group instruction, computer-assisted learning and self-guided exercises and assignments are utilized.

Student Name

The legal name on a student's record is the official name that will be displayed on college documents such as transcripts, diplomas, commencement programs, academic records, billing records, financial aid records, clinical placement records, licensing certification records and international student records, as well as employment, benefit and payroll records. Name changes will only be completed upon presentation of a legal document supporting the change, linking the new name to the name currently on the student's record. Requests for name changes may be submitted to any Student Services Center. Gateway recognizes that students may use names other than their legal names to identify themselves. The college is phasing in use of students' chosen names where the functionality is available in the software systems. Last names cannot be updated through the chosen name process. Students can submit a chosen name request online at **gtc.edu/forms**, in the Registrar Forms section or in person in any Student Services Center.

Social Security Number Policy

Social Security numbers (SSN) are used to identify student records. A student's failure to provide a SSN may delay processing. All Gateway students who are applying for financial aid are required to provide their Social Security number. A Social Security number is critical to state and federal reporting and the financial aid process. The Social Security number, protected by the Family Educational Rights and Privacy Act (FERPA), is not considered directory information and therefore will not be released to a third party. The Internal Revenue Service allows some post-secondary students to claim an education income tax credit on their taxes. In order to claim this credit, the student's Social Security number must be on file at the college so the student's enrollment and tuition and fees costs can be reported to the IRS. The college will make a 1098-T form available to the student electronically by January 30 of each year. This will document the student's SSN on file and the post-secondary enrollment information. For tax credit eligibility information, consult your tax professional. The Internal Revenue Service requires that Gateway provide 1098-T forms annually to post-secondary students.

Student ID Number

Every student will have a system-generated ID number that will appear on his or her academic record and most Gateway correspondence. This number is not considered directory information and will not be released to a third party. It is important that students know their student ID number.

Curriculum Sheets

Curriculum sheets detail current course requirements and course descriptions in a student's program. In order to graduate from a specific program, students must fulfill the requirements of the curriculum sheet for the academic year for which they were accepted.

At any time, a student may elect to follow the most recent program curriculum but may not move to a previous curriculum year. To move to the most recent program curriculum, students must complete a Curriculum Year Change form. This form can be found under the Registrar section at **gtc.edu/forms** or at any Student Services Center.

Useful information concerning possible job opportunities at entry and advanced levels is listed on the back of each curriculum sheet. Curriculum sheets can be obtained at **gtc.edu** or printed in any Student Services Center.

Academic Standards

Academic and Program Standards

Academic and program standards are developed and are available to all students.

Continuous Student Enrollment (Policy J-110)

Academic programs at Gateway undergo frequent changes to keep programs current with demands in technology and accreditation criteria. Generally, students are allowed to graduate following the program curriculum sheet in place at the time of the student's initial program acceptance. Because of frequent program changes and the length of time taken by students to meet graduation requirements, the following policies will govern which curriculum sheet will be used to define a student's graduation requirements:

1. The College does, after one (1) year of non-continuous enrollment, require the student to follow the most recent program curriculum in order to graduate.
2. The College reserves the right to place a seven (7) year limitation on accepting courses for graduation. Some programs have more stringent age requirements on course age for courses that are prerequisites to program courses.
3. At any time, a student may elect to follow the most recent program curriculum.
4. The College reserves the right to establish course substitutions when courses are inactivated to meet program curriculum requirements.

Grading System

Credits

Each post-secondary course carries academic credit based on total contact hours and the method of instruction. Credits are used in determining student grade point average. General college and developmental/remedial (pre-technical and pre-college) courses do not carry credit toward post-secondary degrees or diplomas and are not used in academic GPA calculations. However, all post-secondary courses, including general college, developmental and remedial courses are used to calculate Satisfactory Academic Progress for financial aid purposes.

Post-Secondary Grading Information

Students enrolled in post-secondary level (associate degree and technical diploma level) credit courses will be graded by the following letter grade and point system. These represent various levels of accomplishment and grade points earned. Some instructors may not use plus (+) or minus (-) grades.

Grading scales for individual courses are outlined on each course syllabus and may vary from course to course. It is important for students to review and understand course grading scales.

Grades	Description	Grade Points
A	Excellent	4.00
A–	Excellent	3.67
B+	Good	3.66
B	Good	3.00
B–	Good	2.67
C+	Satisfactory	2.33

Grades	Description	Grade Points
C	Satisfactory	2.00
C–	Satisfactory	1.67
D+	Poor	1.33
D	Poor	1.00
D–	Poor	0.67
F	Failure	0.00

The following grades may appear on your transcript but will not be included in the Grade Point Average:

WP: Withdrawal Passing (prior to 2007)

WF: Withdrawal Failing (prior to 2007)

W: Withdrawal

R: Repeated

I: Incomplete

AU: Audited (no credit earned)

TR: Transfer Credit

PR: Proficiency Credit (Credit for Prior Learning)

M: Manual Repeat Adjustment

P: Pass (minimum 2.0 GPA equivalent)

D+X: Academically Forgiven D+ grade

DX: Academically Forgiven D grade

D–X: Academically Forgiven D– grade

FX: Academically Forgiven F grade

"I" Grade

The "I" (incomplete) grade may be assigned at the discretion of the instructor. The student must have been close to completing the course, but due to extenuating circumstances, unable to complete the final exam or a limited amount of coursework. The instructor sets a deadline by which the coursework must be completed. The deadline will normally be within a few weeks of the end of the class, but no later than the end of the following semester (not including Summer Semester). The "I" grade will be displayed on the student's transcript, which may be viewed via My Gateway. On the Registration and Schedule card, click Unofficial Transcript. If the student receives an "I" grade in a course that is a prerequisite to a subsequent course, the student will not be eligible to enroll/remain in the subsequent course. An "I" grade which is not changed by the deadline set by the instructor will automatically be changed to an F. The "I" grade counts as credits attempted but not completed for financial aid Good Academic Standing calculation.

Grade Changes

Grade changes must be made within one year of the end of the semester in which the student registered for the courses. Grade changes will be honored only to correct a mistake or error in calculating or assigning the course grade.

Student Program Record Sealed at Graduation

Once a student graduates from a program, that record is sealed. No changes are made to grades used to meet program requirements. If a course used to fulfill a graduation requirement is repeated after a student graduates, the repeat does not affect the record; it will not be used for credit or GPA purposes. Students who graduate from a program and subsequently complete the courses required for an additional concentration(s) in a program will not be officially awarded the additional concentration(s). The courses will display on the student's transcript, but the graduation information for the program will not be modified.

Viewing Grades

Students may view their grades via My Gateway. On the Registration and Schedule card, click Unofficial Transcript. Final grades are available online, the day after the instructor submits them.

Grade Point Average (GPA)

A student's average grade is expressed in terms of a Grade Point Average (GPA). Grading at Gateway is based on a four-point scale. GPAs are truncated, not rounded. The grade point average is calculated by dividing the sum of the grade points by the total number of GPA credits. General college, pre-college and pre-technical classes are developmental and/or remedial classes and do not count toward post-secondary graduation, nor are they used in GPA calculations for academic or credential purposes. Financial aid does include general college, pre-college and pre-technical classes for Satisfactory Academic Progress calculations. To determine grade point average:

- Multiply the number of GPA credits for each course by the grade point value of the letter grades assigned. This converts the letter grades into grade points.
- Add the total number of GPA credits.
- Add the total number of grade points earned.
- Divide the total number of grade points by the total number of GPA credits.

The resulting figure is the student's grade point average. The example below illustrates GPA calculation for one semester.

Example:

Course	Grade	Point Value		GPA Credits	Grade Points
English Comp I	F	0.00	X	3.0	0.000
Intro to Sociology	C	2.00	X	3.0	6.000
Speech	D	1.00	X	3.0	3.000
Management Principles	B	3.00	X	2.0	6.000
Accounting I	A	4.00	X	4.0	16.000
PTA Clinical Pract 1	P	0.00	X	0.00*	0.00
Investments	AU	--	X	--	--
			Total	15.0	31.000
Credits Completed	--	15.0			
Grade Points Earned	--	31.000			
Grade Point Average	--	31/15=2.066			

*Note: Post-secondary credits for courses with a P grade count toward "hours completed" for graduation, but not as "GPA credits," as they are not used to calculate GPA.

Repeated Courses

Students may only earn credit once for a course. When a student repeats a course, only the highest grade earned is used for academic GPA calculations. The lower grade remains on the transcript but is annotated as being a repeated course. All attempts of repeated courses are used to calculate Satisfactory Academic Progress for financial aid purposes.

Dean's List

Dean's List honors are granted each semester for students who are accepted into an associate degree or technical diploma program, have enrolled for a minimum of six (6) credits (not including developmental/remedial credits), and achieved a semester grade point average of 3.75 or better (see "Grade Point Average (GPA)" section). Dean's List calculations are based on courses that have finished (been graded) by the end of the traditional semester. All Dean's List awards will appear on student transcripts.

High Honors Program

To be eligible to participate in the High Honors program, program admission, a 3.5 or higher cumulative grade point average and a minimum of 12 credit hours of college coursework completed is required. Eligible students must submit the honors contract. The honors contract is a collaborative effort between the student and a faculty member that provides an opportunity for the student to enrich the quality of their education beyond what is normally expected in the course. Proposed contracts must be relevant to the subject of the course. If the honors contract is approved by the Executive Vice President - Academic Affairs Office and the student completes the requirements of the project, the student will receive honors designation for that course. If 12 or more credits of honors courses are completed satisfactorily, the student is awarded High Honors at graduation.

Midterm Grades

Midterm grades will be available via My Gateway on the dates specified in the academic calendar. In My Gateway, find the Registration and Schedule card and click Class Schedule > Academics > Grades. A midterm grade is a snapshot of your grade on the date the midterm grade was entered. Midterm grades do not appear on your transcript and are not calculated into your GPA. Midterm grades are intended to help students understand their progress in courses. Instructor comments may be provided with midterm grades. Since the grades are for student information purposes only, no grade changes are processed for midterm grades. If a midterm grade is determined by the instructor to have been inaccurate, the instructor will communicate the accurate grade to the student. Students should refer to their syllabus for the course grading policy and assignment information. Midterm grades are only required for post-secondary courses that begin at the start of the traditional semester and are at least 13 weeks in length. It is important for students to review their midterm grades via My Gateway.

Academic Forgiveness Policy

Gateway recognizes that returning students' past academic work may not be reflective of their current demonstrated ability. Furthermore, past academic work may negatively affect students' academic standing and ability to reach their educational goals. Under these circumstances, the college may exclude some past grades from certain calculations of grade point average (GPA) and academic progress, hereafter referred to as academic forgiveness.

Eligibility

1. At the time of re-entry to the college, the student must:
    a. have had a two-year continuous break from any credit-bearing coursework at Gateway Technical College. Students seeking forgiveness for only dual credit coursework may apply without a 2-year continuous break.
    b. have a Gateway cumulative GPA lower than 2.0.
2. Subsequent to re-entering the college, the student must:
    a. be admitted to a certificate, diploma or degree program.
    b. have an advisor-approved academic plan.
    c. have completed at least 12 post-secondary, non-developmental/remedial credits at Gateway within three consecutive academic terms.
    d. have earned no grade lower than C in any completed course.

Procedure

1. Submit an electronic application for academic forgiveness at gtc.edu/forms.
2. The Registrar's Office will screen your application for eligibility. If you are eligible, you will receive email confirmation.
3. Schedule a meeting with your academic advisor within two weeks of receiving confirmation from the Registrar's Office. At this meeting, you will discuss your plans for future academic success and plan your coursework out as far as possible.
4. Upon final approval by The Registrar's Office:
    a. All grades of D+ and below earned prior to your break in enrollment will be excluded from all of your GPA calculations except those used for financial aid. The courses and grades will remain on your record and transcript.
    b. Credit will remain unchanged for any courses taken before the point of academic forgiveness if you earned a grade of C- or higher.

Your total credits for graduation will be based on all program coursework taken at Gateway after re-entry, as well as prior coursework with grades of C- or higher and any transfer or proficiency credits awarded.

Adult Continuing Education Grading Information

Adult Continuing Education (ACE) courses are non-credit, recorded on a separate transcript and not calculated in a student's GPA. Students enrolled in Adult Continuing Education courses will be assigned the following grades:

Grades	Grades	Grade Points
S	Satisfactory	No grade points are assigned for Adult Continuing Education Courses.
U	Unsatisfactory	
W	Withdrawal	

Attendance

Gateway recognizes the importance of attendance in the learning process but does not believe that attendance in and of itself constitutes learning. Instructors will document in their course syllabi fair and reasonable attendance policies for their classes based on their subject matter,

delivery methods, learning activities, student audience, external regulations, college and departmental guidelines and employer expectations in their field of instruction. Students are responsible for reading and understanding each class attendance policy and for learning any material covered during an absence.

To be eligible to receive financial aid funding for classes, students must be registered for and attend all classes prior to the established Census Date.

Transfer Credit

A student must be accepted to a post-secondary program at Gateway before transfer credits will be evaluated. Courses completed at a regionally accredited institution are evaluated to determine transferability. The Transfer Credit Specialist will evaluate the transcripts in collaboration with course instructors and academic deans as necessary to determine course transfer credit. Coursework completed at an institution that is not regionally accredited may be evaluated through the credit for prior learning process to determine what proficiency credit may be granted. Gateway must have the official transcript on file from the previous institution before transfer credits are evaluated. Official transcripts are defined as transcripts sent directly by mail to Gateway from the issuing institution by a recognized electronic transcript service or hand-delivered by the student, if the transcripts remain unopened in the issuing school's sealed envelope. Official transcripts must have the issuing school's seal and appropriate official's signature to be accepted. Official transcripts remain the property of Gateway Technical College and cannot be returned. Gateway Technical College cannot provide students with copies of their transcripts from other institutions. Students requiring copies of transcripts from other institutions they have attended must obtain them directly from those institutions. No more than 75 percent of a degree or certificate can be earned through transfer credit and/or credit for prior learning. A minimum grade of C is required for courses to be accepted as transfer. Courses with a grade of C- or below will not be accepted. Some courses in some programs (e.g., Nursing) have prerequisites with minimum grades higher than a C. Please refer to the degree requirements on your curriculum sheet. Transfer credit does not count in GPA calculations for graduation purposes. Students must have completed at least one post-secondary credit before an official transcript reflecting transfer credit will be issued.

Credit for Prior Learning

Credit for prior learning recognizes prior learning through the awarding of academic proficiency credit. A student must be active in an associate degree, technical diploma, certificate or apprenticeship program at Gateway to be eligible to apply for a prior learning assessment (PLA). Students with prior learning may be able to pass prior learning assessments and earn credit toward their credential from Gateway. Non-refundable prior learning assessment fees are charged based on the standard WTCS rates and are not covered by financial aid. Internally developed and Gateway administered PLAs may only be attempted once. Should you fail a Gateway developed and administered PLA, you must then enroll in and pass the course to receive credit.

No more than 75 percent of a degree or certificate may be earned through transfer credit and/or credit for prior learning. When PLA credit is awarded, it is on a proficiency basis. Grades of "PR" are awarded. PLA credit does not count toward the student's grade point average. Please contact **cfpl@gtc.edu** for information.

Credit for prior learning assessment methods are listed below.

College Level Examinations

College-level proficiency credit will be granted for knowledge validated by exams such as Advanced Placement (AP), College Level Examination Program (CLEP), Dantes Subject Standardized Test (DSST) and International Baccalaureate (IB). Please refer to Gateway's website for a list of accepted exams. Students must meet minimum score requirements to be awarded credit. A minimum score of 3 is required for AP exams, 50 is required for CLEP exams and minimum scores on DSST exams vary by exam. Gateway accepts scores of 4 or better on

high level (HL) International Baccalaureate (IB) exams. Some examinations may require additional competence tests before credit can be granted. An official transcript, score report or equivalent documents issued by the external agency must be submitted before credit can be granted. Additionally, proficiency credit may be granted to students who demonstrate course competencies through the satisfactory completion of college-developed course-specific internal exams for designated courses.

Demonstrative Exam

Proficiency credit may be granted to students who demonstrate course competencies through the satisfactory completion of college developed demonstrative performance exams for specified courses. Exams are available for select courses. Contact **cfpl@gtc.edu** for information.

Portfolio Assessment

Proficiency credit may be granted to students who demonstrate course competencies through portfolio presentations demonstrating mastery of skills or competencies. Portfolio presentation assessments are available for select courses. There are specific courses for which proficiency credit may be granted through portfolio presentations. Contact **cfpl@gtc.edu** for information.

Military Evaluation

Credit may be granted upon review of an official military transcript from Joint Services Transcript (JST), which may be requested at **jst.doded.mil**. In accordance with Wisconsin State Statutes 38.12(7)(b), course credit recommendations established by the American Council on Education (ACE) are considered and evaluated against Gateway course learning outcomes and competences as outlined in WIDS by Gateway appointed faculty and content experts. Students completing basic training are eligible for elective credits, and a maximum of 12 elective credits will be awarded from all JST experiences. There are no fees assessed for the award of CFPL credit based on a JST evaluation.

Articulation for High School Students

Through articulation agreements with area high schools, Gateway awards credits for certain approved courses taken at the high school level. Students must enroll in Gateway within 27 months of high school graduation and have earned a B or better in the high school course. High school students should speak with their high school guidance counselors regarding these opportunities. Contact **registrarsoffice@gtc.edu** if you have a high school course that is eligible for credit at Gateway under this provision.

