

# Fox Valley Technical College Resource Guide

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# Welcome!

I am so glad that you've chosen Fox Valley Technical College as the place to continue your education! Whether you are a recent high school graduate, returning adult student, part-time, full-time, or simply exploring your options, we are happy to be your partners on this journey.

All successful journeys begin with a good plan and I hope you will find this Resource Guide a valuable tool. The Student Life Team has taken great care to develop it, sharing important information for academic success, college resources available to you, key student policies, and finally, a link to our Academic Calendar which includes important dates. Please review the enclosed information to fully understand the benefits and responsibilities associated with being a Fox Valley Technical College student.

Our community of faculty, staff, and student leaders at all of our campuses and regional centers are eager to help you with questions, information about services or events, or to offer suggestions for ways to get more involved on campus. There are so many ways to get involved in leadership, service, or engagement, not only at Fox Valley Technical College but also in the broader community. Take advantage of these opportunities to build on your experiences and grow as an individual.

To learn about ways to get more involved, stop by Student Life in Room E137 on the Appleton campus or Diversity & Inclusion Service and Student Life in Room 112 on the Riverside Campus in Oshkosh. Regardless of your campus or center location, you can always visit [connect.fvtc.edu](http://connect.fvtc.edu), send an email to, or call Student Life at **920-735-2545** to get more information.

I hope that our paths will cross at some point throughout your educational experience. I look forward to congratulating you at your graduation ceremony or crossing paths with you at one of our College events in the near future. All the best to you this academic year!



**Dr. Chris Matheny**

*President*

*Christopher J. Matheny*



## Bookstore

eCampus is Fox Valley Technical College's official bookstore offering the most accurate and complete course materials. Order your items online through your MyFVTC account and enjoy FREE, FAST and SECURE delivery to campus or choose the delivery to home option. It is free IF the order is over \$35. The free shipping is also via USPS. If the student wants to upgrade to UPS for faster delivery it is a flat rate of \$7.

New to FVTC is the MyFVTC Charge program allowing students to use a credit amount in advance of the Financial Aid release date. This program will have students obtain their course materials well in advance of the course start date.

Your campus store offers new, used, rental and digital course options, a price match guarantee, year-round buyback, and outstanding customer service.

Go to [fvtc.ecampus.com](http://fvtc.ecampus.com) for the latest information.



Scan Me

## Email

All Fox Valley Technical College students admitted to a program receive a fvtc.edu domain email address. The Fox Valley Technical College email address is designated as the official communication vehicle to provide information to students regarding registration for classes, business transactions, advising, campus activities, and other information which is needed to enhance the college experience.

For more information regarding student email and policies, visit <https://www.fvtc.edu/current-students/student-email>



Scan Me

## Blackboard

Fox Valley Technical College offers classes facilitated online through a learning management system called Blackboard. Online, Virtual and Hybrid Classes all use Blackboard. You can log into your Blackboard courses using your MyFVTC account username and password. Blackboard can also be accessed through a mobile-friendly Blackboard app, available in the App Store and Google Play. See the Getting Ready tab across the top of the page when you first enter Blackboard for help with getting started.

## MyFVTC

All Fox Valley Technical College students can access online services such as viewing grades and transcripts, changing addresses and other contact information, and enrolling in classes using the MyFVTC website. MyFVTC can be accessed on the Fox Valley Technical College homepage at [www.fvtc.edu/CurrentStudents](http://www.fvtc.edu/CurrentStudents).



Scan Me

## Teaching & Learning Center (TLC)

Students who are enrolled in credit classes and would like additional assistance with course material in math, writing, science, and other academic support can access drop-in tutoring and schedule appointments through the Teaching and Learning Center (TLC) located on the Appleton Main Campus (Room G200) and Oshkosh Riverside Campus (Room 110). Students can find tutor schedules at <https://library.fvtc.edu/tlc>.



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For more information about tutoring in occupational program areas and to learn more about our virtual tutoring services, email [TLC@fvtc.edu](mailto:TLC@fvtc.edu) or call 920-993-5227.

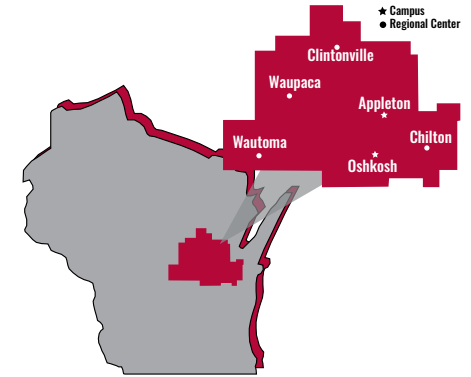




## Regional Centers & Oshkosh Campus

Our Oshkosh Riverside campus along with our regional centers in Chilton, Clintonville, Waupaca, and Wautoma provide an array of services and outreach to students and employers. Our work with students is designed to enhance their opportunity to inquire, enroll, and succeed in their educational careers.

A variety of academic offerings, including technical diplomas, certificates, adult education programming, and general education courses are offered at our regional centers and Oshkosh Riverside Campus. Regional locations also offer many non-credit personal enrichment classes which cater to each unique community. Small business and leadership seminars, customized training, and facility rentals engage and respond to the specific needs of area employers. Regional locations also represent Fox Valley Technical College in a variety of local organizations and government agencies.



