

**Supplement for Fall 2017**  
**First-Day Handout Info for Students**  
**Important Deadlines, Safety Information, and General Information**

**No Credit Classes**

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

No credit classes:

Labor Day September 4

Thanksgiving Recess – No classes November 20-26 (College closed November 23 & 24)

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**Important Deadlines**

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

*15-Week Sessions starting week of Aug 28*

Deadline to drop and get a refund: Sept 8

Last day to adjust schedule with Instructor permission OR change credit or audit status: Sept 11

Withdrawal deadline (NO REFUND): Oct 20

*12-Week Sessions starting week of Aug 28*

Deadline to drop and get a refund: Sept 8

Last day to adjust schedule with Instructor permission OR change credit or audit status: Sept 11

Withdrawal deadline (NO REFUND): Oct 9

*12-Week Sessions starting week of Sept 19*

Deadline to drop and get a refund: Sept 30

Last day to adjust schedule with Instructor permission OR change credit or audit status: Oct 3

Withdrawal deadline (NO REFUND): Oct 30

*10-Week Sessions starting week of Aug 28*

Deadline to drop and get a refund: Sept 6

Last day to adjust schedule with Instructor permission OR change credit or audit status: Sept 9

Withdrawal deadline (NO REFUND): Oct 2

*10-Week Sessions starting week of Oct 3*

Deadline to drop and get a refund: Oct 12

Last day to adjust schedule with Instructor permission OR change credit or audit status: Oct 16

Withdrawal deadline (NO REFUND): Nov 6

7.5-Week Sessions starting week of Aug 28

Deadline to drop and get a refund: Sept 5

Last day to adjust schedule with Instructor permission OR change credit or audit status: Sept 8

Withdrawal deadline (NO REFUND): Sept 23

7.5-Week Sessions starting week of Oct 19

Deadline to drop and get a refund: Oct 26

Last day to adjust schedule with Instructor permission OR change credit or audit status: Oct 30

Withdrawal deadline (NO REFUND): Nov 14

5-Week Sessions starting week of Aug 28

Deadline to drop and get a refund: Sept 1

Last day to adjust schedule with Instructor permission OR change credit or audit status: Sept 5

Withdrawal deadline (NO REFUND): Sept 15

5-Week Sessions starting week of Oct 3

Deadline to drop and get a refund: Oct 7

Last day to adjust schedule with Instructor permission OR change credit or audit status: Oct 10

Withdrawal deadline (NO REFUND): Oct 20

5-Week Sessions starting week of Nov 7

Deadline to drop and get a refund: Nov 11

Last day to adjust schedule with Instructor permission OR change credit or audit status: Nov 14

Withdrawal deadline (NO REFUND): Dec 1

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## **Student Conduct**

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

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

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

The full policy is available at <http://www.wccnet.edu/trustees/policies/4095/>.

## Safety & Security

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

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

The WCC Care Team can receive online reports from any member of the campus community regarding any concern at:

[https://publicdocs.maxient.com/reportingform.php?WashtenawCC&layout\\_id=4](https://publicdocs.maxient.com/reportingform.php?WashtenawCC&layout_id=4)

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

## Accommodations

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

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## Sexual Misconduct/Title IX Disclosure

Washtenaw Community College seeks to provide an environment free of sexual misconduct. If you are, or have been, the victim of sexual misconduct on campus or within a WCC educational program or activity – contact the Ombudsman office at [ombudsman@wccnet.edu](mailto:ombudsman@wccnet.edu).

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

<http://www.wccnet.edu/consumer-information/sexual-misconduct/>

## **Pregnant Students**

The College recommends that pregnant students be proactive in communicating their situation with their instructor and WCC support offices. Pregnant students should contact the Ombudsman office ([ombudsman@wccnet.edu](mailto:ombudsman@wccnet.edu)) as soon as possible if they encounter medical situations that are impacting their ability to attend classes. Options for adjustments become limited with time.

Pregnant students should contact Learning Support Services to discuss accommodations, if needed, during their pregnancy. Additional information is available at:  
<http://www.wccnet.edu/services/ombudsman/pregnant-student-rights/>

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## **Lactation Room**

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

Students may make arrangements to use the lactation room by contacting:  
Student Resources Center (SRC) on the second floor of the Student Center building or  
via phone at 734-677-5105.

Additional information is available at:  
<http://www.wccnet.edu/services/ombudsman/lactation-room/>

## **Suggestions Regarding Reporting Responsibilities of Faculty**

(\*Reminder to Faculty - be mindful of your assignments and suggested topics. Consider whether the topic is requesting/suggesting student disclosures on reportable situations. A sample awareness statement to provide to students is shown below.)

Dear Student;

While I want you to feel comfortable coming to me with issues you may be struggling with or concerns you may be having, please be aware that I have reporting requirements that are part of my job responsibilities at Washtenaw Community College.

For example, if you inform me of an issue of sexual assault, sexual misconduct, or gender discrimination - I am required to bring it to the attention of the institution's Title IX Coordinator or Deputy Coordinator. If you would like to talk to either of those individuals directly, they can be reached at:

Linda Blakey  
VP of Student and Academic Services & WCC Title IX Coordinator

lblakey@wccnet.edu

Larry Aeilts

Dean/Ombudsman & WCC Deputy Title IX Coordinator

laeilts@wccnet.edu

or

ombudsman@wccnet.edu

Information on all reporting options for issues of sexual assault, sexual misconduct, or gender discrimination (including confidential reporting options) is available at:

<http://www.wccnet.edu/consumer-information/sexual-misconduct/>