Graduation Requirements

The Gateway Technical College District has procedures that govern the graduation requirements for technical diplomas, associate degree programs and advanced technical certificates. In order to graduate, a student must fulfill the following requirements:

- All the course requirements on the official curriculum sheet the student is enrolled under must be completed successfully. Any course substitutions must be approved and documented on the student's record.
- A minimum of twenty-five percent (25%) of the program credits must be earned at Gateway Technical College. Transfer credit and courses that were completed by the credit for prior learning process are not counted as credits earned at Gateway Technical College.
- A minimum of twenty-five percent (25%) of the major course credits designated with an asterisk (*) on the curriculum sheet must be earned at Gateway Technical College. Transfer credits and courses that were completed by the credit for prior learning process are not counted as credits earned at Gateway Technical College.

- The following grade point average (GPA) requirements must be met:
- Effective with the 2021-22 catalog year, a cumulative GPA of 2.000 or above is required to graduate (2.000 on a four-point grading scale is a C).
- A Major GPA of 2.000 or above is required.
- Some programs require a grade of "C" (2.0) or above in some courses; refer to your curriculum sheet.
- Individual programs may have additional requirements to meet accrediting agency requirements. Refer to the program curriculum sheet for additional graduation and grade point requirements.
- It is the student's responsibility to check their degree audit prior to the last semester of study to ensure that all the requirements for graduation will be met. All requirements must be completed by the last day of the semester, including removal of incomplete grades and submission of transcripts with transfer credits. If students have questions related to graduation requirements, they should discuss with their academic advisor.

Computation of GPA for Graduation

Cumulative GPA

- All associate degree and technical diploma level courses that a student has taken at Gateway are used to calculate this GPA. "General college" courses, developmental and remedial courses are not included in cumulative GPA.
- This GPA appears on the transcript and program degree audit.

Program GPA - Only for curriculum catalog years prior to 2021–22

- All courses on the program curriculum sheet are used to calculate this GPA.
- This GPA is used to determine graduation eligibility and graduation honors.
- This GPA may also be used to determine other department or campus awards.

Major GPA

- All courses that are designated with an asterisk (*) on the program curriculum sheet are used to calculate this GPA.
- This GPA is used to determine graduation eligibility.
- This GPA may also be used to determine other department or campus awards.

Graduation - Post-Secondary Credentials

Students are automatically graduated at the next available graduation date from any associate degrees, technical diplomas or advanced technical certificates for which they have been accepted and completed all program and graduation requirements. Graduation is processed at the end of each semester and the graduation dates are the last day of classes of the Summer, Fall and Spring Semesters.

Awarding of Certificates

Certificates will automatically be awarded and mailed to students active in certificate programs if they have completed all requirements by the end of the term. Students will receive their certificates in the mail six to eight weeks after the end of the term.

In order to receive a certificate, students must fulfill the following requirements:

- All the course requirements on the official curriculum sheet must be completed successfully. Any course substitutions must be approved and documented on the student's record.
- A minimum of twenty-five percent (25%) of the program credits must be earned at Gateway Technical College. Transfer credit and courses that were completed by the credit for prior learning process are not counted as credits earned at Gateway Technical College.
- A Program GPA of 2.000 or above is required (2.000 on a four-point grading scale is a C).
- Some certificates have specific minimum grade requirements for certain courses, e.g. a grade of "C" (2.0) or above in some courses. Refer to your curriculum sheet.
- Individual certificates may have additional requirements to meet accrediting agency requirements. Refer to the certificate curriculum sheet for additional graduation and grade point requirements.
- All student financial obligations must be met before certificates will be released.
- It is the student's responsibility to check their degree audit prior to the last semester of study to ensure that all the requirements for completion will be met. All requirements must be completed by the last day of the semester, including removal of incomplete grades and submission of transcripts with transfer credits. If students have questions related to completion requirements, they should discuss this with their academic advisor.

Graduation with Honors

There are three graduation honors designations that may be earned by students completing an associate degree or technical diploma.

Honors distinction is bestowed upon students attaining the grade point averages (GPA) listed below. For students graduating from programs with catalog years 2021-22 and later, cumulative GPA will be used. For students graduating from programs with catalog years prior to 2021-22, program GPA will be used.

- District Honors: 3.750 - 3.899
- President's Honors: 3.900 - 4.000
- Provost's Honors: A student who receives honors credit for 12 or more credits in their program will be recognized as a Provost's Honors graduate. Please see the section on Provost's Honors program for further information.

The final determination regarding official honors status is made at the end of the semester. The decision will be made when the final GPA is calculated and the Provost's Honors courses have been graded and reviewed. Official graduation honors will be recorded on the student's transcript and will display on the diploma after final graduation verification. The program grade point average listed on the program degree audit is the official grade point average used to determine honors. Grade point averages are not rounded.

Commencement Ceremonies: Associate of Applied Science Degree, Associate of Arts Degree, Associate of Science Degree, Technical Diploma and Advanced Technical Certificate

The college commencement ceremonies, held in May, are a special recognition of students' scholastic achievements at Gateway Technical College. They are formal cap-and-gown ceremonies and all graduates are encouraged to participate. A student's name will appear in the official program and potential honors designation will be acknowledged at the ceremony only if they have registered for their last program classes by April 15. August graduates are eligible to participate in either the ceremony before or after their graduation. To participate in the ceremonies before their graduation, August graduates must be registered for their last classes by

April 15. All August graduates who register after this date will be invited to the next year's ceremonies.

Students who would like to participate in the commencement ceremonies must reserve their seat online. All potential graduates and confirmed graduates are notified by mid-April of ceremony and reservation details. For further information, please visit **gtc.edu/commencement**.

HSED/GED Recognition Ceremony

The HSED/GED recognition ceremony held in May-recognizes students' earning of their academic credential through Gateway Technical College. This is a formal cap-and-gown ceremony, and all credential recipients are encouraged to participate and be recognized. Students who have earned their credential since April 15 of the prior year are invited to attend the ceremony. Students must complete their testing by April 15 of the current year to participate in the ceremony. Confirmed credential recipients are notified, beginning mid-April, of graduation ceremony details. For further information, please visit **gtc.edu/graduate**.

Official Transcripts

Official transcripts may be secured by submitting an online request via the National Student Clearinghouse website. Transcripts are available for the following types of records: postsecondary, adult high school and adult continuing education (ACE). Transcripts of General Educational Development (GED) or High School Equivalency Diploma (HSED) testing completed through Gateway must be requested from the Wisconsin Department of Public Instruction at **dpi.wi.gov/ged/transcripts**.

The student must electronically submit their request to the National Student Clearinghouse before transcripts may be released. Gateway does not release transcripts received from other institutions. For more information on requesting a transcript, including request fees, please visit **gtc.edu/transcripts**.

Guaranteed Retraining

Graduates may be eligible for up to six additional credits of free retraining if their employer certifies that they lack certain skills or if the student has been unable to secure employment. Questions regarding retraining available under this policy should be directed to the Institutional Effectiveness or Student Affairs Office.

Student Rights and Responsibilities

Gateway is dedicated to helping students identify and achieve realistic goals through excellent educational opportunities. The administration and staff of the College promote the goals of responsible participation and high achievement for our students. As a Gateway Technical College student, you are expected to be aware of college policies and procedures and accept responsibility as an active, contributing member of the College. This section explains policies and procedures identifying student rights and responsibilities. Gateway Technical College believes that all students have responsibilities in the areas of governance, services and conduct.

Student Responsibility Agreement

The Student Responsibility Agreement is an agreement between the college and the student regarding their financial obligation to the college. This document is to be signed (or e-signed) at the time of registration to begin registering for courses. The Student Responsibility Agreement provides relevant information about official institutional policies and contractually binds students to the policies. The full Student Responsibility Agreement can be found at **gtc.edu/student-responsibility-agreement**.

Student Academic Responsibilities

Students are responsible for their own learning and development. They have a responsibility to be active learners by attending class, participating in class activities and discussions, completing class and laboratory assignments, and preparing in advance for the scheduled class session.

Student Use of Services Responsibilities

Students are responsible for:

- Appropriate use of equipment and services provided by the College.
- Knowledge of and participation in student social and professional activities.
- Seeking assistance when facing problems that interfere with educational success.
- Meeting financial obligations to Gateway Technical College and those incurred through student loan programs.

Student Code of Conduct – J-300

1. The Gateway District recognizes that in order to operate a meaningful educational program and a safe environment for students and staff, this Code of Conduct will be followed.
2. The Gateway District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats or danger. The District further believes that academic honesty and integrity are fundamental to the educational mission of this College. Every student is expected to comply with the standards set and to be familiar with all the rules, regulations and policies of Gateway Technical College.
3. On a daily basis, any student or group of students may be denied access to the classroom upon the instructor's determination that their behavior impedes student learning, the health and safety of peers, self or the staff. The instructor will notify the student(s) of their denied access. The Dean of Campus Affairs will also be notified by the end of the working day.

Procedure - Standards

1. Students are expected to comply with all institutional, federal, state, county and municipal policies, statutes and ordinances.
2. At all times, students are expected to conduct themselves in such a manner as not to interfere with the educational process at Gateway Technical College.

3. Students will conduct themselves in such a manner as not to endanger the safety or welfare of their fellow students.

4. Students must comply with the following and may be subject to discipline, including suspension or dismissal, for the following offenses:

    a. Obstruction or disruption of the normal operations of the College or activities authorized by the College.

    b. Physical or verbal abuse, harassment or detention of any person(s) on school property or at school activities when such endangers the health, safety or rights of such persons.

    c. Theft, damage or misuse of property of the College or property of any visitor or member of the Gateway Technical College community.

    d. Unauthorized entry to or use of Gateway Technical College property or facilities.

    e. Dishonesty, which includes but is not limited to, knowingly furnishing false information to the College, plagiarism or any form of cheating.

    f. Use, under the influence of, possession, sale or distribution of narcotic or illegal drugs, firearms, explosives, dangerous chemicals, alcoholic beverages, etc. on Gateway owned or leased property or at Gateway sponsored activities.

    g. Possession of a dangerous weapon on school premises or at school-related events.

Discipline

The following procedures have been developed to deal with a student who has failed to comply with this policy.

Step 1. Upon receipt of an alleged violation, the appropriate Dean of Campus Affairs will be assigned to investigate the charges. The Dean of Campus Affairs may temporarily suspend a student pending an investigation when the student's continued presence might cause continued academic disruption or endanger the student or others.

Step 2. If the investigation determines that the college has reasonable cause to believe that a student has pursued a course of conduct which is contrary to Gateway policy and requires sanction(s), the Dean of Campus Affairs may take appropriate action. Within five (5) working days from the action, the student shall be given notice in writing, by certified mail or personal delivery, the results of the investigation and the sanctions applied. The notice will also provide the information necessary for the student to appeal the sanctions if he or she wishes.

Step 3. Students who appeal the sanctions must notify the executive vice president - academic affairs in writing within five (5) working days of receipt of the letter. The student will be notified in writing, by certified mail or personal delivery, of the time and place of the hearing before a disciplinary committee composed of the executive vice president - academic affairs or designee, a staff member and a student. Said hearing shall be held no less than two (2) working days nor more than seven (7) calendar days from the date the student receives the above notice of hearing. The student shall be provided the name(s) of the witness(es) testifying against him/her and a copy of the initial investigation results that was conducted by the Dean of Campus Affairs.

Step 4. At any hearing before the disciplinary committee, the student shall have the right to present testimony on his/her own behalf and call witnesses.

Step 5. The committee shall issue a dated, written order (to the student) informing the student of the decision. The order may be personally delivered or sent certified mail.

Non-Academic Sanctions

The following sanctions may be imposed on students who fail to comply with this policy.

1. Warning: Issued to a student who has committed a minor violation of this policy and doesn't pose a continued concern for the college.

2. **Disciplinary Probation:** Issued to a student who has committed a violation of this policy and will face additional sanctions if any additional violations occur during a specified time frame.
3. **Suspension:** Issued to a student, for a specified time frame, who has committed a major, egregious or continued violation(s) of this policy.
4. **Dismissal:** Permanent removal, issued to a student who has committed a major, egregious or continued violation(s) of this policy.
5. **Restriction:** Issued to a student who has committed a violation of this policy, the resolution is a limitation on the student's access to identified services, locations, education, community activities or persons. Issued for a specified time frame.
6. **Restitution:** Issued to a student who has committed a violation of this policy that resulted in staff, institutional or another student's financial loss. May be issued as a condition of return or continued attendance in the college.
7. **Referral:** Issued to a student who has committed a violation of this policy and it's determined that continued participation at the college is contingent upon the student attending designated services (college or private vendor) or programs. May be issued for a specified time frame or as permanent and may be issued as a condition of return or continued attendance in the college.
8. **Loss of Privileges:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access to identified service, location or educational community activities.
4. **No Contact:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access/contact with an identified individual(s) or groups of students and/or staff.

These sanctions are not meant to be progressive in nature. A student may be issued one or more of these sanctions in response to an incident. The college will determine the level of sanction based on the severity of the incident or series of incidents.

General Student Complaints – J-100

In order to provide students with the opportunity to have any complaint or concern they encounter at Gateway heard and addressed, the college maintains informal and formal channels for student complaints. The college requires that students first use informal channels to seek resolutions by working directly with the parties involved. If resolution cannot be reached, formal channels are provided to reach prompt and fair resolution of complaints. The college will not tolerate retaliation against any individual for filing a complaint in good faith in order to seek a resolution to a problem with the college or its employees or students.

Definitions

1. For the purpose of this policy, a student is defined as an individual who is currently or has been enrolled in any Gateway course within a 12-month period prior to filing a complaint.
2. A complaint is a request for specific action to resolve a problem caused by the action or inaction of the college or its employees.
3. Expressions of dissatisfaction with the college's action or inaction, facilities or services that do not include a request for action will be labeled as concerns and considered feedback. Concerns may or may not require follow-up by the college.
4. Retaliation is any adverse action or threat of adverse action against an individual because of the individual's good faith report of a complaint. Good faith means the individual has an honest and reasonable belief that college action is required to resolve a problem.

Processes

Several categories of student complaint have separate processes outside this policy with their own timelines and requirements:

1. Academic concerns (grades, classroom policies, etc.)
2. Discrimination, harassment and Title IX complaints
3. Student Account appeals (Contact a Student Services Student Finance Specialist.)
4. Behaviors of Concern

All other student complaints follow this policy.

Procedure

1. **Informal complaint.** Students are required to make every effort to resolve their complaint informally by working directly with the employee or department involved. Students should communicate specifically what problem they are experiencing and what action they are requesting to resolve their issue. Students are encouraged to seek resolution as soon as possible after the unsatisfactory situation occurred. If the complaint is not resolved in a reasonable amount of time to the student's satisfaction, the student may move on to the formal complaint process. Students may not skip this step, since most complaints can be resolved at this level.
2. **Formal complaint.** All formal student complaints are submitted electronically on the Student Complaint form, which can be found at **gtc.edu/complaints**. Formal complaints must be filed within 12 months of the situation prompting the complaint. The following information is required:
    a. **Identification of a complaining party.** Students are asked to provide their name and Gateway ID number. Anonymous complaints will be considered; however, the college's ability to investigate and resolve the complaint may be limited. For complaints on behalf of a group of students, all individuals seeking a specific action must be named.
    b. **Category of complaint.** To assist in resolving complaints promptly, students should indicate the general nature of their issue: facilities/equipment, customer service, administration, employee conduct, student conduct, college services or general/other.
    c. **Description of problem.** Students should describe in detail the action or inaction of the college or its employees with which they are dissatisfied and the negative impact of the situation on the student. Names of parties involved, dates and locations should be included whenever possible.
    d. **Prior attempts to resolve.** Students must explain the prior attempts to resolve the problem at the informal level and why those attempts were unsuccessful.
    e. **Outcome desired.** Students must state specifically the action they are requesting from the college that they consider an acceptable resolution of the problem.

Students will receive an acknowledgment of submission of the form and details of next steps. Students with disabilities may contact Gateway's Disability Support Services department for assistance with the complaint form.

3. **Review and Resolution.** Formal complaints will be directed to the supervisor of the person or department involved unless the issue has already been addressed unsuccessfully at that level. In those cases, the complaint will be directed to the next higher supervisor. Supervisors will investigate complaints and respond promptly based on the circumstances of the situation.
4. **Appeal.** Students who are dissatisfied with the response to their formal complaint may appeal to the vice president of the division involved by submitting a student complaint appeal form within five working days of receiving the response. If the vice president was party to the unsatisfactory resolution of the formal complaint, the appeal may go to the president or his/her designee. The decision of the vice president or president/designee is final.

5. **Complaint records.** Gateway has a federal obligation to maintain records of all student complaints including the name of the complaining party, the nature of the complaint, the resolution, any other related actions (appeals to outside agencies, etc.) and any institutional learning resulting from individual complaints or patterns of complaints. Records are retained for a minimum of ten years. Release of complaint records is subject to appropriate privacy laws. A summary of these records will be shared with the college's accreditor, the Higher Learning Commission, with names and personally identifiable information removed. Gateway requires only complaints that reach the formal written level to be included in these records. Supervisors may enter verbal complaints into the college's student complaint database at their discretion.

Student Due Process Rights – J-101

Academic Concerns

The Gateway District believes that students need a process to address academic concerns (i.e. grades, classroom policies) and bring their issues to the faculty and administration's attention. These procedures are intended to afford students, faculty, and the College fair and equal treatment. The student may seek guidance from an academic advisor or student support specialist, who will assist the student in understanding the process. All complaints must be filed within **one (1) year** of occurrence.

Procedure

Step 1: The student should first address a concern to the instructor. Students are encouraged to attempt to resolve the issue within the first thirty (30) days of the incident, through informal discussion with the appropriate faculty member.