## Campus Printing, Copying & Faxing

Each term, students will be provided an allowance of \$25 to be used for course-related printing and copying. This is not a charge to you, but merely an allowance. You will only owe money if you choose to print or copy in excess of your allowance.

Printing Costs	8.5x11	Larger than 8.5x11
Black & White	\$.04	\$.08
Color	\$.14	\$.28

### Printing

To print, send your print job to the print queue called ReleasePrint, then log onto any printer to release the print job. To make this release process as efficient as possible, you are encouraged to use your student ID badge as a swipe card. Student ID badges can be requested through Student Life.

### Copying

To copy, log onto any printer on campus and select Device Functions, follow the steps on the display screen.

### Scanning

To scan, either load papers in the top tray, or place a single sheet on the glass platen. Log onto the printer, select scan, and follow the steps on the display screen.

### Faxing

Faxes can be sent from any printer on campus. Log in, select Scan, and choose Outgoing Fax, follow the steps on the display screen.

**For additional printing, copying, and faxing related questions, please visit [kb.fvtc.edu](http://kb.fvtc.edu) and search for print or fax or scan the QR code.**

### Oshkosh

**150 N. Campbell Road, Oshkosh, WI 54902**  
**920-236-6101 | 1-877-272-4559 | FAX: 920-236-6130**

### Clintonville

**525 S. Main Street, Clintonville, WI 54929**  
**715-823-1555 | 1-800-321-7133 | FAX: 715-823-1550**

### Chilton

**1200 E. Chestnut Street, Chilton, WI 53014**  
**920-849-4416 | 1-800-843-4131 | FAX: 920-849-9100**

### Waupaca

**1979 Godfrey Drive, Waupaca, WI 54981**  
**715-942-1700 | 1-888-324-3218 | FAX: 715-942-1759**

### Wautoma

**556 S. Cambridge Street, Wautoma, WI 54982**  
**920-787-3319 | 1-800-892-2077 | FAX: 920-787-4310**



## Testing Center

The General Studies Testing Center, Room G212 on the Appleton campus and Room 111 at Riverside campus, is available for students to complete tests as arranged through instructors. A valid Photo ID is required in the Testing Center.

## Class Cancellation

In cases where the instructor will be absent for the day, a notice may be posted at the entrance of the classroom or lab. Students may also be notified via email, Blackboard, or other method as deemed appropriate by the instructor. Students should check with their instructor for the method(s) by which the instructor will notify students of a canceled session.

## Credit for Prior Learning

Whether you are transferring in credits from another college or have prior learning knowledge and skills directly related to the program curriculum, we make it easy to earn credits. It is possible to be granted credit for career-related knowledge and skills you've already mastered.



**To learn more about Prior Learning Assessments, visit [www.fvtc.edu/programs/credit-for-prior-learning](http://www.fvtc.edu/programs/credit-for-prior-learning).**

## Transfer Credit Options

Whether you are an incoming student, transferring to another two-year college, or pursuing your Bachelor's Degree, we make it easy to seamlessly transfer your credits. With full accreditation by the Higher Learning Commission, we offer many credit transfer articulation agreements with two- and four-year colleges.

## Enrollment Date & Time

Enrollment appointments are the date and time when you can register for classes. It is not an in-person appointment with Fox Valley Technical College staff. The enrollment appointment is simply the date and time that the online registration system opens for your class registrations. You may register for your classes at your appointment date and time or any time thereafter. You can find your Enrollment Appointment by logging in to your MyFVTC account. Enrollment appointments for program students are assigned based on the number of credits that a student has earned since the year 2000. Some high-demand programs offer a priority enrollment process. For questions regarding how enrollment appointments are assigned, please email the Registrar at [EnrollmentServices@fvtc.edu](mailto:EnrollmentServices@fvtc.edu).



## Repeating a Course

Most courses may be repeated for a grade. All or course attempts will be listed on the student's transcript with the grade received. The most recent grade earned will be computed for graduation and cumulative grade point average. Students are not required to repeat a failed course unless it is a prerequisite for another course or required for graduation.

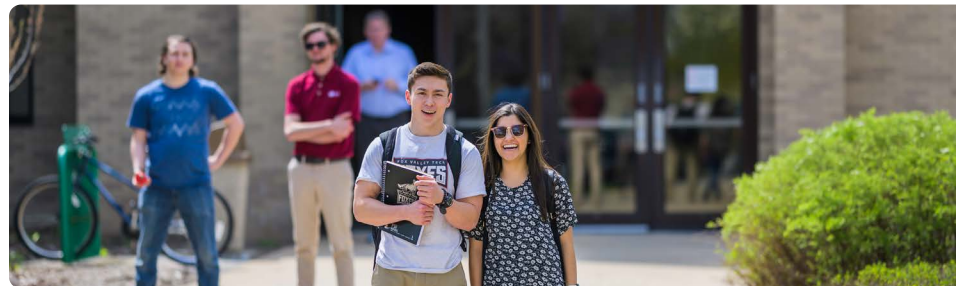
In addition, some departments may have a limit on the number of times a course may be completed while still remaining active in a particular program. Maximum course attempt limits must be approved by the Dean of the Division, in consultation with the Chief Academic Officer (CAO), and will be listed in appropriate academic department communications such as a program handbook and/or syllabi.

## Transcripts

Fox Valley Technical College has partnered with Parchment to provide fast and secure online transcript ordering. Students may request a transcript 24 hours a day, 7 days a week. A fee applies to all official transcript orders. Unofficial transcripts can be printed through a student's MyFVTC account at no charge.



**For complete information on how to request an official transcript, visit [www.fvtc.edu/academics/academic-records/fvtc-transcript](http://www.fvtc.edu/academics/academic-records/fvtc-transcript).**



## Grades

Grades are assigned to report student academic achievement. Instructors inform students about the course requirements and evaluation criteria at the beginning of the semester. Any time students are unsure of their progress, they should contact their instructor. Students may review their grades at MyFVTC by clicking on grades. Final grades are recorded on a student's transcript.

**For complete information on how to request an official transcript, visit [www.fvtc.edu/about-us/policies/all-college-policies](http://www.fvtc.edu/about-us/policies/all-college-policies) then select Instruction/Grading System.**



## Program Preparation Courses

If you need to work on math, science, sentence skills, and/or reading, Program Prep or Accelerated Learning Program (ALP) courses will help build your academic skills to be successful in your program. These courses are collegiate in terms of the level of expectations for students. Most Program Prep courses are credit-bearing, tuition-bearing, financial aidable and are not applied to program completion requirements. Students are required or recommended to take Program Prep courses based on placement test scores as prescribed by the college

**For further information, visit [www.fvtc.edu/academics/program-preparation/program-preparation-courses](http://www.fvtc.edu/academics/program-preparation/program-preparation-courses).**



## Student Records

It is the policy of Fox Valley Technical College to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students do have rights under FERPA regarding their personal and educational information held by the College. For more information regarding your rights under FERPA please visit the below website.

**For more information regarding your rights under FERPA, please visit [www.fvtc.edu/ferpa](http://www.fvtc.edu/ferpa).**



## STUDENT SUPPORT

### Advising, Counseling, and Career Services (ACC)

#### Advising Services

Academic advisors are committed to supporting you in your academic and career goals. Your relationship with your advisor is a partnership characterized by mutual respect, engagement, and responsiveness. Advisors can assist with:

- ▶ Assess and address potential barriers you may have prior to beginning your academic journey.
- ▶ Provide additional internal and external resources that will assist you in meeting your academic, personal, wellness, learning enhancement and financial goals.
- ▶ Create a Master Advising Plan to identify goals, clarify your career choice, and create a course plan through graduation.
- ▶ Review your Academic Advisement Report to assist with program progress.



**For more information visit, <https://www.fvtc.edu/student-services>.**

#### Career Counseling

Whether you feel lost or unsure in starting a career path, or you are not as confident as you would like to be in your program, we can help. With our QuickStart workshops, individual appointments, and career assessment tools (all free!), we can help you start your journey of discovery. Our career counselors can help you identify skills, values, interests, and occupational and educational opportunities to determine the best pathway to meet your goals.

We are located on the Main Campus in Appleton in room E121. We also are able to service all our campus locations virtually! Please call us at 920-735-5696 or email at [counselingctr@fvtc.edu](mailto:counselingctr@fvtc.edu).

**For more information visit, <https://www.fvtc.edu/student-services>.**



# Substance Use Disorder Consultation & Counseling

The College provides individual counseling specific to alcohol and other drug use to students and staff through the **LifeLINE Assistance Program**.

**This confidential service is provided at no additional cost to current students.**

## Personal Counseling

Fox Valley Technical College offers personal counseling to assist you with concerns which may interfere with your academic or personal success. Counseling is confidential and free.

Counselors can help with:

- ▶ Sharing ways to manage stress, anxiety and depression
- ▶ Assisting to improve problem-solving and coping skills
- ▶ Helping identify strengths and sources of support
- ▶ Offering a different perspective
- ▶ Providing a safe place to talk and have someone who will listen
- ▶ Linking students to school and community resources
- ▶ Alcohol and drug use concerns

Please reach out to us to set up an appointment to meet with one of our Counselors today. We are located on the **Main Campus in Appleton in room E121**. We can be reached at **920-735-5696** or by emailing us at **counselingcntr@fvtc.edu**.

**For more information visit,**  
<https://www.fvtc.edu/student-services>.



# Walk-In Counseling

Fox Valley Technical College counselors provide intervention, risk assessment, guidance, and support in times where students feel they are experiencing a crisis. If you need immediate assistance during our operating hours, one of our On-Call Counselors can see you in person or virtually.

We are located on the Main Campus (Appleton) in room E121. The Counseling Center is open Mondays through Thursdays from 8 to 6 pm; and Fridays from 8 to 4 pm. Call us at **920-735-5696** or email at **counselingcntr@fvtc.edu**. Students can meet with a Counselor virtually by first contacting our office to set up a link through TEAMS.