Step 2: If the concern remains unresolved, the student may submit a Step 2 Academic Concern form, available on the Student Complaints and Concerns page of the Gateway website which identifies the specific concerns and desired outcomes. The supervisor will share the written complaint with the faculty member and request a written response. The supervisor will meet with the student and the instructor and respond, in writing. This may serve as Step 1 in certain circumstances.

Step 3: If the concern remains unresolved, the student may appeal to the executive vice president-academic affairs by submitting a Step 3 Academic Concern appeal form within five (5) working days of receiving the supervisor's decision. If it is determined that a review is appropriate, an appeals committee will be assigned to hear the concern within seven (7) working days of the request.

a. The appeals committee selection is as follows:

   1) The executive vice president-academic affairs selects the following four (4) people: one (1) chairperson who will be an administrator, and three (3) faculty/staff members

   2) The Campus United Student Government will select two (2) students from outside the student complainants' program area

   3) The student complainant will select one (1) peer from his/her program area.

b. The committee will make a recommendation to the executive vice president-academic affairs who will make a decision within five (5) working days of the committee hearing.

c. The decision of the executive vice president-academic affairs is final.

Academic Integrity – J-114

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Gateway places the highest value on delivering a quality learning experience for all students. The learning experience requires trust between faculty and students and adherence to standards of academic honesty and integrity. To deter academic misconduct it is important that students understand how it is defined and what is expected of students. It is also important that students know their rights when an allegation of academic misconduct is made. Every member of the college community has the right to expect that all students will be graded fairly, and every member of the college community has rights of due process if accused of academic misconduct.

Academic misconduct includes but is not limited to: (These definitions apply to all academic work, including but not limited to all exams, essays, homework, performances, computer programs, projects, labs, tutoring and the like.)

1. A student seeks to claim credit for the work or efforts of another without authorization or citation, i.e. plagiarism;
2. A student uses unauthorized materials (notes, calculators, etc.) in any academic exercise;
3. A student forges or falsifies academic documents or records;
4. A student provides examination questions or answers to another person or accepts examination questions or answers from another person;
5. A student copies the academic work of another student;
6. A student intentionally impedes or damages the academic work of another;
7. A student engages in conduct that misrepresents a student's academic performance;
8. A student assists another student in any of the acts described in this section; or
9. Any member of the college community assists or collaborates with a student in any of the acts described in this section.

Use of Artificial Intelligence (AI)

At Gateway, we acknowledge the growing use of Artificial Intelligence (AI) in various fields and for general use. While we encourage faculty and students to explore AI, we require that they adhere to this policy on the ethical use of this emerging technology.

1. Students must cite AI or include a note explaining how much and in what ways their work was AI-generated. For a formal citation, use the following format: AI Tool Name. (YYYY, Month DD of query). "Text of your query." Generated using AI. www.AI.tool.url.com
2. Students must check any AI content for accuracy and bias. Students are responsible for any inaccurate or biased information.
3. Students are responsible for producing quality work. Poor prompts and inadequate adaptation of AI-produced texts result in poor-quality work.
4. Students must not use AI to cheat or plagiarize by turning in an AI-generated text as original work. Students submitting an assignment using AI without proper disclosure constitutes academic misconduct.
5. Students must adhere to the instructor's policies on using AI-generated content in their work. Instructors may prohibit or limit the use of AI on specific assignments or projects.
6. It is the student's responsibility to save and keep the complete transcripts and conversations (recordkeeping) generated using AI. The instructor may request the information to evaluate an assignment.

Procedures for Addressing Allegations of Academic Misconduct

1. When an instructor suspects that a student or member of the college community has engaged in academic misconduct, the instructor will investigate the matter in a timely manner. The instructor will communicate the basis of his or her suspicion to the student and/or college member, if at all possible, to afford those individuals the opportunity to respond.
2. If, as a result of this investigation, the instructor determines that no academic misconduct has occurred, the matter will be considered concluded.
3. If, as a result of this investigation, the instructor determines that academic misconduct involving a student in his/her class has occurred, the instructor will apply sanctions as outlined in his/her syllabus. If a college employee is involved, that person's supervisor will be notified.
4. The instructor will file a Maxient report on each occurrence (Maxient is a reporting system used to share and store information).

Multiple Occurrences of Academic Misconduct

a. First confirmed occurrence will result in the sanctions specified in the instructor's syllabus.

b. Subsequent occurrences of academic misconduct will follow the student code of conduct process (J-300).

Appeals

a. Appeals of the instructor's resolution of the initial occurrence follow Policy J-101 Student Due Process Rights/Academic Concerns.

b. Appeals of discipline for student code of conduct violations follow Policy J-300 Student Code of Conduct.

Student Information Updates

It is necessary for the college to have current student contact information for the purpose of communicating official correspondence and for use in case of emergencies. Students are responsible for keeping Gateway records up-to-date with their current mailing address, email address and phone numbers. Personal information must be updated or verified at least once a year after July 1st to be eligible to register for a class. Students can update their information via My Gateway > My Profile card > Update Personal Information. Students may also submit a Student Data Add/Change form in Student Services or online at **gtc.edu/forms**. When students leave Gateway, it is their responsibility to maintain updated contact information with the college for purposes of continued communication.

SMS messages (also known as text messages) and automated phone calls are types of communication that Gateway Technical College may send to students. These forms of communication may be utilized by authorized university officials to relay important college information, including registration, waitlist, course cancellation, academic advising, account information and financial aid messages that are time sensitive in nature. Students may opt out of receiving these text messages and calls via My Gateway > My Profile card > Update Personal Information. They may also submit this information in person at any Student Services Center.

Note: If your cell phone provider charges for text messages received, there will likely be a cost associated with this service. Check with your mobile phone provider.

For information about Gateway's "AlertMe" Emergency Notification System, please see the Services for Students section of this handbook.

Federal Family Educational Rights and Privacy Act (FERPA)

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights begin when a student registers for a course or at the point of admission to a program. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar's Office a written, signed request that identifies the record(s) the student wishes to inspect. The registrar or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write to the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee 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 educational record in order to fulfill his or her professional responsibilities for the College.

4. 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, DC 20202-5901

Notification of Directory Information

Gateway Technical College complies with the provisions of FERPA. Prior written consent from a student must be obtained before information may be disclosed by Gateway Technical College to third parties, unless the information or the individual or group making the request is exempted by the policy and the Family Educational Rights and Privacy Act of 1974. Such exemptions are made for the following:

1. Request from Gateway Technical College faculty and staff with a legitimate need to know.

2. Request in accordance with a lawful subpoena or court order.

3. Request from representatives of agencies or organizations from which the student is receiving or has received financial aid.
4. Request from officials of other postsecondary educational institutions to which the student has applied for admission (conditions apply).
5. Request from other persons or agencies specifically exempted from the prior consent requirement by the Act. This includes certain federal and state officials of the District accrediting agencies, etc.
6. Requests for directory information, which includes the following categories:
    - Name
    - Hometown
    - Date of birth
    - Program of enrollment (major field of study) and number of credits for which currently or formerly enrolled
    - Participation in officially recognized activities
    - Dates of attendance (including enrollment status, classification, year, matriculation and withdrawal dates)
    - Candidacy for graduation
    - Degrees and awards (type of degree and date granted)
    - Honors received
    - Most recent previous educational agency or institution attended

The student may elect to have directory information held confidential. When this option is exercised, the only information that will be released by Gateway, other than for exemptions 1 through 5 above, is confirmation that a student is or has been enrolled at Gateway. For students who have not elected to have directory information held confidential, the release of directory information will be limited to those requests perceived to be in the best interest of the student; e.g. requests from parents, friends, relatives, prospective employers or licensing agencies seeking to confirm certain information, societies, news releases, programs, etc. Gateway Technical College assumes no responsibility or liability for the accuracy of judgment as to whether or not a release of directory information is in the best interest of a student.

If a student elects to have directory information held confidential, they should contact the Registrar's Office for further information and to complete the appropriate form. Gateway will assume no responsibility for contacting students who have elected to stipulate directory information as confidential for the subsequent permission to release any information. When a student or former student no longer wishes their information to be confidential, they must complete a form with the Registrar's Office to reverse the previous action.

Enrollment – J-190

Students will be considered enrolled in a class upon registration (provided they remain registered) if they have:

- Paid the required tuition and fees,
- Entered into a standardized payment plan with the District,
- Been awarded financial aid, or
- A third-party payer authorization/contract filed with Gateway guaranteeing payment of the tuition and fees.

Any student who has an outstanding debt greater than $200 with the College will not be allowed to register until the debt has been reduced to $200 or less unless the student has a 95% or greater third-party payer authorization or financial aid in place with the Student Accounts Office and has a payment arrangement in place for the outstanding debt. Students who believe they should not be held responsible for charges to their account due to extenuating circumstances must follow Student Account Appeals procedures. This policy will be effective in reference to debts incurred after January 1, 1992.

Institutional and Employee Relationships with Educational Loan Lenders – J-217

1. Students and their families increasingly rely on loans to finance a college education. As a result, Gateway Technical College employees have more frequent interactions with educational loan lenders. In addition, because of the increasing numbers and complexities of the loans, Gateway employees are often asked by students and their families to provide assistance with regard to their financial decisions.

2. Gateway employees are committed to providing that assistance in an objective, fair, clear and understandable manner. In order to assure students, their families and the public that Gateway and its employees continue to serve the students' best interests, Gateway will comply with all federal and state laws pertaining to the administration of financial aid in addition to the following regarding the relationship between Gateway and educational loan lenders.

1. Lender Lists

The District may maintain lists, either in print or other media, of educational loan lenders for the benefit of students, subject to the following:

a. The District will use an evaluative process for the inclusion of lenders on the list; information regarding the selection of lenders, the evaluative process used and the criteria used for such selection will be available to the public upon request;

b. Any District lender list must be accompanied by a statement explaining that students are not limited to the lenders included on the list;

c. A lender list must include a minimum of three lenders; and

d. The District will work with the educational loan lenders on the list to ensure that specific loan information and key details (including but not limited by enumeration to the terms, interest rate and repayment requirements) are available from the lender in a clear and understandable manner.

2. Consumer Information

The District will inform students who apply for financial aid of the following:

a. That the student may use any lender who is eligible to make education loans when selecting a lender for a private or alternative student loan.

b. That the student must use the guarantee agency selected by the Department of Education to make education loans when pursuing a Federal Direct Student Loan.

c. That federal and state government loans are available and provide comparative information on private and government loans.

d. That students are encouraged to explore and weigh the use of federal loans that are guaranteed, regulated and may be more advantageous, before pursuing private alternative loans.

3. Allowed Services and Resources

The District and its employees are allowed to receive the following services and resources for educational loan lenders:

a. Counseling and educational materials for use by students and their families regarding student lending laws, education loans, financial literacy, debt management and other topics relevant to providing students and their families with financial aid assistance; any such materials must clearly disclose the source of said materials and may not use trademarks, logos, mascots or other symbols associated with the District or that would suggest any District endorsement of the lender or product.

b. Training to District employees regarding student lending laws, education loans, financial literacy, debt management and other topics relevant to providing students and their families with financial aid.

4. Prohibitions on the Gateway District and its Employees

Gateway and its employees are prohibited from the following:

a. To solicit, accept or enter into any agreement in which an educational loan lender provides fees, revenue sharing or material benefits to the District institution in exchange for the institution or its employees recommending the lender or its loan products.

b. To enter into an agreement with a lender of education loans for or solicit or accept from a lender of education loans any funds that would be allocated or used for opportunity loan pools or any similar arrangements.

c. To solicit or accept assistance for call center or financial aid staffing from a lender of education loans.

d. To solicit, accept or enter into any agreement in violation of the District policy on student financial aid operations and may not engage in conduct that violates the District code of ethics under TCS 6.06(1), Wis. Adm. Code or any applicable provisions of Wis. Stats. §19.41, et seq., Code of Ethics for Public Officials and Employees.

e. To receive compensation or reimbursement from an educational loan lender for any costs incurred as part of participating on an advisory council of the lender.

f. District employees are allowed to participate on an advisory council of an educational loan lender for the purpose of improving services to students, as long as they do not accept compensation or reimbursement from the lender for any costs incurred for participating on the advisory council.

Student Right-to-Know Reporting – J-270

Gateway will maintain and disclose student program completion and graduation rates in compliance with the Student-Right-To-Know and Campus Security Acts.

Procedure

- Information on completion and graduation rates of all technical diploma or associate
- degree-seeking full-time students will be collected.
- This information, as well as Campus Security Information, will be made available through appropriate College publications, on the Gateway Technical College website (**gtc.edu**) and to prospective students upon request.
- This information will be available before prospective students enroll or enter into any financial obligation with the College.

Identity Theft Prevention – H-195

Gateway Technical College is committed to protecting the identifying information of our customers' covered accounts. The College is governed by Section 114 of the Federal Trade Commission's Fair and Accurate Credit Transactions Act, which created the Red Flags Rule. This regulation requires the College to have an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with opening a covered account or

existing covered account and to provide administration of the program. The College's program will:

- Identify relevant red flags for covered accounts it offers or maintains and incorporate those red flags into the program
- Detect red flags that have been incorporated into the program
- Respond appropriately to any fed flags that are detected to prevent and mitigate identity theft
- Ensure the program is updated periodically to reflect changes in risks to students and to the safety and soundness of the creditor from identity theft

If you have questions about the Identity Theft Prevention Policy, contact the Office of Student Accounts.

Solicitation of Business on District Property for Personal Gain by Students – J-320

Students shall not solicit other students, faculty or employees on District property for private financial gain. Violation of this policy is subject to Code of Conduct procedures, J-300, Non-Academic Discipline, Suspension or Dismissal.

Drug-Free Environment

Any student who engages in an activity on Gateway premises or at a Gateway-sponsored event, that constitutes a violation of the State of Wisconsin Uniform Controlled Substances Act, shall be subject to non-academic misconduct disciplinary sanctions. In determining the appropriate sanction, the college President or designee shall consider those penalties, including suspension and expulsion, that will contribute most effectively to maintaining a College environment free from controlled substances.

In keeping with local, state and federal laws, Gateway Technical College prohibits the possession, use or distribution of drugs, alcohol or any intoxicant by students while on College property or when involved in any College-sponsored activity and maintains a Drug Abuse and Prevention Program in compliance with the Drug Free Schools and Communities Act. The full plan can be viewed at gtc.edu/DAAPP. If a student has a drug or alcohol problem, we highly recommend that they seek assistance from the Student Services office.

Tobacco-Free/Smoke-Free Environment – E-155

Gateway Technical College recognizes the health hazards associated with smoking and the use of tobacco products and is strongly committed to maintaining and improving the health and well-being of all students and staff.

Therefore, Gateway prohibits the use of tobacco products at any time on all Gateway properties including but not limited to all buildings, grounds, sidewalks, streets, parking lots and structures and all Gateway owned and leased vehicles. This prohibition applies to all employees, students and visitors at any school-sponsored instructional program or activity held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and the consequences for violations of the policy.

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew and nicotine delivery devices such as electronic cigarettes, electronic hookahs and other vapor-emitting devices with or without nicotine content that may mimic the use of tobacco products. Exceptions may be made for the use or possession of prescription nicotine products.

Failure to comply with this policy will be dealt with through the college's disciplinary procedures. Students, staff, visitors and tenants who breach the policy will be asked to cease use of said

product and may be asked to leave the premises if they fail to comply with that request. All breaches of this policy will be recorded in writing.

Concealed Carry

In an effort to provide a safe learning and working environment, Gateway Technical College has initiated a policy prohibiting anyone except for authorized law enforcement personnel from bringing a weapon inside any college building. Gateway bans dangerous weapons, as defined by Wisconsin state statute and U.S. Code, inside college facilities or on college owned/controlled property (outside of approved storage in personal vehicles), which includes – but is not limited to – such items as knives and firearms.

Persons storing weapons within their own vehicles while parked on college owned, leased or operated lots or grounds should make sure of the following:

- Conceal the weapon from open view
- If a firearm, store the weapon in a secured (locked) case or install a locked trigger guard

Restraining Orders/Orders of Protection

Anyone who has a restraining order or order of protection against another person that identifies College facilities/locations as protected sites must provide the Director of Security with a copy of any temporary, protective or restraining order. Working with the student, a determination will be made as to the measures that need to be taken to meet the requirements of the restraining order. In addition, individuals are encouraged to make a report to the Office for Equal Opportunity and Civil Rights at gtc.edu/TitleIX for additional services and assistance, including safety planning.

Sex Offenders on Campus

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, as well as Gateway policy H-110: Equal Opportunity, Civil Rights and Sexual Harassment, students who have been convicted of a sexual offense and are required to register with any state as a sex offender must disclose this information to the Office for Equal Opportunity and Civil Rights at by completing the self-disclosure form.

The form must be completed by hand and returned by mail to the Office for Equal Opportunity and Civil Rights (1001 Main St., Racine, WI 53403) or by email to compliance@gtc.edu

The purpose of this disclosure is to allow appropriate Gateway staff members to work with the student to address any existing restrictions imposed by probation and/or parole and implement any necessary safety planning.

The college does not provide campus notifications of the existence of a sex offender on campus or share this information with anyone who does not have a need to know.

Those interested in locating sex offenders may do so by visiting the Wisconsin Department of Corrections Sex Offender Registry website.

All sex offenders are required to register in the state of Wisconsin and to provide notice of each institution of higher education in Wisconsin at which the person is employed or is a student.

Equal Opportunity, Civil Rights and Sexual Harassment

Commitment to Equal Opportunity

Gateway adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. The full and current copy of this policy (Policy H-110: Equal Opportunity, Civil Rights, and Sexual Harassment,) can be found under *Policies and Resources* at gtc.edu/TitleIX and at gtc.edu/eeo.