If you are experiencing a mental health crisis after we are closed, please reach out to one of our trusted resources below:

- ▶ Calumet County (920) 849-9317
- ▶ Outagamie County (920) 832-4646
- ▶ Waupaca County 1-800-719-4418
- ▶ Waushara County (920) 787-3321
- ▶ Winnebago County North (920) 722-7707
- ▶ Winnebago County South (920) 233-7707
- ▶ 988 Suicide & Crisis Lifeline (National Suicide Prevention) FREE and CONFIDENTIAL. Call or Text 988
- ▶ Text HOPELINE to 741741
- ▶ The Trevor Project: Crisis Line for LGBTQ+ Community (Text 678678)
- ▶ Veterans Crisis Line - Dial 988 then Press 1

# Veterans Center

Students at Fox Valley Technical College who are planning on using Federal and/or State Veterans education benefits should apply for these benefits through the Veterans Resource Center, Room E119, Appleton Main Campus. Please keep in mind that a child or spouse of veteran may also be eligible for education benefits. Our Veterans Resource Center assists students with Veteran education benefits, academic advising, and other veteran support services.

**Students are encouraged to contact the Veteran Resource Center with questions by calling 920-735-5651 or emailing [veterans@fvtc.edu](mailto:veterans@fvtc.edu).**



**Visit the Veterans Center online at:**  
[www.fvtc.edu/support-services/veterans-services](http://www.fvtc.edu/support-services/veterans-services).

## Diversity & Inclusion Services

Diversity is a driving force that brings Fox Valley Technical College to life. We are constantly evolving, and welcoming a student body that represents a broad spectrum of identities, including but not limited to gender, race, sexual orientation, ethnicity, disability, age, religion, and socioeconomic status. The Diversity & Inclusion Services team provides resources and support to individuals from underrepresented groups, including LGBTQIA+, justice-involved, first-generation, and minority populations. We are dedicated to respecting each individual student, and we work to ensure that everyone has access and opportunities to thrive and succeed. We believe in learning from others whose experiences, beliefs, and perspectives differ from our own. These interactions foster growth through the exchange of stories and conversations that shape who we are today and guide who we will become tomorrow. Fox Valley Technical College is steadfast in its commitment to creating and sustaining a culture of caring and belonging, knowing that diversity and inclusion are the keys to achieving our collective potential.

### Equity Commitment

We commit to fostering a culture of care and belonging, where opportunities are accessible, and achievements are possible for every student and staff regardless of individual abilities, differences, and backgrounds.

### Our Focus

1. Work to ensure there is equity and cultural understanding while connecting students with the necessary resources for their success
2. Provide case management services to assist students in overcoming barriers that may impede their educational progress.

3. Employ a targeted approach to enhance the persistence and retention of students experiencing at-risk factors.
4. Develop culturally relevant workshops, equity training/frameworks, and inclusive events for students and staff.

Our Services include but are not limited to:

- ▶ General support for marginalized students from enrollment to graduation
- ▶ Proactive Case Management for students
- ▶ Recruitment for marginalized populations to increase access to postsecondary education.
- ▶ Connect marginalized populations within the community to resources and educational opportunities.
- ▶ Cultural Transition Support and assistance to incoming students.
- ▶ Barrier Removal to meet the basic needs of all students.
- ▶ Sponsor Hmong Student Union (HSU), Black Student Union (BSU), & Multicultural Club to promote campus engagement.
- ▶ Develop monthly activities and events to celebrate Heritage Months.

### Office

**Appleton Campus Room E120**

**Oshkosh Campus Room 112**

**Phone: 920-735-4825**

**Email: [diversity@fvtc.edu](mailto:diversity@fvtc.edu)**

### Connect with Us

**Monday - Thursday 8:00am - 6:00pm**

**Friday 8:00am - 4:00pm**

[www.fvtc.edu/support-services/diversity-inclusion-services](http://www.fvtc.edu/support-services/diversity-inclusion-services)





# Disability Services

The mission of Fox Valley Technical College's Disability Services is to assist in creating an accessible college community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. Through partnerships with students, faculty, and staff we promote students' independence and recognize their abilities, not disabilities.

Fox Valley Technical College provides accommodations and support services in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendment Act (ADAA) to:

- ▶ Students with documented disabilities
- ▶ Students seeking Title IX pregnancy/parenting accommodations
- ▶ Students with temporary, non-chronic impairment
- ▶ Students and guests with disabilities participating in Fox Valley Technical College sponsored activities and using Fox Valley Technical College facilities

## Please Contact Us

**Appleton Campus Room E122: 920-735-2569**

**Oshkosh Riverside Campus Room 101**

**[disabilityservices@fvtc.edu](mailto:disabilityservices@fvtc.edu)**



**For more information, go to <https://www.fvtc.edu/student-services>.**

# Enrollment Services

Enrollment Services is located by Entrance 10 on the Appleton Campus. Enrollment questions can also be answered at our Riverside Campus in Oshkosh in Student Services Room 101 and our other Regional campus locations in Chilton, Clintonville, Waupaca, and Wautoma. All of our campus locations work together to provide up-to-date information on all programs, admission and application procedures, and information relating to other areas of the college.

**For more information, go to**

**[www.fvtc.edu/support-services/enrollment-services](http://www.fvtc.edu/support-services/enrollment-services).**



Enrollment services can assist you with:

- ▶ Making a payment
- ▶ Academic records
- ▶ Application for college
- ▶ Program withdrawals
- ▶ Transfer credits
- ▶ Student services forms

# Financial Aid

The Financial Aid office provides information about financial aid opportunities and eligibility. Fox Valley Technical College is here to help students of any age find ways to meet their educational costs. Assistance may be in the form of grants, scholarships, loans, employment, or a combination of these.

**For more information, go to**

**[www.fvtc.edu/paying-for-college/financial-aid](http://www.fvtc.edu/paying-for-college/financial-aid).**



# Scholarships

Scholarships are grants awarded to students based on donor established criteria. Fox Valley Technical College's Foundation offers scholarships to students attending the College. Online applications are available for students in the fall and spring of each year.

**Questions can be directed to 920-735-5608 or**

**[foundation@fvtc.edu](mailto:foundation@fvtc.edu)**

**For more information, go to**

**<https://www.fvtc.edu/paying-for-college/scholarships>.**



# Financial Wellness

The Financial Wellness Center offers information, assistance, and resources on a variety of topics such as budgeting, managing debt, and improving credit. We offer workshops along with in-person or virtual appointments with a financial coach in Appleton or Oshkosh that is free and confidential.

**Contact the Financial Wellness Center at 920-735-4855**

**For more information, go to**

**<https://www.fvtc.edu/support-services/financial-services>.**



## Peer Leaders

Student Services Student Workers engage prospective students and community members by assisting in campus tours & events, providing general college information to guests, and aiding in office duties, often presenting as the first point of contact. Student Services Student Workers serve as a resource to incoming and current students with admissions and student financial services.

Students need to fill out an application and are interviewed for this paid position, with the preference of using Work Study funds.

**For more information, go to**

**<https://www.fvtc.edu/paying-for-college/student-jobs/peer-leaders>**.



## Career Services

Career Services at FVTC is your source for up-to-date guidance as you navigate today's job market and work to achieve your employment and career goals. Our dedicated team supports students and graduates in their journey toward securing meaningful employment opportunities. Whether you're exploring job prospects while studying or gearing up for a full-time career post-graduation, Career Services is your go-to resource.

Our committed team of seasoned professionals is dedicated to helping you unlock your full potential and navigate the ever-evolving world of work with confidence by providing you with the tools, resources, and support you need to thrive in today's competitive job market. Our services include:

### LinkedIn Optimization

Elevate your online presence with personalized guidance on crafting a professional LinkedIn profile that showcases your skills and experiences effectively.

### Resume and Cover Letter Reviews

Receive expert feedback and assistance in refining your resume and crafting compelling cover letters tailored to your target roles.

### Mock Interviews

Hone your interview skills through mock interview sessions conducted by industry professionals, helping you feel confident and prepared when facing real-world interviews.

### On-Campus Recruiting Events

Connect directly with employers through on-campus recruitment events, providing valuable networking opportunities and access to potential job opportunities.

## Job Fairs, Seminars, and Networking Events

Immerse yourself in a dynamic array of opportunities designed to connect you with diverse employment options, industry insights, and invaluable professional connections.

### Handshake Job Platform

Access a wide range of job opportunities and internships through our integrated Handshake platform, tailored to your interests and career goals. With Handshake, you'll have access to exclusive job postings and direct communication with recruiters.

So why wait? Seize the chance to get recruited by the best employers for full-time positions, part-time jobs, and internships—no prior experience required! Let Employment Connections and Handshake be your partners on the journey to a successful and fulfilling career. Don't miss out on the adventure—join us today and unlock your path to success!

Connect with Career Services and embark on a journey of professional growth and discovery. Let's work together to transform your career aspirations into reality, one step at a time. **Welcome aboard – your career journey starts here!**

### Career Services



### Handshake



# Student Life

The Student Life department at Fox Valley Technical College provides all students the opportunity to participate in student activities, events, leadership development, organizations, and Student Government Association. In addition, students can find a relaxing environment to visit in between classes, socialize with friends, purchase stamps, and get access to trips.

A yearly Speaker's Series is provided by the department as well as the Foxes Leadership Camp. Welcome Days, a program for new students to become familiar with the College is also sponsored by Student Life. For the most up-to-date information on Student Life offerings please use the **Persist app** or visit **connect.fvtc.edu**.

**For more information, go to**

**<https://www.fvtc.edu/college-overview/student-life>.**

**To stay updated with Student Life events, follow on Instagram (@FVTCStudentLife) or on Facebook (FVTC Student Life)**



# RESOURCES

## Dental Clinic

Fox Valley Technical College offers two competitive and accredited dental programs- Dental Hygiene and Dental Assisting. The Dental Clinic currently located at the Appleton Campus provides comprehensive dental hygiene therapy to anyone. These services are provided by dental hygiene students and include but are not limited to comprehensive medical history, oral cancer screenings, digital radiographs and photos, patient education, dental cleanings, periodontal therapy, and fluoride treatments. Dental hygiene students also become licensed to administer local anesthetic and nitrous oxide; these services at times may be needed during patient treatment.

**The Dental Clinic at Fox Valley Technical College is always welcoming new and existing patients. Feel free to contact the dental hygiene program for more information at 920-735-4884.**

At that time, you will be asked a few screening questions and your contact information will be made available for students to contact you. Students recruit their own patients and appointments will be made based on student schedule availability.