To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Gateway will be based on merit, qualifications and abilities. Gateway does not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of age, ancestry, color, creed, disability, gender identity or expression, marital status, membership in any reserve component of the armed forces, union affiliation, national origin, parental status, pregnancy, political affiliation, race, religion, sex, sexual orientation, veteran status (including disabled veteran; recently separated veteran; active-duty, wartime or campaign badge veteran; and Armed Forces Service Medal veteran), viewpoint expression or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in all aspects of employment and educational opportunities. Therefore, anyone who acts to deny, deprive or limit the educational or employment access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected characteristics listed above is in violation of Gateway's policy on nondiscrimination.

For additional information on equal employment opportunity, civil rights and sexual harassment, refer to: **gtc.edu/TitleIX** (sexual harassment) and **gtc.edu/eeo** (affirmative action and non-sex-based discrimination).

Affirmative Action

Gateway is committed to affirmative action for women, minorities, veterans and disabled individuals in employment and academic advancement. The college completes an affirmative action plan every year and uses this data to guide recruitment of underrepresented groups.Placement goals, when indicated, are neither rigid nor inflexible goals that set a ceiling or floor for employment of particular groups. Goals do not create set-asides for employment groups, nor are they intended to achieve proportional representation or equal results. They do not supersede objective criteria and merit selection principles. All employment decisions are made in a nondiscriminatory manner and placement goals are not used to extend a preference to any individual or adversely affect an individual employment status on the basis of race, sex, religion, etc. In addition, the college conducts an adverse impact analysis to identify possible barriers to employment for all groups to ensure equal employment opportunity.

Gateway's Affirmative Action Officer, Joshua Vollendorf, will share relevant information relating to the affirmative action plan with human resource leaders and other members of the college and the public through various methods. Select information regarding the affirmative action plan is published on the college's website at **gtc.edu/eeo**.

Contact Person

Any questions concerning the Americans with Disability Act, Affirmative Action, Equal Opportunity, Civil Rights and Sexual Harassment or to report discrimination contact:

Joshua Vollendorf, MS, MSE, PHR

Director of Compliance (Title IX Coordinator/ADA Coordinator)

Office for Equal Opportunity and Civil Rights

1001 S. Main Street, Racine, WI 53403

262-564-3062

compliance@gtc.edu

Wisconsin Relay System: 711

Title IX - Sexual Harassment and Sex Discrimination

Gateway Technical College is committed to provide our students, staff and campus visitors a safe learning and working environment. Title IX, which applies to students, employees and visitors, prohibits discrimination on the basis of sex. The term sex includes biological sex, sex stereotypes, gender identity, gender expression, sexual orientation and pregnancy or parenting status. Bullying, dating/domestic violence, sexual assault, harassment and stalking, are forms of sexual harassment prohibited under policy H-110: Equal Opportunity, Civil Rights and Sexual Harassment. The College recognizes the importance of providing a prompt, effective and equitable process in response to allegations of discrimination and/or sexual misconduct and resolves allegations of sexual harassment under policy H-130: Title IX Grievance Policy, available under Forms and Resources at **gtc.edu/TitleIX**.

Discrimination on the basis of sex is a violation of college policy and allegations of sex-based discrimination are resolved under policy H-120: Equity Resolution Process.

It is anticipated that new Title IX regulations will be issued sometime in the spring of 2024 which will impact these policies and resolutions processes. Please visit the website gtc.edu/TitleIX and gtc.edu/eeo for the most current policies.

Gateway also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational, employment, residential or social access, opportunities and/or benefits of any member of the Gateway community on the basis of sex or any other protected class listed above is in violation of the Gateway's policy on Equal Opportunity, Civil Rights and Sexual Harassment.

Reporting discrimination and harassment

Any person may report violations of the college's policy on Equal Opportunity, Civil Rights and Sexual Harassment, including, but not limited to, sex-based discrimination, harassment,sexual assault, domestic/dating violence, and/or stalking (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video or by email, using the contact information listed for the Title IX Coordinator. A report may be made at any time (including during non-business hours) by filing a report at **gtc.edu/TitleIX**, sending an email or leaving a voicemail.

Joshua Vollendorf, MS, MSE, PHR

Director of Compliance (Title IX Coordinator/ADA Coordinator)

Office for Equal Opportunity and Civil Rights

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Additionally, even if the behavior took place off campus and the other party isn't a student or employee, Gateway will provide appropriate supportive measures, including accommodations, referrals and other assistance.

Complaint Resolution Process

This summary is a high level overview of the policy and process. Students can find the detailed resolution procedures online at **gtc.edu/eeo** (H-110 & H-120) and **gtc.edu/TitleIX** (H-110 & H-130).

When the college receives a complaint, there are four possibilities that you should be aware of, as they govern how the college will proceed:

1. The complaint falls within Title IX AND is covered by the 2020 Title IX regulations.
2. The complaint falls within Title IX but is not covered by the 2020 Title IX regulations.

3. The complaint falls within VAWA Section 304[1].

4. The complaint does not fall within Title IX or VAWA Section 304.

Depending on which of these four possibilities the complaint falls within, the college must apply different policies and/or procedures, accordingly. As shorthand, we call the procedures that comply with the 2020 Title IX regulations (36 CFR Part 106.45) the Title IX Grievance Procedure (policy number H-130); and the alternate process to resolve complaints outside of the Title IX Grievance Procedure, we call the Equity Resolution Process (policy number H-120). Like the Title IX Grievance Procedure, the Equity Resolution Process is a civil rights-based process that is meant for violations that do not fall under Title IX and all other forms of civil rights violations.

The Title IX Grievance Procedure and Equity Resolution Process cannot both be simultaneously applied by the college. The regulations mandate that if both can apply, the Title IX Grievance Procedure must be applied, not the Equity Resolution Procedure. Further, the regulations specify that the Equity Resolution Process cannot be used as an end-run to avoid the Title IX Grievance Procedure if it applies, regardless of what process each party might prefer. For a Gateway to choose the Equity Resolution Process when Title IX Grievance Procedure applies would be considered a form of retaliation against the respondent.

Let's take each in turn to better explain this.

1. The complaint falls within Title IX AND is covered by the 2020 Title IX regulations

The complaint will fall in this category when it alleges sexual harassment, sexual assault, domestic violence, dating violence and/or stalking (as defined by college policy, if proven) AND the conduct:

- Happened in the United States;
- Occurred where the college controls the context of the incident (a college program or property, typically);
- The school has jurisdiction over the respondent as a student or employee; and
- Happened to a complainant who, at the time of the complaint, was participating in or attempting to participate in the college's educational program.

These jurisdictional requirements are spelled out by the 2020 Title IX regulations and are rigid. If any of these requirements fails to be met, Gateway is required to "technically" dismiss the complaint. More in a bit on what happens if there is a technical dismissal, as that is not the end of the process. If these requirements are met, the resolution process will be the Title IX Grievance Process.

2. The complaint falls within Title IX, but is not covered by the 2020 Title IX regulations

The complaint will fall in this category if it does not involve sexual harassment, sexual assault, domestic violence, dating violence and/or stalking, but the allegations pertain to sex discrimination more broadly, such as:

- disparate treatment, e.g., discrimination against a pregnant student; denial of access to a program; inequitable funding on the basis of sex;
- forms of sexual orientation discrimination;
- forms of gender identity/expression discrimination (based on sex stereotypes).

When a complaint is filed under Title IX, the regulations require these types of allegations to be technically dismissed. The college will then address them under the Equity Resolution Process. If there is no formal complaint made, they can be addressed using the Equity Resolution Process without needing to go through a dismissal first with respect to the Title IX Grievance Procedure.

3. The complaint falls within VAWA Section 304 (this could be an overlay with 1 or 2, above or a stand-alone status)

The complaint will fall in this category if it is not within the Title IX jurisdiction above (see four bullet points), but still involves sexual violence, dating violence, domestic violence or stalking. In this case, the college must address the conduct under procedures that comply with VAWA Section 304, and the complaint can be then addressed under the Equity Resolution Process. If there is no formal complaint made, the allegations can be addressed using the Equity Resolution Process without needing to go through a dismissal first with respect to the Title IX Grievance Procedure.

4. The complaint does not fall within Title IX or VAWA Section 304

Finally, where the complaint falls within neither Title IX nor VAWA Section 304, the college is not required by law to act on the complaint. However, the college will act with discretionary jurisdiction, meaning that it still thinks it is important to address the allegations even if law does not require it. The complaint can be then addressed under the Equity Resolution Process. If there is no formal complaint made, the allegation can be addressed using the Equity Resolution Process without needing to go through a technical dismissal first with respect to the Title IX Grievance Procedure.

Hopefully, what you now understand from this section is that the incidents that fall within Title IX Grievance Procedure occur within a narrow range. They must fit the description of sexual harassment, sexual assault, domestic violence, dating violence or stalking (as defined by Gateway's policy on H-110: Equal Opportunity, Civil Rights and Sexual Harassment, if proven) in the United States, where the college controls the context of the incident and has control over the respondent and the complainant is participating in or attempting to participate in the college's educational program. Outside of that, all sex offenses, sex discrimination and other civil rights complaints will fall within Equity Resolution Process, including those, for example, that happen between two students, off-campus, on private property.

The last part of jurisdiction to understand is dismissal. As noted above, Gateway is mandated to and must dismiss a formal complaint or any allegations therein if, at any time during an investigation or hearing under the Title IX Grievance Procedure, it is determined that:

- The conduct alleged in the formal complaint would not constitute sexual harassment, sexual assault, dating violence, domestic violence or stalking as defined in policy, even if proved; and/or
- The conduct did not occur in an educational program or activity controlled by the school (including buildings or property controlled by recognized student organizations), and/or the school does not have control of the respondent; and/or
- The conduct did not occur against a person in the United States; and/or
- At the time of filing a formal complaint, a complainant was not participating in or attempting to participate in the education program or activity of the recipient.

Then there are three permissive dismissal provisions. Gateway may, based on the judgement of the Title IX Coordinator, dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; or
- The respondent is no longer enrolled in or employed by Gateway; or
- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Gateway will send written notice of the dismissal and the rationale for doing so simultaneously to the parties. This dismissal decision is appealable by any party under

Gateway's procedures for appeal found in policy H-110: Equal Opportunity, Civil Rights and Sexual Harassment. The effect of a dismissal (permissive or mandated) is either that the complaint is done, or that the school reinstates it, usually within the Equity Resolution Process. Even if a complaint is done, supportive measures are still made available to the parties. Understanding these mechanisms can be helpful, but we know they're complex, so don't hesitate to call on the Title IX Coordinator for further explanation.

College-provided advisors may be called on to help determine if someone wants a complaint to be reinstated, or even under what process it should be filed in the first place. Where dismissed, advisors will be able to advise the parties on whether they want to appeal (for example, a complainant may be pleased by a Title IX Grievance Procedure dismissal if they would prefer Equity Resolution Process, whereas the respondent may feel the opposite) and what the effect of dismissal/reinstatement may be.

Live Hearings

The live hearing component has received a lot of attention, so we wanted to take a moment to clarify some important details and hope they will help anyone making a decision about whether to file a formal Title IX complaint. Gateway has designed the process to be as humane and non-adversarial as possible, while ensuring fairness to all participants.

- There are informal resolution options offered by Gateway. Gateway cannot and will not force or coerce any student or employee into an informal resolution. Although it is true that a formal complaint must first be filed, that does not mean a live hearing must occur. A formal complaint can also lead to an informal resolution process and should an informal resolution fail, a formal grievance process is always still available.
- Live hearings do not have to happen with all parties in the same room. Any or all parties can opt for virtual participation at any time. Even with a virtual hearing, all participants will be able to see and hear each other throughout the hearing.
- Although there is "cross-examination" during the hearing, it may not work the way you think. The parties cannot question each other directly, at all. The advisors to the parties ask the questions, and before they do, the hearing officer, who is an administrative law judge with the Wisconsin Division of Hearings and Appeals, rules on each question first. So, there is really only indirect questioning, not "cross-examination" like you might find in a courtroom.
- Even though advisors get to ask questions of parties and witnesses, you may find that most of the questions are posed by the neutral decision-makers. Once those questions are posed, they cannot be asked again by the advisors, so in most cases, the questions come to the parties from the decision-makers, not from the other party's advisor.
- A written decision is issued based on the preponderance of the evidence standard (whether a policy violation is more likely than not) and offers a clear rationale for the decision.
- The decision is appealable by all parties.

The hearing process is kept confidential by Gateway.

Supportive Measures

Parties have a right to equitable supportive measures. Complainants are entitled to supportive measures even if they choose not to file a formal complaint. Supportive measures include, but are not limited to, class or work accommodations, security escorts, referrals to counseling services, immigration referrals and safety planning.

Rights of the Parties

All parties and witnesses have significant due process rights and a right to be free from retaliation by the college and any other party involved in the complaint or resolution process. These rights

are extensive and include, but are not limited to, the right to an advisor of one's choice to be present at meetings and to cross-examine the other party and witnesses at a live hearing for TItle IX cases, be treated with dignity and respect, to provide a list of questions to be asked of other parties and witnesses, to review reports prior to finalization, preservation of privacy as required by law and a process free of bias and conflict of interest.

- Petition that any college representative in the process be recused (removed) on the basis of demonstrated bias or conflict-of-interest;
- Have the college compel the participation of faculty and staff witnesses and the opportunity (if desired) to provide the investigators with a list of potential questions to ask of witnesses and the right to challenge documentary evidence;
- Submit a written statement describing the impact of the alleged discrimination/ misconduct to the Title IX investigator following determination of responsibility, but prior to sanctioning;
- Be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- Be informed in writing of when a decision by the college is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process and the procedures for doing so in accordance with the standards for appeal established by the college.

In addition, the reporting party shall have the right to:

- Not have any personally identifiable information released to the public, without their consent;
- Not be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- Not be discouraged by college officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- Be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report.

Disabilities Accommodation in the Equity Resolution Process

Gateway is committed to providing qualified students, employees or others with disabilities reasonable accommodations and support needed to ensure equal access to the Equity Resolution Process at the college. Students needing such accommodations or support should contact the Disability Support Services office on the campus of their choice, and employees should contact the Director of Compliance, who will review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full participation.

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct

- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the Complainant and the community
- Any other information deemed relevant by the Director of Compliance

These factors can modify the typical sanction range.

The following are the common sanctions that may be imposed upon students singly or in combination, depending on the nature and facts of a specific claim.

- **Educational Activity:** Assignment of an appropriate educational activity, such as a webinar, reading, training, etc., that creates awareness and spurs behavioral change.
- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Gateway policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Restriction:** A limitation on the student's access to identified services, locations, education, community activities or persons. Issued for a specified time frame.
- **Restitution:** Issued to a student who has committed a violation of this policy that resulted in staff, institutional or another student's financial loss. May be issued as a condition of return or continued attendance in the college.
- **Referral:** Issued to a student who has committed a violation of this policy and it is determined that continued participation at the college is contingent upon the student attending designated services (college or private vendor) or programs. May be issued for a specified time frame or as permanent and may be issued as a condition of return to or continued attendance at the College.
- **Loss of Privileges:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance at the College with permanent or temporary limitations on the student's access to identified services, locations or educational community activities.
- **No Contact:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance at the College with permanent or temporary limitations on the student's access to or contact with an identified individual or group(s) of student and/or staff.
- **Disciplinary Probation:** Issued to a student who has committed a violation of this policy and will face additional sanctions if any additional violations occur during a specified time frame.
- **Emergency Removal:** Issued to a student, for a specified time frame, who has committed a major, egregious or continued violation(s) of this policy.
- **Expulsion/Dismissal:** Permanent removal, issued to a student who has committed a major, egregious or continued violation(s) of this policy.
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Sanctions range from a verbal warning to expulsion from the college, based on the offense and the factors noted above in addition to any mitigating, aggravating and/or compounding factors.

Responsive actions for an employee who has engaged in discrimination, harassment and/or retaliation include:

- **Training:** Assignment of an appropriate training program (webinar, in-person event, etc.) that creates awareness and spurs behavioral change.
- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Gateway policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Restriction:** A limitation on the employee's access to identified services, locations or persons. Issued for a specified time frame.
- **Restitution:** Issued to an employee who has committed a violation of this policy that resulted in staff, institutional or student's financial loss. May be issued as a condition of return or continued employment in the College.
- **Referral:** Issued to an employee who has committed a violation of this policy and it is determined that continued employment at the College is contingent upon the employee attending designated services or programs. May be issued for a specified time frame or as permanent and may be issued as a condition of return or continued employment at the College.
- **Loss of Privileges:** Issued to an employee who has committed a violation of this policy and it is determined that the employee may continue employment at the College with permanent or temporary limitations on the employee's access to identified services, locations or College activities.
- **No Contact:** Issued to an employee who has committed a violation of this policy and it is determined that the employee may continue employment at the college with permanent or temporary limitations on the employee's access to or contact with an identified individual(s) or groups of student and/or staff.
- **Disciplinary Probation:** Issued to an employee who has committed a violation of this policy and will face additional sanctions if any additional violations occur during a specified time frame.
- **Emergency removal:** Issued to an employee, for a specified time frame, who has committed a major, egregious or continued violation(s) of this policy. Emergency removal may be unpaid depending on applicable College policy.
- **Termination of employment:** Permanent termination of employment for an employee who has committed a major, egregious or continued violation(s) of this policy.
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Sanctions range from a verbal warning to expulsion from the college, based on the offense and the factors noted above in addition to any mitigating, aggravating and/or compounding factors. The college retains the rights to issue sanctions outside the identified range depending on the individual circumstances.