## Parent/Child Center

The Parent/Child Center provides child care for students and staff of Fox Valley Technical College, as well as members of the community. The center is located at the Appleton campus and is licensed for 96 children, ages 6 weeks through 5 years year- round, and 6 – 9 years old during the summer only if staffing is available. (School age parents are encouraged to call for enrollment enquiries regarding the program). Wisconsin Shares Child Care Subsidy Payments are accepted from families who are approved by the State.

We provide for the educational, social/emotional and, physical needs of the children, while also providing a learning experience/opportunities for college students enrolled in various Programs at FVTC. Beginning June 2024, Students and Staff will be offered a discounted rate at the PCC.

**Contact the Parent/Child Center at 920-735-5751**

**FVTC PCC Email: [ParentChildCenter@fvtc.edu](mailto:ParentChildCenter@fvtc.edu).**

**Child care Subsidy Website:**

**<https://dcf.wisconsin.gov/wishares>**



## Food Service

Food Service is offered on the Appleton campus and offers menu selections for breakfast and lunch items. Come look at the remodeled cafeteria where you can find a variety of dining options. Vending is also available at most Fox Valley Technical College locations.

**Food Service menus and schedules will be posted on**

<https://www.fvtc.edu/campus-resources/dining-on-campus>.



## Sly's Goods (FVTC Food Pantry)

Sly's Goods at Fox Valley Technical College provides free food for currently enrolled students and their families. Sly's Goods is here to ensure all students have access to a variety of nutritious foods. It is our mission to help students feel they have a safe place to get services and additional resources. Sly's Goods will treat all students with respect and dignity during your shopping experience. We are proud to be able to serve you!

**Sly's Goods is located in E137 inside Student Life. Hours of Operation are Monday-Thursday 8am-6pm, Friday 8am-4pm.**

**Continue to check the FVTC website for any updates:**  
<https://www.fvtc.edu/support-services/emergency-resources/fvtc-student-food-pantry>.



**Oshkosh Riverside Food Pantry is located in Room 101.**

## Housing

Tech Village is an exciting campus community located only 2 blocks from the Appleton campus. This housing opportunity offers apartment style living with private kitchens and baths, and includes all utilities.

Students attending classes in Oshkosh may be interested in our affiliation with UW-Oshkosh. This program offers traditional residence hall rooms and community bathrooms, with all utilities included.

**For more information, visit**  
[www.fvtc.edu/campus-resources/housing](http://www.fvtc.edu/campus-resources/housing).



## FVTC Students with Children

Being a parent and a student can be challenging. FVTC wants to support students who are raising children while expanding on their education. To show our support, we offer a wide range of services to students who are balancing school, work, and a family to make their college experience easier and enjoyable.

**Please check out the following resources:**

Starting Point:

**A Free Foundational Course for Women and their Children to start their education:**  
[www.fvtc.edu/women](http://www.fvtc.edu/women).

FVTC Parent Child Center for quality childcare:  
<https://www.fvtc.edu/campus-resources/child-care-center>



Part-time YMCA Drop In Care:  
**for Parenting Students enrolled in a class or working towards obtaining their GED or HSED**



Parenting and Emergency Resources:  
<https://www.fvtc.edu/student-services/parenting-childcare-resources>



## Student Finance Navigators

Student Financial Navigators work 1-on-1 with students facing personal, financial and academic challenges that may act as a barrier to attending college. Our goal is to connect students with campus and community resources to address their financial barriers and basic needs.

**To request assistance, complete form at [www.fvtc.edu/SFHelp](http://www.fvtc.edu/SFHelp)**

**Questions can be directed to SFN at (920) 735-4881 or [SFHelp@fvtc.edu](mailto:SFHelp@fvtc.edu)**



**OR**

**To Schedule an Appointment, [click here if viewing online](#) or scan the QR Code.**



# EMPLOYABILITY ESSENTIALS



## EXERCISE ADAPTABILITY

Anticipate changes while demonstrating resilience, innovation, and a growth mindset.



## APPLY REASONING

Employ critical thinking, problem-solving, creativity, and evidence-based approaches.



## DEMONSTRATE RESPECTFUL AND RESPONSIBLE COLLABORATION

Work collaboratively using respect, accountability, ethical behavior, conflict resolution, and empathy.



## COMMUNICATE EFFECTIVELY

Demonstrate effective communication including interpersonal, digital literacy, and presentation skills.



## DEMONSTRATE SOCIAL RESPONSIBILITY

Demonstrate global awareness, engage with your college and community, and appreciate diverse perspectives and strengths.

Employability Essentials are the knowledge and skills that every student should have by the time they graduate to meet the demands of the workplace, and they are woven into every aspect of the Fox Valley Technical College education. These are the skills needed to do the job, which include not only job-specific technical skills but also professional skills that help you relate to and interact with others.



# STUDENT LIFE PRINCIPLES



## BALANCE

Managing learning in harmony with your personal life.



## BELONGINGNESS

Making connections with others at school.



## SUPPORT

Getting the resources you need when you need them.

## Fitness Center

The College has a Fitness Center that supports the concept of total wellness of mind, body, and spirit. The Fitness Center is located in Room E170 on the Appleton campus and features a variety of exercise equipment available for free use by students and staff (this does not include friends and family members). Shower facilities and locker rooms are also located near the Fitness Center.

The Fitness Center is open Monday - Friday from 7:00 a.m. until 9:00 p.m. and Saturdays from 8:00 a.m. 4:00 p.m.

To contact the Fitness Center please email [fitnesscenter@fvtc.edu](mailto:fitnesscenter@fvtc.edu). To find out more visit <https://www.fvtc.edu/campus-resources/fitness-center>.



## Campus Care Clinic

The FVTC Campus Care Clinic supports academic success by promoting overall student well-being. The FVTC Campus Care Clinic services are available to students currently enrolled in Associate Degree or Technical Diploma classes. The clinic provides FREE\* convenient and accessible healthcare services at our Appleton campus, ensuring that eligible students can easily address their health concerns without the need to travel off-site. The clinic offers a wide range of services, including primary care, preventive care, immunizations, routine check-ups, and treatment for minor illnesses and injuries. This comprehensive healthcare approach not only helps students maintain their physical health but also supports their mental and emotional well-being. The clinic's qualified healthcare professionals are dedicated to providing personalized care and guidance, empowering students to make informed decisions about their health. By prioritizing students' health needs, the Campus Care Clinic plays a crucial role in fostering a supportive and thriving learning environment.

**\* Free Primary Care, Preventive Care, Family Medicine, and Lab visits. Fees apply to Prevea Virtual Care visits, as well as radiology or pathology services.**

To learn more, or to schedule an appointment, go to [www.prevea.com/FVTC](http://www.prevea.com/FVTC) or call 866-625-0628.



## Library Services

The Fox Valley Technical College Library staff answers questions and offers research help to students both in person at the information desk in the library on the Appleton campus and through the library's website ([library.fvtc.edu/Start](http://library.fvtc.edu/Start)) via the live chat. The library staff also provides help by phone during staffed hours.

Library resources, guides, and tutorials are available on the library website. They include collections of articles, books, statistical sources, and multimedia, such as streaming videos. Tutorial videos demonstrate how to find resources at the library. Guides cover how to find research materials for various subject areas, how to evaluate and cite sources, and how to use research content in written assignments.

The library's online catalog lists books, audiobooks, and DVDs that the library physically owns. Additional library items may be requested through interlibrary loans. Some textbooks may be available on reserve for use only in the library.

The library has study rooms that may be reserved for two-hour periods. Computers are available in the library; campus visitors and alumni may use them, but students have priority. Students may use the copiers and printers using their FVTC credentials and members of the general public may purchase debit cards for printing and copying.

**Contact a Librarian:**  
**Phone: 920-735-5653**  
**Email: [library@fvtc.edu](mailto:library@fvtc.edu)**  
**Chat at [library.fvtc.edu/Start](http://library.fvtc.edu/Start)**

**Library Service Regular Hours:**  
**Monday - Thursday: 8:00 am - 7:00 pm**  
**Friday: 8:00 am - 4:30 pm**  
**Saturday: 9:00 am - 1:00 pm**

**Summer & Winter Break Hours:**  
**Monday - Friday: 8:00 am - 4:30 pm**



## Bulletin Boards

Bulletin boards located on the college campuses are for student organizations and departmental use only to promote internal events or events sponsored by the various college departments or organizations. Types of items that may be posted on Fox Valley Technical College's bulletin boards include club news, Student Government information, college events, announcements, and student events. There is limited space for community events. All postings are required to be submitted to Student Life or the Site Director for approval and postings. Flyers posted without approval will be removed immediately.

Businesses may not post information. Businesses may contact Employment Connections for job postings. Departments and student organizations are required to submit flyers for approval and posting.

**External events posted without approval, will be removed immediately.**

## SWAP Board

The SWAP Board is the place to look for postings of items for sale, rooms or apartments for rent, books to buy, and transportation. The Fox Valley Technical College Swap Board is located 100% online. All postings will remain for a limited time period. Students need to put all pertinent information form and then post the information on the SWAP board



Visit [swapboard.fvtc.edu](http://swapboard.fvtc.edu) for more information.

## Lockers

Lockers are available for students or a student organization at the Appleton Campus, the Riverside campus in Oshkosh, SJ Spanbauer Center, and AMTC. The rental period is for the academic school year (August through May). To rent a locker, a student must have a current Student Photo ID Card. Students are not required to rent a locker, but those who do must agree to the locker policy. Items not removed from lockers by May 31st of the current academic year will be disposed of. Students in need of modified lockers due to disability should see a staff member in Educational Support Services or contact Student Life.

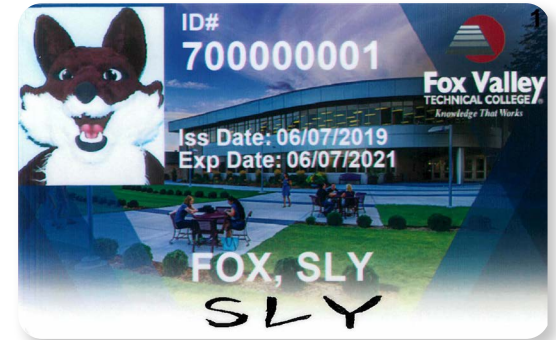
**To request a locker, visit Student Life in Appleton or the front desk of Riverside or SJ Spanbauer Center. AMTC students can reach out to their instructors for further**

**guidance on lockers. For more information contact [studentlife@fvtc.edu](mailto:studentlife@fvtc.edu) or 920-735-2545.**

The cost of a locker rental is \$10.00 per academic year. This is from August 1 to May 31 of an academic year. Students requesting to rent a locker after the end of the Fall semester will be charged \$5.00 for the rental period of January 1 to May 31.