Restrictions, loss of privileges, no contact orders, disciplinary probation, emergency removal and expulsion generally range from one day to five years. Students and employees must satisfy any and all requirements imposed at the time of the sanction to remove the sanction(s).

Safety steps

Victims of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence are encouraged to review some or all of these safety suggestions designed to guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 911.

2. Consider securing immediate professional support (e.g. counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to the Student Services Center to speak with a licensed professional counselor for support and guidance. These licensed counselors are confidential resources, and in most cases, they do not have a legal duty to report to the Title IX Officer.
4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The health care provider will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention.
5. Even after the immediate crisis has passed, consider seeking support from Student Support Services, the Student Support Counselor and/or the local sexual assault hotline as identified below:

Student Support Services Contact Information		
	Student Support	Local Sexual Assault Hotline
Elkhorn	1-800-247-7122	1-262-723-4653
Burlington	1-800-247-7122	1-262-637-7233
Kenosha	1-800-247-7122	1-800-823-3503
Racine	1-800-247-7122	1-262-637-7233
National hotline	1-800-656-4673	

6. Gateway will provide written notification to victims about options for available assistance and how to request changes to academic, living, transportation and working situations or protective measures. Contact the Director of Compliance (262-564-3062) if you need assistance with Gateway related concerns, such as no-contact orders or other protective measures. The Office for Equal Opportunity and Civil Rights will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The college is able to offer reasonable academic accommodations, escorts, no contact orders, counseling services access and other support and resources as needed by a victim.
7. Additional information and resources for victims is available at **gtc.edu/TitleIX**.

Reasonable Accommodations – H-150

Equal Opportunities for Students with Disabilities

Gateway Technical College is committed to assisting the academic needs of every learner to ensure scholastic excellence is achieved and maintained.

Gateway offers accommodations within each Disability Support Services office. Disability Support Services provides a full range of support services/reasonable accommodations at the request of a student with documented disabilities to give them equal access to learning opportunities at Gateway in order to reach their educational goals.

Accommodations for Pregnant and Parenting Students

We're here to support you and help you complete your education! Title IX provides students who are pregnant or experience a false pregnancy, have a child or adopt a child, terminate a

pregnancy or have a miscarriage. As a student with one of these conditions, you have the right to:

- Not be told to drop out or change education plans
- Be provided a comfortable space to pump milk
- Be excused from class due to pregnancy-related appointments (prenatal, give birth, have an abortion or be on doctor-ordered bed rest)
- Not have excused absences count against your grades
- Be provided the opportunity to make up missed work from excused absences
- Not be harassed as the result of pregnancy

Title IX does not assist with childcare issues, bonding time or similar parenting situations and challenges. What is meant by the context of Title IX is the medical recovery from the above conditions listed. Though not required by law, Gateway has extended these rights to your child as well, up to three months of age. Visit **gtc.edu/pregnancy** for more information. To register with the Title IX Pregnancy and Parenting Program, visit gtc.edu/pregnancy.

Gateway students who are single parents (including pregnant students) can find support and resources by contacting Student Support Specialist Danyanna Dunn at **dunnd@gtc.edu** or 262-564-2439.

Personal Needs/Lactation Rooms

Gateway provides private personal needs rooms that can be used for any need, including pumping breast milk, prayer, meditation and medication administration. For those who pump milk, please note that the college does not provide storage for breast milk. Advance planning is recommended so that you will have guaranteed access to the room. To access personal needs rooms, contact **tixpregnancy@gtc.edu.**

Service Animals

The Americans with Disabilities Act (ADA) and Wisconsin law define a service animal as a dog or other animal that is individually trained to do work or perform tasks for a person with a disability. Examples include, but are not limited to, guiding individuals who are blind, alerting individuals with a hearing loss to sounds, alerting and protecting a person who is having a seizure, pulling a wheelchair or retrieving dropped items. Service dogs or other animals are working animals, not pets. The work or task a service dog or animal has been trained to provide must be directly related to the person's disability. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals. Gateway does not allow pets on campus.

Gateway welcomes service animals in all areas in which the public is allowed to go, though in limited circumstances, the college may impose restrictions (such as in food preparation areas or certain clinical practicum). Students with service animals are required to maintain current vaccinations of their animal and make sure their service animal is under control, housebroken and not disruptive to college operations (e.g. barking or running around). If a service animal is not controlled and the owner is asked to have the service animal removed from campus as a result, the individual with a disability will be allowed to obtain education, goods and services without having the service animal on campus.

Student Religious Accommodations – J-170

In compliance with Wisconsin Administrative Code and the Civil Rights Act of 1964, Title IV, Gateway Technical College will make reasonable accommodations of a student's religious beliefs. A student may request reasonable accommodation from their instructor with regard to examinations and other academic requirements. The student request must be in writing and submitted to the instructor five (5) working days prior to the date(s) of the anticipated absence. Instructors will provide a means by which a student can perform the make-up examination or

other academic requirements in a timely manner without penalty. Should the student deem the accommodation unreasonable, the student should contact the Dean of the appropriate school/division. If the student disagrees with the approved accommodation or is denied an accommodation, they may contact the Office for Equal Opportunity and Civil Rights at 262-564-3062 to file a complaint.

Computer, Networking and Information Resources – H-190

Introduction

1. The H-190 policy set constitutes Gateway Technical College's policy for the management of the college's computing, networking and information resources. These resources include, but are not limited to, the central computing facilities, District-wide network, campus local area networks, email, classroom multimedia equipment, video conferencing equipment, Internet access, wireless access, voicemail, departmental and public computing facilities, scanners, printers, college-provided software tools, Learning Management System (LMS), data and related equipment and services.

2. Your use of Gateway computing and networking resources and information systems is governed by federal and state law; acceptable Internet use practices; Gateway policies; this Computing, Networking and Information Resources policy; and sub-policies under this policy set. Additionally, all Gateway policies regarding the appropriate use of Gateway resources and responsible personal conduct apply to your use of Gateway computing and networking resources and information systems.

3. Your use of any of the college's computing, networking and information resources constitutes your acceptance of this policy set.

Policy

1. Gateway provides computing and networking facilities and information resources to support its mission. These facilities include Gateway computer labs, standalone Gateway computers and kiosks, communications networks, information systems and associated software, files and data. Your access to and use of Gateway computing and network resources is a privilege that depends on your using the resources appropriately. In general, appropriate use means respecting the rights of other users, the integrity of the physical equipment and systems, and following all pertinent license and contractual agreements.
2. Users do not own their college-provided accounts, including, but not limited to accounts in the following types of systems: email, Learning Management System (LMS), data-storage, student information systems. Users are provided temporary access/use of these systems for College purposes only.
3. Faculty, staff and students may use the college's computing and networking resources for College purposes related to their studies, their responsibilities for providing instruction and performing research, the discharge of their duties as employees, their official business with the college and other Gateway-sanctioned or authorized activities. In addition, residents of the District who have library cards may use computers in the public areas of Gateway libraries subject to compliance with all other rules and policies. The use of college computing and networking resources and information systems for any sort of solicitation is prohibited, absent prior written permission of the President or a Vice-President of the college.
4. Computing resources may be used only for legal purposes and may not be used for any of the following purposes or any other purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the college or likely to subject the college to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:
    a. Sending messages with the intent to frighten, intimidate, threaten, abuse or harass another person;
    b. Intentionally and without authorization:

   i. Accessing, modifying, destroying, taking possession of, distributing, or copying data, computer programs or supporting documentation;
   ii. Disclosing restricted access codes, passwords or other restricted access information to unauthorized persons;
   iii. Modifying computer equipment;
   iv. Destroying or damaging a computer, computer system or computer network;
   v. Sharing classroom/meeting video/audio links or transcripts provided by Instructors/Staff with any other person/entity.

c. Disruption or unauthorized monitoring of electronic communications;
d. Unauthorized copying or transmission of copyright-protected material;
e. Unauthorized attempts to break into Gateway systems, networks, accounts or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.Using Gateway systems or networks as any part of an attempt to break into or attempt to break into other systems or networks;
f. Downloading files or installing unauthorized software of any kind;
g. Use of identification numbers, usernames and/or authentication credentials assigned to others;
h. Use which constitutes academic dishonesty;
i. Violation of software license agreements;
j. Violation of network usage policies and regulations;
k. Accessing, displaying or sending obscene, pornographic, sexually explicit or offensive material;
l. Using any obscene, lewd or profane language or suggesting any lewd or lascivious act;
m. Intentional or negligent distribution of destructive programs such as computer viruses;
n. Use that is deemed unnecessary or excessive; use which facilitates violating other Gateway policies; and use which interferes or disrupts Gateway employees from performing their jobs.

Account Guidelines

1. Once you are given access to computing resources at Gateway, you are responsible for any and all use made of those resources with your user identification. The following responsibilities apply to users accessing any of the college's computer and networking resources and information systems. The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system.
   a. Computer accounts, usernames, passwords and other types of authorization that are assigned to individual users may not be shared with others.
   b. The user should assign an obscure account password and change it frequently.
   c. No unauthorized persons may use Gateway computer and network resources. Authorized users include only Gateway employees, currently enrolled students and residents of the District who have obtained library cards.
2. Be sensitive to the needs of others, and use only your fair share of computing resources. Collegiality requires:
   a. Regular deletion of unneeded files from one's accounts on shared computing resources;
   b. Refraining from overuse of college-provided file storage space, printing facilities or network services;

c. Refraining from use of sounds and visuals which might be disruptive to others in the area;

d. Refraining from use of computing resources in an irresponsible manner.

3. All employees who become aware of or suspect a data breach or other misuse of protected College data must immediately report this to the CIRT (Cyber Incident Response Team), Tech Central or Talent and Culture.

Role of Learning Innovation Division

1. Responsible system maintenance may require that files be backed up, data cached, activity logs kept and overall system activity monitored. In the process of these activities, Gateway staff may see your digital activities and files. The college shall also have access to and may monitor non-Gateway computer and network resources used by Gateway employees in the course of their official duties.

2. An account may also be inspected or monitored when:
   a. Activity from an account prevents access to the college's computing or networking resources by others.
   b. Activity from an account is disrupting or threatening the integrity and/or security of the network or network systems.
   c. General usage patterns indicate that an account may be responsible for illegal activity.
   d. LID receives reports of alleged law or policy violations.
   e. It appears necessary to do so to protect Gateway from possible legal liability.
   f. It is required by and consistent with law.

3. Whenever evidence of criminal activity is discovered, Gateway will provide the evidence of such activity to law enforcement officials in accordance with state and federal statutes.

Sanctions for Technology Policy Violations

1. Violations of Gateway technology or security policy may result in disciplinary actions or the loss of privileges, including but not limited to, loss of access to computing resources as well as to Gateway disciplinary action up to and including termination, expulsion, and/or legal action.

2. Any offense that violates federal, state and/or local laws may result in the immediate loss of all Gateway computing privileges and will be referred to appropriate Gateway administrators and/or law enforcement authorities.

3. If Gateway Learning Innovation Division staff has evidence of misuse of computing and networking resources or information systems through a specific account, they will take the following steps to protect the systems, networks and the user community:

   a. The suspected accounts will be suspended immediately pending the outcome of any investigation.

   b. The user's email/internet/intranet, files, assigned drives and/or other data and computer accessible storage media on the account will be inspected for evidence.

   c. Investigation of a student will be reported to the Student Success Division, and investigation of a faculty or staff member will be reported to that individual's supervisor when appropriate.

   d. Any violation will be reported to the appropriate authorities:

      i. Policy violations by a faculty or staff member will be reported to the individual's supervisor and to the Human Resources Department.

      ii. Policy violations by a student will be reported to the campus dean and the executive vice president - academic affairs.

iii. Policy violations by a District resident will be reported to the campus dean and the executive vice president - academic affairs.

iv. Illegal activity by a faculty or staff member, student or District resident will be reported to the police and other appropriate law enforcement officials.

DATA Storage and Protection

1. Gateway provides reasonable security against intrusion and damage to files stored on college-provided storage services. In the event that data has been corrupted as a result of suspected intrusion or malicious action, you must contact the Cyber Incident Response Team (CIRT) Team immediately at CIRT@gtc.edu.
2. Gateway provides limited backups for approved college-provided network/cloud storage options and may attempt to retrieve files specified by users and recover files after accidental loss of data on its storage services. However, Gateway cannot be held accountable for unauthorized access by other users and is not liable for the inadvertent or unavoidable loss or disclosure of the contents of stored files.
3. Gateway requires the use of college-provided network/cloud storage options for files typically stored on a laptop, desktop, or other mobile device. Users are responsible for storing data in the appropriate location.
   - Gateway recommends that students back up their own data on a regular basis. Gateway is not responsible for backup or any lost student data.
4. Employees must store important data on Gateway-provided storage services. Backups are not performed on Gateway endpoints/computers provided to faculty and staff.

Digital Communications – H-190b

Introduction - Purpose

Access to Gateway Technical College provided digital communications services, along with their responsible use, is critical for academic, administrative and promotional/marketing purposes. In addition to outlining required behaviors related to digital communications services, this policy is enacted in a spirit of presenting a positive, professional college image and enhancing Gateway's customer service efforts. This policy applies to all college employees, contractors, volunteers and students (all users).

Definitions

Digital communications include: content in college-provided Google Apps accounts, email, calendars, Google Drive, content posted on college-administered websites, postings on college social media websites, usage of internet bandwidth and other tools that allow for the sharing/transmission of digital information.

Students: For the purpose of this policy, student means a person who has registered for classes or applied to a program in the past year.

Policy

1. Gateway's digital communication services are college resources intended to be used for instruction, instructional support, faculty advising, service, administration and college-related correspondence in support of the college's mission.
2. Email remains an effective means of communicating official college information to students, employees and our community stakeholders. To this end, the college provides an email account for students, faculty, staff and other authorized persons who are affiliated with the college for their use when engaging in activities related to their roles in the college.
3. The college uses Gateway-provided email to communicate with students, faculty and staff and the college expects that those communications will be received and read in a timely fashion.
4. Student accounts will be disabled when they are determined to be "inactive" for an established time period.
5. Employee accounts are routinely disabled upon separation from the College. Exceptions are made periodically by Talent and Culture personnel for official purposes.
6. Employees of Gateway must use the college-provided email system for all official email communications. Employees may not use their own personal email accounts in any business or student-related correspondences. Employees corresponding with admitted students should send to the student's Gateway provided student email address.
7. Users are responsible for safeguarding their account username and password and for using them only as authorized. Each user is responsible for all digital communications made under the authorization of his or her account. Instances of accounts being compromised must be reported to the Learning Innovation Division (LID) Tech Central Help Desk immediately.
8. Unauthorized access of other users' accounts is strictly prohibited.
9. Access to digital communication services, while essential, also imposes on users certain accompanying responsibilities. The same standards of conduct that are expected of students, faculty and staff regarding the use of the college facilities, services and resources also apply to the use of college digital communication services.
10. Unauthorized access of other users' accounts is strictly prohibited.
11. Access to digital communication services, while essential, also imposes on users certain accompanying responsibilities. The same standards of conduct that are expected of students, faculty, and staff regarding the use of the college facilities, services, and resources also apply to the use of college digital communication services.
12. Users may not access, use or disclose personal or confidential information in the college's custody without appropriate authorization and they must take necessary precautions to protect the confidentiality of personal or confidential information in compliance with college policy and applicable law, regardless of whether the information is maintained on paper or whether it is found in email or other digital records.
13. In no instance may digital communication services or college computing resources be used for commercial, campaign or political purposes. Any promotion of outside businesses or groups must be related to college goals/initiatives and approved by a vice president of the college.
14. Digital communications may not be used with the intent to disrupt communication or other system services.
15. Digital communications that are interpreted as harassment by any recipient are prohibited. Please refer to policy H-110, Equal Opportunity, Sexual Misconduct and Civil Rights Policy Statement for definitions and further information.

16. Using Gateway digital communication systems for malicious purposes (e.g. phishing, spamming, denial of service attacks, etc.) is prohibited.
17. Use of college-provided digital communication services for personal communications shall be comparable to what is allowed for personal local use of college telephones (See Policy D-110, Telephone Usage).
18. Limited personal use of digital communication services is permitted so long as that use:
    a. does not create any cost to the college;
    b. (in the case of employees) does not interfere with or take precedence over an employee's assigned duties;
    c. is limited in volume and frequency;
    d. is brief in duration;
    e. does not disrupt college business;
    f. does not compromise the security or integrity of college information, systems or software;
    g. is not illegal;
    h. is not otherwise prohibited by this policy, the employee Code of Conduct or any other college policy, college directive or departmental rule.
19. Digital communications must meet the same standards for distribution or display as if they were physical documents. Individuals must identify themselves clearly and accurately on all digital communications. Willful misrepresentation of oneself or another individual is not permitted on the college's network or in any other digital communication with other parties.
20. Digital communication must be designed, in accordance with division accessibility plans and to the fullest extent possible, so as to comply with section 504 of the Rehabilitation Act and the ADA and in a manner that makes them accessible to those with visual, auditory, and other disabilities.

Web Accessibility

1. All new or revised web pages and other electronic resources, including those hosted, published, or otherwise provided by the college must comply with the current version of WCAG AA standards as required by section 508 of the Rehabilitation Act of 1973. The term "webpage" shall be interpreted broadly and does not depend on the type of service or hosting devices, or types of software used, or by the technical means in which the client and host communicate over the web.
2. All linked content, whether from Gateway's website, Learning Management System (LMS), mobile application(s) social media site(s), or other program(s) or services, must be accessible according to the current version of WCAG AA standards and other college policies, such as video captioning, webpages, or resources specifically requested to be made accessible shall be made accessible as soon as possible and without delay, or an equally effective alternative shall be provided. Equally effective means providing the same information and functions in a timely fashion comparable to the original webpage or resource.

Email Retention, Archiving, and Privacy

1. Be advised that state law (Section 19.35 Wisconsin Statutes) requires that records created or kept by Gateway, including digital communications and electronic files, must be made available for public inspection and copying, subject to limited exceptions. In addition, unless protected by legal privilege, digital communications and electronic files can and will be discoverable in litigation that involves the college. Email backups will be retained for three (3) years, unless they are archived longer due to ongoing investigation/litigation.
2. While Gateway respects the privacy of users and does not routinely inspect or monitor an individual's use of the college's computing and network resources, the college cannot provide a guarantee of privacy of an individual's digital communication activities, electronic

files, or system access records, etc. This information may be used in investigations and/or disciplinary proceedings at the college's discretion.

3. There should be no expectation of privacy in regard to digital communications of any kind sent or received from college email accounts or from college systems or computers.

Student ID Photos

1. Student ID photos may be released by a divisional vice president or designee for security or safety purposes to authorized Gateway, security or law enforcement personnel.
2. In compliance with FERPA, any other uses of Student ID photos must be authorized in advance by a divisional vice president. Any such uses will only be granted at the discretion of a Student Services & Enrollment Management Vice President or designee and only for purposes related to Gateway business.

Violations

Please refer to Policy H-190, Computer, Networking and Information Resources, for sanctions for inappropriate or illegal use of college computing resources.

Data Security – H-190d

Purpose

Gateway Technical College recognizes that as part of our operations we must collect and store data. The purpose of this policy is to describe how sensitive data must be handled, stored and secured in order to meet Gateway Technical College's data protection standards, comply with applicable laws, statutes and regulations, and protect the rights of staff, students and any related data subjects.

Scope

This Data Security Policy applies to all business processes, information systems and components, personnel and physical areas of Gateway Technical College. This policy applies to the storage and handling of sensitive data and any other procedures related to sensitive data of any individual in both electronic and physical format. Individuals or groups this policy applies to include, but are not limited to:

- All current and past Gateway Board of Trustees members;
- All current and past employees of Gateway Technical College, regardless of full-time or part-time status;
- All contractors, suppliers, casual employees, work-studies and interns working on behalf of Gateway;
- Tenants of Gateway Technical College ;
- Clubs, associations, unions, etc. affiliated with Gateway;
- All students and customers of Gateway Technical College; and
- Any other individuals or entities working on behalf of Gateway Technical College.

The individuals and groups listed above are considered to be "Data Handlers" and will be referenced as such throughout this policy.

Policy Statements

BASELINE REQUIREMENTS:

- Employees will keep all data secure by taking reasonable precautions and following guidelines outlined within this policy and any associated procedures.
- Data may not be shared informally. Data access levels will be determined based on role and existing access controls.
- Gateway Technical College will provide training to all employees to help them understand their responsibilities when handling data.
- Sensitive data will not be disclosed to any unauthorized person, either within the organization or externally.
- Authorized entities or persons are required to have a legitimate business purpose, data sharing agreement, contracted vendor responsibilities statement, and or non-disclosure agreement which declares the data being shared as sensitive.
- LID will implement encryption on managed end points where applicable (examples include staff/faculty/lab computers and Gateway-issued mobile phones).

DATA HANDLING:

- Data Handlers will handle sensitive data in a manner that is in accordance with the laws, regulations, and standards covered by this policy.
- When working with sensitive data, or when a user's account has access to sensitive data, users will ensure screens/computers are locked with a secure password when left unattended.
- Data Handlers and Data Controllers may not informally share sensitive data.
- Sensitive data may not be shared via email unless the data is protected by encryption. Contact your supervisor or the Learning Innovation Division if you need assistance in ensuring data is transmitted securely.
- Data Handlers and Data Controllers shall not unnecessarily duplicate sensitive data.
- Where applicable, Data Handlers and or Data Controllers will provide each Data Subject with information regarding the processing of their information.
- Data Handlers will act in the best interest of Data Subjects when handling sensitive data.

DATA STORAGE:

- When data is stored electronically, it must be protected from unauthorized access, accidental deletion, and malicious hacking attempts.
- Data Handlers shall protect sensitive data with strong passwords.
- Data Handlers will refrain from saving data directly to end-user devices.
- Data Handlers will refrain from using removable media; if data is stored on removable media devices, they must be stored securely.
- Gateway Technical College data may only be stored on college-authorized networks, college-authorized cloud storage services, and/or college-authorized SaaS applications.
- Computing hardware that stores sensitive data shall be housed in secure locations.
- Data Handlers will refrain from storing data on paper and only print when necessary.
- When not actively in use, paper or files containing sensitive data must be kept in a locked drawer or filing cabinet.
- Data Handlers must ensure paper documents containing sensitive data are not left where unauthorized people could view them, for example, on a printer.

DATA ACCURACY:

- Data Controllers and Data Handlers must take reasonable steps to ensure sensitive data is as accurate as possible.
- Data stored at Gateway Technical College is held in centralized locations. Data Handlers should refrain from duplicating/copying data to create local versions. The use of additional data sets may have a negative impact on data integrity. Where this practice may be required, Data Handlers must be aware of additional liabilities and safeguards that may be applicable.
- Where applicable, Gateway Technical College will ensure Data Subjects can easily update their information.

DATA RETENTION:

- Data should be periodically reviewed and deleted or disposed of if no longer required by policy, procedure, or regulation. Physical destruction of data on hard drives must adhere to Policy E-200 - Disposal of College Property. The College will determine the appropriate retention periods for all types of data.
- College-authorized data backups shall be executed by authorized/assigned LID personnel.
- Paper documents and printer ribbons in designated departments must be shredded and disposed of securely when no longer required. The shred size of the refuse should be small enough that there is reasonable assurance in proportion to the data confidentiality that the data cannot be reconstructed.

DATA PROTECTION:

- LID staff will utilize necessary physical and technical controls and organizational measures to ensure all infrastructure containing data is protected and secured.
- Data Controllers and Data Handlers must follow associated procedures and notify the Cyber Incident Response Team (CIRT) team by emailing cirt@gtc.edu when reporting incidents or data breaches.
- Individual staff/faculty users of software systems acknowledge that they have responsibility for securing and protecting all College data (including PII of students, staff, etc, and FERPA protected student data).
- As part of its procedures, LID will analyze data security practices both internally and externally (with vendors/providers, etc.) to identify potential data security risks and will provide procurement recommendations to the software requester/budget officer.
- By procuring software or by approving the procurement of software, staff/faculty users acknowledge that they are responsible for the data stored/used in the aforementioned systems.
- By procuring software or by approving the procurement of software, staff/faculty users acknowledge any risks identified by LID staff during the pre-procurement assessment.

NON-COMPLIANCE

Violations of this policy will be treated like other allegations of misconduct at Gateway Technical College.

Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Disciplinary action according to applicable Gateway Technical College policies.
2. Termination of employment.
3. Legal action according to applicable laws and contractual agreements.

System Access, Identification and Authentication – H-190e

Purpose

The purpose of this policy is to define standards for accessing Gateway Technical College's Network and Systems in a secure manner. These standards are designed to minimize the potential security exposure to Gateway Technical College from damages which may result from unauthorized use of Gateway Technical College resources or access to protected data. Authorization, identification and authentication controls ensure that only known users make use of the College Network and Systems. Without these controls, the potential exists that College Network and Systems could be accessed illicitly and that the security of College information could be compromised.

Scope

This Identification and Authentication Policy applies to all networks, systems and system components, as well as all Authorized Individuals of all networks, systems and system components of Gateway Technical College. Specifically, it includes:

- All employees, whether employed on a full-time, part-time, limited term or casual employment basis by Gateway Technical College.
- All students, alumni and other community members who have a reason to access Gateway Technical College systems.
- All contractors and third parties that work on behalf of Gateway Technical College who have a reason to access Gateway Technical College systems.
- All tenants and other third parties that work on behalf of tenants who have a reason to access Gateway Technical College systems.

Definitions

Authorized Individuals: Gateway Technical College faculty, staff, students, community members, contractors, vendors, service providers or any other individuals with authorized access to the information system in which the organization has the authority to impose rules of behavior with regard to system access.

College Network and Systems: Any Gateway Technical College network, system or system component with access to college protected data, including but not limited to FERPA, HIPAA and PII.

Multifactor Authentication (MFA): Authentication using two or more different factors to achieve access to a network or system. Possible factors include something you know (e.g., PIN or password); something you have (e.g., cryptographic identification device or token); or something you are (e.g.,biometric).

Policy Statements

- Gateway Technical College will authenticate (or verify) the identities of all users, system components or devices as a prerequisite to allowing access to the College Network and Systems.Centrally managed identity and access management infrastructure is a requirement of all system authentication functions as technology permits.
- Multifactor Authentication is the preferred form of user authentication used to grant access to Gateway Technical College Networks and Systems.
- Periodic password expiration time frames may be defined for Networks and Systems.
- Passwords may be screened against lists of commonly used or compromised passwords and eliminated from potential use.
- Minimum password complexity and change of characters when new passwords are created is enforced.

- Gateway Technical College will prohibit password reuse for a specified number of generations.
- Gateway Technical College will store and transmit only encrypted representation of passwords.
- LID will have administrator level access to all College Networks and Systems for the purpose of performing periodic or ad hoc audits of College Networks and Systems to verify compliance with this policy.
- Users are responsible for safeguarding their account username and password and for using them only as authorized. All instances or suspicion of account credentials being compromised must be reported to the Gateway Technical College Tech Central Help Desk at 262-564-3695 immediately.
- Sharing of credentials and the unauthorized access of other users' accounts is strictly prohibited.
- A network or system session timeout may be defined based on idle time and which may require the user to re-authenticate in order to re-activate the network or system access.

Multifactor Options

The College will allow employees to choose from a selection of second factors for network or system login. These second factors, which may change from time to time, are described on the Gateway Technical College Intranet site in the section labeled "Learning Innovation Division" or "LID." The College may offer a physical hardware authentication device (e.g., a Yubikey) as a factor. The College will cover the cost of an initial authentication device for college employees who choose this option. Employees may purchase a replacement authentication device if the College-provided one is lost, stolen, broken or is otherwise unusable. An authentication device which has been lost or stolen must be reported to the Gateway Technical College Tech Central Help Desk at 262-564-3695 immediately.

Exceptions

Exceptions to this policy will be considered by contacting the CIO or Director of Information Technology.

Instructional IT Network Provisions

The Learning Innovation Division has worked with the Academic IT department to assist in establishing separate wired and wireless networks for academic IT purposes. The intention is to provide a network for instructional purposes with unique configurations that may have an impact on security and other data protection practices but that facilitates IT instruction. This separate network may be attached to the college backbone if sufficient protection is implemented and maintained to prevent any detriment to the college's production network. Certain provisions of this policy do not apply to applications/usage of this separate network. Separate instructional networks and their use by faculty and students are the sole responsibility of the associated academic department faculty and leadership. If LID becomes aware of detrimental impacts from the usage of the separate instructional network, staff will notify the Dean to take corrective action.

Suspicion of Compromised Access or Unauthorized Activity

LID may revoke College Network or System access for a specific user(s) to investigate suspected compromised access or unauthorized activity.

Non-Compliance

Violations of this policy will be adjudicated according to established Gateway Technical College procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of network, system and/or email access.
2. Disciplinary action according to applicable Gateway Technical College policies.
3. Separation or termination of employment.
4. Legal action according to applicable laws and contractual agreements.

Local and Remote Systems Protection – H-190f

Purpose

The purpose of this policy is to ensure proper measures are in place to prevent unauthorized physical or remote access or damage to the College's network, systems and facilities. This policy will also define the means of authorized access to the College's network, systems and facilities.

Scope

This Local and Remote Systems Protection Policy applies to all networks, systems, system components, personnel and physical areas of Gateway Technical College. Local and Remote Systems areas include but are not limited to:

- Data centers or other facilities for which the primary purpose is the housing of IT infrastructure.
- Server rooms or other locations within shared facilities for which one of the primary purposes is the housing of IT infrastructure.
- Networks, systems or IT infrastructure accessible via some method of remote connectivity.
- Gateway Technical College equipment which may be located in a non-college location.
- Switch and wiring closets or other facilities for which the primary purpose is not the housing of IT infrastructure.

Definitions

IT Infrastructure: The combined set of hardware, software, structured cabling, telecommunications, network equipment, enterprise data storage devices and physical facilities used to develop, test, deliver, monitor, control or support IT services, and which may have access to college protected data, including but not limited to FERPA, HIPAA and PII.

Authorized Individuals: May be some subset of Gateway Technical College faculty, staff, students, community members, contractors, vendors, service providers or any other individuals with authorized access to Gateway Technical College IT Infrastructure and on which the organization has the authority to impose rules of behavior with regard to local or remote access.

Authorized Student VPN Users: A subset of Authorized Individuals who are Gateway Technical College students actively enrolled in a course and who require limited remote access to Gateway Technical College IT Infrastructure using a provided VPN client and only at the request of an instructor.

Multifactor Authentication (MFA): Authentication using two or more different factors to achieve access to a network or system. Possible factors include something you know (e.g., PIN or password); something you have (e.g., cryptographic identification device or token); or something you are (e.g., biometric).

Remote Access: The ability for users or devices to utilize the College's private network and systems from a location outside of the network's physical premises.

Policy Statements

Local Access and Security:

Gateway Technical College will limit and monitor physical access to data centers, server rooms, switch and wiring closets and other facilities housing IT Infrastructure to specific Authorized Individuals in conformance with policy E-115, Facility Access and Control.

Network and Systems Access:

- Gateway Technical College will authenticate or verify the identities of all remote users, processes, or devices as a prerequisite to allowing remote access to the College's network and systems.
- Any remote access technology will be in compliance with policy H190e, System Access, Identification, and Authentication.
- Gateway Technical College shall remove Authorized Individuals from this access when access is no longer required.
- Multifactor Authentication is the preferred form of user authentication used to grant remote access to Gateway Technical College's networks and systems.
- Gateway Technical College may require an Authorized Individual to complete a Security Management Questionnaire and/or Network Access Agreement prior to granting remote network or system access.
- Gateway Technical College may require an Authorized Individual previously approved for remote access to provide a reason for accessing remote network or system resources for each new remote access event.
- Authorized Non-Student Users are permitted remote access to the College via VPN client, virtual desktop, remote desktop, or other LID-approved methods. The VPN client can only be installed and used on a College-owned device.
- Authorized Student users may be permitted remote access to the College using one or more of the following methods depending on the use case; College-provided VPN client, virtual desktop, remote desktop, or other LID-approved methods. LID will work with faculty to identify the appropriate technology to use for remote access.

Additional Security Guidelines:

- Gateway Technical College staff will verify the identity of any third-party persons claiming to be repair or maintenance personnel prior to granting them local or remote access to modify or troubleshoot any Gateway Technical College network or systems.
- Gateway Technical College staff will immediately report suspicious behavior and indications of device tampering or substitution to the Tech Central Help Desk, a supervisor or security.

Exceptions

Exceptions to this policy will be considered by contacting the CIO or Director of Information Technology.

Instructional IT Network Provisions

The Learning Innovation Division has worked with the Academic IT department to assist in establishing separate wired and wireless networks for academic IT purposes. The intention is to provide a network for instructional purposes with unique configurations that may have an impact on security and other data protection practices but that facilitates IT instruction. This separate

network may be attached to the college backbone if sufficient protection is implemented and maintained to prevent any detriment to the college's production network. Certain provisions of this policy do not apply to applications/usage of this separate network. Separate instructional networks and their use by faculty and students are the sole responsibility of the associated academic department faculty and leadership. If LID becomes aware of detrimental impacts from the usage of the separate instructional network, staff will notify the Dean to take corrective action.

Suspicion of Compromised Access or Unauthorized Activity

LID may revoke college network or system access for a specific user or users to investigate suspected compromised access or unauthorized activity.

Non-Compliance

Violations of this policy will be adjudicated according to established Gateway Technical College procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of network, system and/or email access.
2. Disciplinary action according to applicable Gateway Technical College policies.
3. Separation or termination of employment.
4. Legal action according to applicable laws and contractual agreements.

MONDAY	TUESDAY	WEDNESDAY	
3	4	5	
10	11	12	
17	18	Juneteenth - College Closed	19
24	25	26	

GATEWAY
Red Hawks

June 2024

THURSDAY	FRIDAY	SATURDAY/SUNDAY
		1 2
6	7 • Financial Aid grant and VA benefit refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed	8 9
13	14 • First half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed	15 16
20	21 • Third installment due for Summer 2024 payment plan	• Midterm grades available on My Gateway 22 23
27	28 • Second half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed	29 30

GATEWAY Red Hawks

WEEKLY NOTES

GATEWAY
Red Hawks

JUNE 2024

M	T	W	T	F	S	S
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JULY 2024

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MONDAY
3
June

TUESDAY
4
June

WEDNESDAY
5
June

JUNE 2024

THURSDAY
6
June

FRIDAY
7
June

- Financial Aid grant and VA benefit refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed

SATURDAY
8
June

SUNDAY
9
June

WEEKLY NOTES

GATEWAY
Red Hawks

JUNE 2024

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JULY 2024

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MONDAY
10
June

TUESDAY
11
June

WEDNESDAY
12
June

JUNE 2024

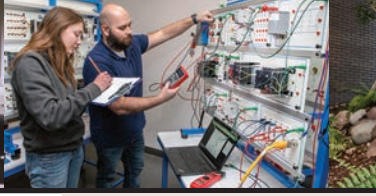
THURSDAY
13
June

FRIDAY
14
June

- First half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed

SATURDAY
15
June

SUNDAY
16
June



WEEKLY NOTES

GATEWAY
Red Hawks

JUNE 2024

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JULY 2024

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MONDAY
17
June

TUESDAY
18
June

WEDNESDAY
19
June

Juneteenth - College Closed

JUNE 2024

THURSDAY 20 June

FRIDAY 21 June

- Third installment due for Summer 2024 payment plan

SATURDAY 22 June

- Midterm grades available on My Gateway

SUNDAY 23 June

WEEKLY NOTES

GATEWAY
Red Hawks

JUNE 2024

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JULY 2024

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15	16	17	18	19	20	21
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MONDAY
24
June

TUESDAY
25
June

WEDNESDAY
26
June

JUNE 2024

THURSDAY
27
June

FRIDAY
28
June

- Second half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed

SATURDAY
29
June

SUNDAY
30
June

MONDAY	TUESDAY	WEDNESDAY
1 • Application for Admission and Financial Aid application priority date for Fall 2024	2	3
8	9	10
15	16	17
22	23	24
29	30	31

GATEWAY
Red Hawks

July 2024

THURSDAY	FRIDAY	SATURDAY / SUNDAY
4 Independence Day - College Closed	5	6 7
11	12 • Fourth installment due for the Summer 2024 payment plan	13 14
18	19	20 21
25	26	27 28

WEEKLY NOTES

GATEWAY
Red Hawks

JULY 2024

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AUGUST 2024

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MONDAY
1
July

- Application for Admission and Financial Aid application priority date for Fall 2024

TUESDAY
2
July

WEDNESDAY
3
July

JULY 2024

Independence Day - College Closed

THURSDAY
4
July

FRIDAY
5
July

SATURDAY
6
July

SUNDAY
7
July

WEEKLY NOTES

JULY 2024

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AUGUST 2024

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MONDAY
8
July

TUESDAY
9
July

WEDNESDAY
10
July

JULY 2024

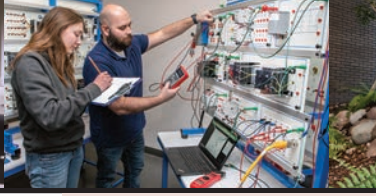
THURSDAY
11
July

FRIDAY
12
July

- Fourth installment due for the Summer 2024 payment plan

SATURDAY
13
July

SUNDAY
14
July



WEEKLY NOTES

GATEWAY
Red Hawks

JULY 2024

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AUGUST 2024

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MONDAY
15
July

TUESDAY
16
July

WEDNESDAY
17
July

JULY 2024

THURSDAY
18
July

FRIDAY
19
July

SATURDAY
20
July

SUNDAY
21
July

WEEKLY NOTES

JULY 2024

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AUGUST 2024

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MONDAY
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July

TUESDAY
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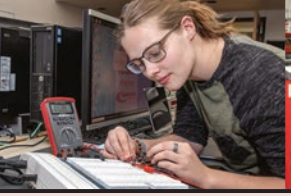
July

WEDNESDAY
24
July



JULY 2024

THURSDAY
25
July

FRIDAY
26
July

SATURDAY
27
July

SUNDAY
28
July

MONDAY	TUESDAY	WEDNESDAY
5	6	7
12	13	• Final grades available on My Gateway 14
19	• Fall 2024 Financial Aid book authorizations open 20	21
26	27	28

August 2024

THURSDAY	FRIDAY	SATURDAY / SUNDAY
1	2	3 4
8	9	• Last day of Summer 2024 Semester 10 11
15	16	17 18
22	23	24 25
29	30	31

WEEKLY NOTES

GATEWAY
Red Hawks

AUGUST 2024

M	T	W	T	F	S	S
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SEPTEMBER 2024

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MONDAY
29
July

TUESDAY
30
July

WEDNESDAY
31
July

AUGUST 2024

THURSDAY
1
August

FRIDAY
2
August

SATURDAY
3
August

SUNDAY
4
August

WEEKLY NOTES

AUGUST 2024

M	T	W	T	F	S	S
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SEPTEMBER 2024

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MONDAY
5
August

TUESDAY
6
August

WEDNESDAY
7
August

AUGUST 2024

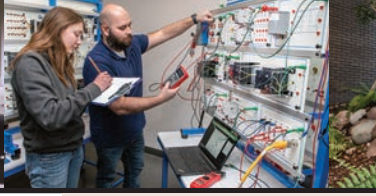
THURSDAY
8
August

FRIDAY
9
August

- Last day of Summer 2024 Semester

SATURDAY
10
August

SUNDAY
11
August



WEEKLY NOTES

GATEWAY
Red Hawks

AUGUST 2024

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SEPTEMBER 2024

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23	24	25	26	27	28	29
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MONDAY
12
August

TUESDAY
13
August

WEDNESDAY
14
August

- Final grades available on My Gateway

AUGUST 2024

THURSDAY
15
August

FRIDAY
16
August

SATURDAY
17
August

SUNDAY
18
August

WEEKLY NOTES

GATEWAY
Red Hawks

AUGUST 2024

M	T	W	T	F	S	S
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SEPTEMBER 2024

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30						

MONDAY
19
August

TUESDAY
20
August

- Fall 2024 Financial Aid book authorizations open

WEDNESDAY
21
August

AUGUST 2024

THURSDAY
22
August

FRIDAY
23
August

SATURDAY
24
August

SUNDAY
25
August

WEEKLY NOTES

GATEWAY
Red Hawks

AUGUST 2024

M	T	W	T	F	S	S
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SEPTEMBER 2024

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MONDAY
26
August

TUESDAY
27
August

WEDNESDAY
28
August

AUGUST 2024

THURSDAY
29
August

FRIDAY
30
August

SATURDAY
31
August

SUNDAY
1
September

MONDAY	TUESDAY	WEDNESDAY
Labor Day - College Closed **2**	• First day of Fall 2024 Semester **3** • Student Services Centers open early	**4**
9	**10**	**11**
• Financial Aid Census Date **16** • Fall Financial Aid book authorizations close	**17**	**18**
23 **30**	**24**	• Employee Learning Day - No classes, services are unavailable **25**

September 2024

THURSDAY	FRIDAY	SATURDAY / SUNDAY
		1
5	6 • First installment due for Fall 2024 payment plan • Last day to enroll in Fall 2024 payment plan	7 8
12	13	14 15
19	20	21 22
26	27 • Second installment due for Fall 2024 payment plan	28 29

WEEKLY NOTES

GATEWAY
Red Hawks

SEPTEMBER 2024

M	T	W	T	F	S	S
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OCTOBER 2024

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

MONDAY
2
September

Labor Day - College Closed

TUESDAY
3
September

- First day of Fall 2024 Semester
- Student Services Centers open early

WEDNESDAY
4
September

SEPTEMBER 2024

THURSDAY
5
September

FRIDAY
6
September

- First installment due for Fall 2024 payment plan
- Last day to enroll in Fall 2024 payment plan

SATURDAY
7
September

SUNDAY
8
September

WEEKLY NOTES

GATEWAY
Red Hawks

SEPTEMBER 2024

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

OCTOBER 2024

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

MONDAY
9
September

TUESDAY
10
September

WEDNESDAY
11
September

SEPTEMBER 2024

THURSDAY
12
September

FRIDAY
13
September

SATURDAY
14
September

SUNDAY
15
September

WEEKLY NOTES

GATEWAY
Red Hawks

SEPTEMBER 2024

M	T	W	T	F	S	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2024

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

MONDAY
16
September

- Financial Aid Census Date
- Fall Financial Aid book authorizations close

TUESDAY
17
September

WEDNESDAY
18
September

SEPTEMBER 2024

THURSDAY
19
September

FRIDAY
20
September

SATURDAY
21
September

SUNDAY
22
September

WEEKLY NOTES

SEPTEMBER 2024

M	T	W	T	F	S	S
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23	24	25	26	27	28	29
30						

OCTOBER 2024

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

MONDAY
23
September

TUESDAY
24
September

WEDNESDAY
25
September

- Employee Learning Day - No classes, services are unavailable

SEPTEMBER 2024

THURSDAY
26
September

FRIDAY
27
September

- Second installment due for Fall 2024 payment plan

SATURDAY
28
September

SUNDAY
29
September

MONDAY	TUESDAY	WEDNESDAY
	1	2
7	8	9
14	15	16
• Academic Advising for Spring 2025 Semester 21	• Academic Advising for Spring 2025 Semester 22	• Academic Advising for Spring 2025 Semester 23
• Academic Advising for Spring 2025 Semester 28	• Academic Advising for Spring 2025 Semester 29	• Academic Advising for Spring 2025 Semester 30

GATEWAY
Red Hawks

October 2024

THURSDAY	FRIDAY	SATURDAY/SUNDAY
3	• Financial Aid grant and VA benefit refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed **4**	**5** **6**
10	• First half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed **11**	**12** **13**
17	• Third installment due for Fall 2024 payment plan **18**	• Midterm grades available on My Gateway **19** **20**
• Academic Advising for Spring 2025 Semester **24**	• Academic Advising for Spring 2025 Semester **25** • Second half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed	**26** **27**
• Academic Advising for Spring 2025 Semester **31**		

WEEKLY NOTES

GATEWAY
Red Hawks

OCTOBER 2024

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

NOVEMBER 2024

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

MONDAY
30
September

TUESDAY
1
October

WEDNESDAY
2
October

OCTOBER 2024

THURSDAY
3
October

FRIDAY
4
October

- Financial Aid grant and VA benefit refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed

SATURDAY
5
October

SUNDAY
6
October

WEEKLY NOTES

GATEWAY
Red Hawks

OCTOBER 2024

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

NOVEMBER 2024

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

MONDAY
7
October

TUESDAY
8
October

WEDNESDAY
9
October

OCTOBER 2024

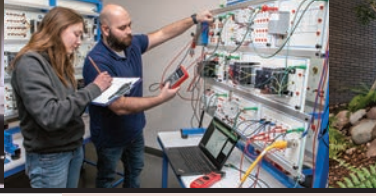
THURSDAY
10
October

FRIDAY
11
October

- First half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed

SATURDAY
12
October

SUNDAY
13
October



WEEKLY NOTES

GATEWAY
Red Hawks

OCTOBER 2024

M	T	W	T	F	S	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2024

M	T	W	T	F	S	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MONDAY
14
October

TUESDAY
15
October

WEDNESDAY
16
October

OCTOBER 2024

THURSDAY
17
October

FRIDAY
18
October

- Third installment due for Fall 2024 payment plan

SATURDAY
19
October

- Midterm grades available on My Gateway

SUNDAY
20
October

WEEKLY NOTES

GATEWAY
Red Hawks

OCTOBER 2024

M	T	W	T	F	S	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2024

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

MONDAY
21
October

- Academic Advising for Spring 2025 Semester

TUESDAY
22
October

- Academic Advising for Spring 2025 Semester

WEDNESDAY
23
October

- Academic Advising for Spring 2025 Semester

OCTOBER 2024

- Academic Advising for Spring 2025 Semester

THURSDAY
24
October

- Academic Advising for Spring 2025 Semester
- Second half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed

FRIDAY
25
October

SATURDAY
26
October

SUNDAY
27
October

WEEKLY NOTES

GATEWAY
Red Hawks

OCTOBER 2024

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

NOVEMBER 2024

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

MONDAY
28
October

- Academic Advising for Spring 2025 Semester

TUESDAY
29
October

- Academic Advising for Spring 2025 Semester

WEDNESDAY
30
October

- Academic Advising for Spring 2025 Semester

OCTOBER 2024

- Academic Advising for Spring 2025 Semester

THURSDAY
31
October

- Academic Advising for Spring 2025 Semester
- Application for Admission and Financial Aid priority date for Spring 2025
- Fourth installment due for Fall 2024 payment plan

FRIDAY
1
November

SATURDAY
2
November

SUNDAY
3
November

MONDAY	TUESDAY	WEDNESDAY
• Spring 2025 priority registration November 4-14 for service members. Check My Gateway for your registration date. **4**	• Spring 2025 priority registration November 5 -14 for continuing students. Check My Gateway for your registration date. **5**	**6**
Veterans Day - College Closed **11**	**12**	**13**
• Spring 2025 priority registration begins for service members who are new program students **18**	• Spring 2025 priority registration begins for new program students **19**	• Spring 2025 open registration begins for service members **20**
25	**26**	• Student Services Centers close early **27**

November 2024

THURSDAY	FRIDAY	SATURDAY/SUNDAY
	• Academic Advising for Spring 2025 Semester • Application for Admission and Financial Aid priority date for Spring 2025 • Fourth installment due for Fall 2024 payment plan **1**	**2** **3**
7	**8**	**9** **10**
14	**15**	**16** **17**
• Spring 2025 open registration begins **21**	**22**	**23** **24**
Thanksgiving • Holiday Recess - College Closed **28**	• Holiday Recess - College Closed **29**	• Holiday Recess - College Closed **30**

WEEKLY NOTES

GATEWAY
Red Hawks

NOVEMBER 2024

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

DECEMBER 2024

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

MONDAY
4
November

- Spring 2025 priority registration November 4–14 for service members. Check My Gateway for your registration date.

TUESDAY
5
November

- Spring 2025 priority registration November 5–14 for continuing students. Check My Gateway for your registration date.

WEDNESDAY
6
November

NOVEMBER 2024

THURSDAY
7
November

FRIDAY
8
November

SATURDAY
9
November

SUNDAY
10
November

WEEKLY NOTES

GATEWAY
Red Hawks

NOVEMBER 2024

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

DECEMBER 2024

M	T	W	T	F	S	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY
11
November

Veterans Day - College Closed

TUESDAY
12
November

WEDNESDAY
13
November

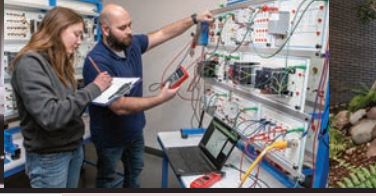
NOVEMBER 2024

THURSDAY
14
November

FRIDAY
15
November

SATURDAY
16
November

SUNDAY
17
November



WEEKLY NOTES

GATEWAY
Red Hawks

NOVEMBER 2024

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

DECEMBER 2024

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

MONDAY
18
November

- Spring 2025 priority registration begins for service members who are new program students

TUESDAY
19
November

- Spring 2025 priority registration begins for new program students

WEDNESDAY
20
November

- Spring 2025 open registration begins for service members

NOVEMBER 2024

- Spring 2025 open registration begins

THURSDAY
21
November

FRIDAY
22
November

SATURDAY
23
November

SUNDAY
24
November

WEEKLY NOTES

GATEWAY
Red Hawks

NOVEMBER 2024

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

DECEMBER 2024

M	T	W	T	F	S	S
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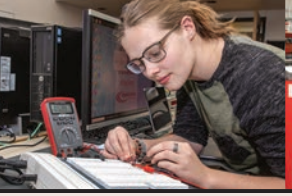
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY
25
November

TUESDAY
26
November

WEDNESDAY
27
November

- Student Services Centers close early



NOVEMBER 2024

Thanksgiving

- Holiday Recess - College Closed

THURSDAY
28
November

- Holiday Recess - College Closed

FRIDAY
29
November

- Holiday Recess - College Closed

SATURDAY
30
November

- Holiday Recess - College Closed

SUNDAY
1
December

MONDAY	TUESDAY	WEDNESDAY
2	**3**	**4**
• Last day of Fall 2024 Semester **9**	**10**	**11**
16	**17**	**18**
• Student Services Centers close early **23**	• Winter Recess - College Closed **24**	• Winter Recess - College Closed **25**
• Winter Recess - College Closed **30**	• Winter Recess - College Closed **31**	

December 2024

THURSDAY	FRIDAY	SATURDAY/SUNDAY
		• Holiday Recess - College Closed **1**
5	**6**	**7** **8**
• All final grades available on My Gateway **12**	**13**	**14** **15**
19	**20**	**21** **22**
• Winter Recess - College Closed **26**	• Winter Recess - College Closed **27**	• Winter Recess - College Closed **28** • Winter Recess - College Closed **29**

WEEKLY NOTES

GATEWAY
Red Hawks

DECEMBER 2024

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

JANUARY 2025

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

MONDAY
2
December

TUESDAY
3
December

WEDNESDAY
4
December

DECEMBER 2024

THURSDAY
5
December

FRIDAY
6
December

SATURDAY
7
December

SUNDAY
8
December

WEEKLY NOTES

GATEWAY
Red Hawks

DECEMBER 2024

M	T	W	T	F	S	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2025

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

MONDAY
9
December

- Last day of Fall 2024 Semester

TUESDAY
10
December

WEDNESDAY
11
December

DECEMBER 2024

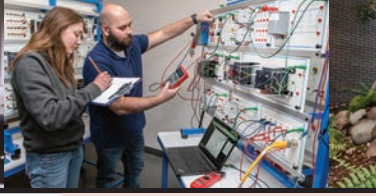
- All final grades available on My Gateway

THURSDAY
12
December

FRIDAY
13
December

SATURDAY
14
December

SUNDAY
15
December



WEEKLY NOTES

GATEWAY
Red Hawks

DECEMBER 2024

M	T	W	T	F	S	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2025

M	T	W	T	F	S	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY
16
December

TUESDAY
17
December

WEDNESDAY
18
December

DECEMBER 2024

THURSDAY
19
December

FRIDAY
20
December

SATURDAY
21
December

SUNDAY
22
December

WEEKLY NOTES

GATEWAY
Red Hawks

DECEMBER 2024

M	T	W	T	F	S	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2025

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

MONDAY
23
December

- Student Services Centers close early

TUESDAY
24
December

- Winter Recess - College Closed

WEDNESDAY
25
December

- Winter Recess - College Closed

DECEMBER 2024

- Winter Recess - College Closed

THURSDAY
26
December

- Winter Recess - College Closed

FRIDAY
27
December

- Winter Recess - College Closed

SATURDAY
28
December

- Winter Recess - College Closed

SUNDAY
29
December

MONDAY	TUESDAY	WEDNESDAY
		New Year's Day **1** • Winter Recess - College Closed
6	• First day to use Spring 2025 Financial Aid book authorizations **7**	**8**
13	**14**	**15**
Martin Luther King, Jr. Day - College Closed **20**	• First day of Spring 2025 Semester **21** • Student Services Centers open early	**22**
27	**28**	**29**

GATEWAY
Red Hawks

January 2025

THURSDAY	FRIDAY	SATURDAY / SUNDAY
2	3	4 5
9	10	11 12
16	17	18 19
23	24 • First installment due for Spring 2025 payment plan • Last day to enroll in payment plan for Spring 2025	25 26
30	31	

WEEKLY NOTES

GATEWAY
Red Hawks

JANUARY 2025

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

FEBRUARY 2025

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

MONDAY
30
December

- Winter Recess - College Closed

TUESDAY
31
December

- Winter Recess - College Closed

WEDNESDAY
1
January

New Year's Day

- Winter Recess - College Closed

JANUARY 2025

THURSDAY
2
January

FRIDAY
3
January

SATURDAY
4
January

SUNDAY
5
January

WEEKLY NOTES

GATEWAY
Red Hawks

JANUARY 2025

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

FEBRUARY 2025

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

MONDAY
6
January

TUESDAY
7
January

- First day to use Spring 2025 Financial Aid book authorizations

WEDNESDAY
8
January

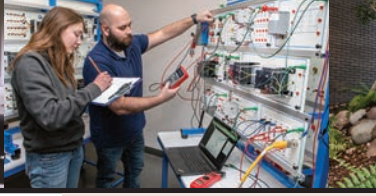
JANUARY 2025

THURSDAY
9
January

FRIDAY
10
January

SATURDAY
11
January

SUNDAY
12
January



WEEKLY NOTES

GATEWAY
Red Hawks

JANUARY 2025

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

FEBRUARY 2025

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

MONDAY
13
January

TUESDAY
14
January

WEDNESDAY
15
January

JANUARY 2025

THURSDAY
16
January

FRIDAY
17
January

SATURDAY
18
January

SUNDAY
19
January

WEEKLY NOTES

GATEWAY
Red Hawks

JANUARY 2025

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

FEBRUARY 2025

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

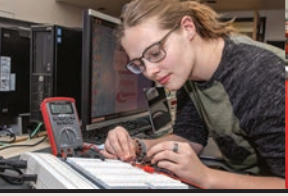
MONDAY
20
January

Martin Luther King, Jr. Day - College Closed

TUESDAY
21
January

- First day of Spring 2025 Semester
- Student Services Centers open early

WEDNESDAY
22
January



JANUARY 2025

THURSDAY
23
January

FRIDAY
24
January

- First installment due for Spring 2025 payment plan
- Last day to enroll in payment plan for Spring 2025

SATURDAY
25
January

SUNDAY
26
January

WEEKLY NOTES

GATEWAY
Red Hawks

JANUARY 2025

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

FEBRUARY 2025

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

MONDAY
27
January

TUESDAY
28
January

WEDNESDAY
29
January

JANUARY 2025

THURSDAY
30
January

FRIDAY
31
January

SATURDAY
1
February

SUNDAY
2
February

MONDAY	TUESDAY	WEDNESDAY
• Financial Aid Census Date • Last day to use Spring 2025 Financial Aid book authorizations **3**	**4**	**5**
10	**11**	**12**
17	**18**	**19**
24	**25**	**26**

GATEWAY
Red Hawks

February 2025

THURSDAY	FRIDAY	SATURDAY/SUNDAY
		1 2
6	7	8 9
13	14 • Second installment due for Spring 2025 payment plan	15 16
20	21 • Financial Aid grant and VA benefit refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed	22 23
27	28 • First half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed	

WEEKLY NOTES

GATEWAY
Red Hawks

FEBRUARY 2025

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

MARCH 2025

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

MONDAY
3
February

- Financial Aid Census Date
- Last day to use Spring 2025 Financial Aid book authorizations

TUESDAY
4
February

WEDNESDAY
5
February

FEBRUARY 2025

THURSDAY
6
February

FRIDAY
7
February

SATURDAY
8
February

SUNDAY
9
February

WEEKLY NOTES

GATEWAY
Red Hawks

FEBRUARY 2025

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

MARCH 2025

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

MONDAY
10
February

TUESDAY
11
February

WEDNESDAY
12
February

FEBRUARY 2025

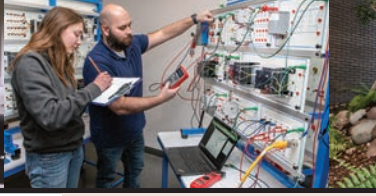
THURSDAY
13
February

FRIDAY
14
February

- Second installment due for Spring 2025 payment plan

SATURDAY
15
February

SUNDAY
16
February



WEEKLY NOTES

GATEWAY
Red Hawks

FEBRUARY 2025

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

MARCH 2025

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

MONDAY
17
February

TUESDAY
18
February

WEDNESDAY
19
February

FEBRUARY 2025

THURSDAY
20
February

FRIDAY
21
February

- Financial Aid grant and VA benefit refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed

SATURDAY
22
February

SUNDAY
23
February

WEEKLY NOTES

GATEWAY
Red Hawks

FEBRUARY 2025

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

MARCH 2025

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

MONDAY
24
February

TUESDAY
25
February

WEDNESDAY
26
February

FEBRUARY 2025

THURSDAY
27
February

FRIDAY
28
February

- First half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed

SATURDAY
1
March

- Application for Admission and Financial Aid application priority date for Summer 2025

SUNDAY
2
March

MONDAY	TUESDAY	WEDNESDAY
3	**4**	**5**
• Academic Advising for Summer and Fall 2025 **10**	• Academic Advising for Summer and Fall 2025 **11**	• Academic Advising for Summer and Fall 2025 **12**
• Academic Advising for Summer and Fall 2025 **17**	• Academic Advising for Summer and Fall 2025 **18**	• Academic Advising for Summer and Fall 2025 **19**
• Summer and Fall 2025 priority registration begins March 24–April 2 for service members. Check My Gateway for your registration date. **24** • Summer and Fall 2025 payment plans open **31**	• Summer and Fall 2025 priority registration begins March 25 - April 2 for continuing students. Check My Gateway for your registration date. **25**	**26**

GATEWAY Red Hawks

March 2025

THURSDAY	FRIDAY	SATURDAY/SUNDAY
		• Application for Admission and Financial Aid application priority date for Summer 2025 **1** **2**
6	• Third installment due for Spring 2025 payment plan **7**	• Midterm grades available on My Gateway **8** **9**
• Academic Advising for Summer and Fall 2025 **13**	• Academic Advising for Summer and Fall 2025 **14** • Second half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed	**15** **16**
• Academic Advising for Summer and Fall 2025 **20**	• Academic Advising for Summer and Fall 2025 **21**	**22** **23**
27	• Fourth installment due for the Spring 2025 payment plan **28**	**29** **30**

WEEKLY NOTES

GATEWAY
Red Hawks

MARCH 2025

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

APRIL 2025

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

MONDAY
3
March

TUESDAY
4
March

WEDNESDAY
5
March

MARCH 2025

THURSDAY
6
March

FRIDAY
7
March

- Third installment due for Spring 2025 payment plan

SATURDAY
8
March

- Midterm grades available on My Gateway

SUNDAY
9
March

WEEKLY NOTES

GATEWAY
Red Hawks

MARCH 2025

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

APRIL 2025

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

MONDAY
10
March

- Academic Advising for Summer and Fall 2025

TUESDAY
11
March

- Academic Advising for Summer and Fall 2025

WEDNESDAY
12
March

- Academic Advising for Summer and Fall 2025

MARCH 2025

- Academic Advising for Summer and Fall 2025

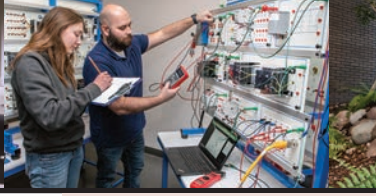
THURSDAY
13
March

- Academic Advising for Summer and Fall 2025
- Second half of Financial Aid loan refunds sent to BankMobile Vibe card - Continuing every Friday until all funds are disbursed

FRIDAY
14
March

SATURDAY
15
March

SUNDAY
16
March



WEEKLY NOTES

GATEWAY
Red Hawks

MARCH 2025

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

APRIL 2025

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

MONDAY
17
March

- Academic Advising for Summer and Fall 2025

TUESDAY
18
March

- Academic Advising for Summer and Fall 2025

WEDNESDAY
19
March

- Academic Advising for Summer and Fall 2025

MARCH 2025

- Academic Advising for Summer and Fall 2025

THURSDAY
20
March

- Academic Advising for Summer and Fall 2025

FRIDAY
21
March

SATURDAY
22
March

SUNDAY
23
March

WEEKLY NOTES

GATEWAY
Red Hawks

MARCH 2025

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

APRIL 2025

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

MONDAY
24
March

- Summer and Fall 2025 priority registration begins March 24 - April 2 for service members. Check My Gateway for your registration date.
- Summer and Fall 2025 payment plans open

TUESDAY
25
March

- Summer and Fall 2025 priority registration begins March 25 - April 2 for continuing students. Check My Gateway for your registration date.

WEDNESDAY
26
March

MARCH 2025

THURSDAY
27
March

FRIDAY
28
March

- Fourth installment due for the Spring 2025 payment plan

SATURDAY
29
March

SUNDAY
30
March

MONDAY	TUESDAY	WEDNESDAY
	1	2
• Summer and Fall 2025 open registration begins for services members 7	• Summer and Fall 2025 open registration begins 8	9
14	15	16
• College Closed 21	22	23
28	29	30

GATEWAY
Red Hawks

April 2025

THURSDAY	FRIDAY	SATURDAY/SUNDAY
• Summer and Fall 2025 priority registration begins for service members who are new program students **3**	• Summer and Fall 2025 priority registration begins for new program students **4**	**5** **6**
10	**11**	**12** **13**
• Last day of Spring 2025 Semester **17**	• College Closed **18**	• College Closed **19** • College Closed **20**
• All final grades available on My Gateway **24**	• Summer 2025 Financial Aid book authorizations open **25**	**26** **27**

WEEKLY NOTES

GATEWAY
Red Hawks

APRIL 2025

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

MAY 2025

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

MONDAY
31
March

TUESDAY
1
April

WEDNESDAY
2
April

APRIL 2025

- Summer and Fall 2025 priority registration begins for service members who are new program students

THURSDAY
3
April

- Summer and Fall 2025 priority registration begins for new program students

FRIDAY
4
April

SATURDAY
5
April

SUNDAY
6
April

WEEKLY NOTES

GATEWAY Red Hawks

APRIL 2025

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

MAY 2025

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

MONDAY
7
April

- Summer and Fall 2025 open registration begins for services members

TUESDAY
8
April

- Summer and Fall 2025 open registration begins

WEDNESDAY
9
April

APRIL 2025

THURSDAY
10
April

FRIDAY
11
April

SATURDAY
12
April

SUNDAY
13
April

WEEKLY NOTES

GATEWAY
Red Hawks

APRIL 2025

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

MAY 2025

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

MONDAY
14
April

TUESDAY
15
April

WEDNESDAY
16
April

APRIL 2025

- Last day of Spring 2025 Semester

THURSDAY
17
April

- College Closed

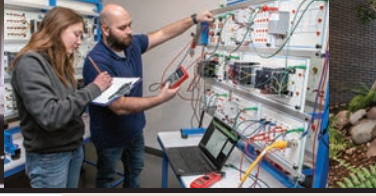
FRIDAY
18
April

- College Closed

SATURDAY
19
April

- College Closed

SUNDAY
20
April



WEEKLY NOTES

GATEWAY
Red Hawks

APRIL 2025

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

MAY 2025

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

MONDAY
21
April

- College Closed

TUESDAY
22
April

WEDNESDAY
23
April

APRIL 2025

- All final grades available on My Gateway

THURSDAY
24
April

- Summer 2025 Financial Aid book authorizations open

FRIDAY
25
April

SATURDAY
26
April

SUNDAY
27
April

MONDAY	TUESDAY	WEDNESDAY
• First day of Summer 2025 Semester • Student Services Centers open early **5**	**6**	**7**
12	**13**	**14**
19	• Commencement ceremony (tentative) **20**	• Commencement ceremony (tentative) **21**
Memorial Day - College Closed **26**	**27**	**28**

GATEWAY
Red Hawks

May 2025

THURSDAY	FRIDAY	SATURDAY/SUNDAY
1	2	3 4
8	9 • First installment due for Summer 2025 payment plan • Last day to enroll in payment plan for Summer 2025	10 11
15	16	17 18
22	23	24 25
29	30 • Second installment due for Summer 2025 payment plan	31

WEEKLY NOTES

GATEWAY
Red Hawks

MAY 2025

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

JUNE 2025

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

MONDAY
28
April

TUESDAY
29
April

WEDNESDAY
30
April

MAY 2025

THURSDAY
1
May

FRIDAY
2
May

SATURDAY
3
May

SUNDAY
4
May

WEEKLY NOTES

GATEWAY
Red Hawks

MAY 2025

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

JUNE 2025

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

MONDAY
5
May

- First day of Summer 2025 Semester
- Student Services Centers open early

TUESDAY
6
May

WEDNESDAY
7
May

MAY 2025

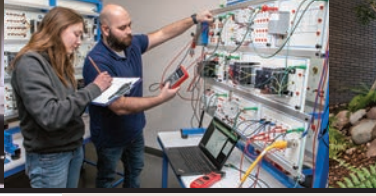
THURSDAY
8
May

FRIDAY
9
May

- First installment due for Summer 2025 payment plan
- Last day to enroll in payment plan for Summer 2025

SATURDAY
10
May

SUNDAY
11
May



WEEKLY NOTES

GATEWAY
Red Hawks

MAY 2025

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

JUNE 2025

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

MONDAY
12
May

TUESDAY
13
May

WEDNESDAY
14
May

MAY 2025

THURSDAY
15
May

FRIDAY
16
May

SATURDAY
17
May

SUNDAY
18
May

WEEKLY NOTES

GATEWAY
Red Hawks

MAY 2025

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

JUNE 2025

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

MONDAY
19
May

TUESDAY
20
May

- Commencement ceremony (tentative)

WEDNESDAY
21
May

- Commencement ceremony (tentative)

MAY 2025

THURSDAY
22
May

FRIDAY
23
May

SATURDAY
24
May

SUNDAY
25
May

WEEKLY NOTES

GATEWAY
Red Hawks

MAY 2025

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

JUNE 2025

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

MONDAY
26
May

Memorial Day - College Closed

TUESDAY
27
May

WEDNESDAY
28
May

MAY 2025

THURSDAY
29
May

FRIDAY
30
May

- Second installment due for Summer 2025 payment plan

SATURDAY
31
May

SUNDAY
1
June

MONDAY	TUESDAY	WEDNESDAY
2	3	4
9	10	11
16	17	18
23 30	24	25

GATEWAY
Red Hawks

June 2025

THURSDAY	FRIDAY	SATURDAY/SUNDAY
		1
5	6	7 8
12	13	14 15
19	20	21 22
26	27	28 29

GATEWAY Red Hawks

WEEKLY NOTES

GATEWAY
Red Hawks

JUNE 2025

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

JULY 2025

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

MONDAY
2
June

TUESDAY
3
June

WEDNESDAY
4
June

JUNE 2025

THURSDAY
5
June

FRIDAY
6
June

SATURDAY
7
June

SUNDAY
8
June

Strengths at Gateway

Gateway promotes a strengths-based experience to help students explore, value, and appreciate their unique talents and those of others. Using CliftonStrengths, students discover how they best approach learning and growth. They also learn to function more effectively in groups with diverse strengths, backgrounds, and experiences. Strengths enhance students' academic, personal, and professional development and success at Gateway and beyond.

All first-semester Gateway program students take Gateway to Success, a foundational first-year experience course for academic and professional success at Gateway. Taking your Gallup CliftonStrengths assessment is part of the class, and this is how most Red Hawks will discover their Top Five Strengths.

Each semester, Gateway hosts Student Success Workshops — Strengths Name It, Strengths Claim It, and Strengths Aim It — that give students a deeper look at their Strengths and a chance to explore their full potential.

After you take your Strengths assessment and get your personalized report through the Gateway Strengths portal, you'll find resources, articles, and statistics related to Strengths.

Start your Strengths journey by getting your FREE personalized top five strengths report at **gtc.edu/strengths.** Then, write your top five strengths below. Once you've learned about each strength talent theme, write a bit about how your strengths can continue to help you reach your educational, career, and personal goals.

My Top 5

1. _____

2. _____

3. _____

4. _____

5._____

Find other Strengths resources at

gtc.edu/strengths

See. Say. Share.

Campus updates, student activity announcements, special events and much more will be shared with students via student email, Facebook, Instagram and YouTube.

GATEWAY TECHNICAL COLLEGE

STUDENT *Life*

Make connections and enjoy Red Hawk life outside the classroom!

- Meet new people
- Gain leadership skills
- Get Gateway swag
- Have FUN!

gtc.edu/Student-Life

OWN YOUR FUTURE.

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