## Photo ID

Lockers are available for students or a student organization at the Appleton Campus, the Riverside campus in Oshkosh, SJ Spanbauer Center, and AMTC. The rental period is for the academic school year (August through May). To rent a locker, a student must have a current Student Photo ID Card. Students are not required to rent a locker, but those who do must agree to the locker policy. Items not removed from lockers by May 31st of the current academic year will be disposed of. Students in need of modified lockers due to disability should see a staff member in Educational Support Services or contact Student Life.



To request a locker, visit Student Life in Appleton or the front desk of Riverside or SJ Spanbauer Center. AMTC students can reach out to their instructors for further guidance on lockers. For more information contact [studentlife@fvtc.edu](mailto:studentlife@fvtc.edu) or 920-735-2545.

The cost of a locker rental is \$10.00 per academic year. This is from August 1 to May 31 of an academic year. Students requesting to rent a locker after the end of the Fall semester will be charged \$5.00 for the rental period of January 1 to May 31.

## Mail Services

Students may mail letter size envelopes using the “outgoing” drop box located near Entrance 9 in the Appleton Campus Main Building. Letters must have postage applied and books of stamps are available in the Appleton Student Life Center.

**No large packages may be mailed on campus.**



# STUDENTS RIDE FREE!

Access the Fox Cities with Valley Transit for free with your Student ID



## TRAVEL TRAINING

Travel training is available for groups and individuals.



Stephanie Gifford, Travel Training Specialist

Hablo Español



Valley Transit bus stops are located near Entrance 1

## CONNECT WITH US

Everything you need to know about riding the bus can be found on our website [myvalleytransit.com](http://myvalleytransit.com) or by calling us at (920) 832-5800.



## Campus Safety & Security

Campus Safety and Security Services provide a safe and secure environment for students, employees, and visitors at Fox Valley Technical College. Security officers patrol the interior and exterior of the Appleton main campus, surrounding buildings, and Tech Village. Security officers are also stationed at Riverside campus in Oshkosh and at the Public Safety Training Center. Security officers educate and enforce the College code of conduct and parking enforcement.

If you have questions or need to report an incident, contact the security office. For any concerns, tips, or security issues email [security@fvtc.edu](mailto:security@fvtc.edu).

- ▶ Appleton, Room F112: 920-735-5691
- ▶ Public Safety Training Center: 920-560-1699
- ▶ Oshkosh/Riverside: 920-236-6166
- ▶ In all life threatening emergencies, dial 911

For access to the Annual Security and Fire Safety Report, and the Daily Crime and Fire Log please see the Campus Safety and Security webpage at [www.fvtc.edu/about-us/campus-safety](http://www.fvtc.edu/about-us/campus-safety).

Download the LiveSafe App for FVTC emergency notifications.





This section provides a selection of the most referenced College policies.

For a list of all current College policies please view:

[www.fvtc.edu/about-us/policies/all-college-policies](http://www.fvtc.edu/about-us/policies/all-college-policies).

## Equal Opportunity & Affirmative Action Commitment

### Notification of Compliance

FVTC strongly and actively strives to increase diversity and provide equal opportunity within its community. FVTC does not discriminate against persons based on age, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sexual orientation, transgender status, veteran status, weight or any other protected class.

FVTC recognizes the importance of diversity for assuring the success of students and graduates in an increasingly global environment. We seek to establish the diversity that will provide all of our students with a learning environment to develop leaders and lifelong learners. Our efforts to attract a diverse student body will be enhanced by attracting diverse staff and administrators.

**FVTC is committed to maintaining a work and educational environment free from prejudicial behavior and sexual harassment and in which all terms, conditions, privileges and benefits are administered in an equitable manner.** This applies on campus, and during any College program or activity off-campus or abroad including academic programs, admissions, recruitment, financial aid, housing and employment. FVTC has an internal complaint procedure and system to process and resolve grievances. For additional information regarding these processes, please contact the staff designated below:

#### Equal Opportunity/Affirmative Action Officer:

##### **Rayon Brown**

Vice President, Diversity, Equity & Inclusion Services  
Appleton Campus – E120A  
920-735-4820

#### Title IX/Gender Equity Coordinators:

##### **Therese Nemeč**

Director, Center for Instructional Excellence  
Appleton Campus – G118D  
920-735-4765

##### **Shannon Gerke Corrigan**

Registrar  
Appleton Campus – E122D  
920-735-4796

#### Americans with Disabilities Act/504 Coordinator:

##### **Dan Squires**

Manager Counseling Services Student Support Services  
Appleton Campus – E121F  
920-831-4380

### Notificación de Conformidad

FVTC activamente se esfuerza para aumentar la diversidad y proveer oportunidades de igualdad dentro de su comunidad. FVTC no discrimina a las personas por su edad, color, discapacidad, etnicidad, género, expresión de género, identidad de género, información genética, estatura, peso, estado civil, nacionalidad, creencias políticas, embarazo, parto o condiciones médicas relacionadas, raza, religión, sexo, orientación sexual, estado transgénero, veterano o cualquier otra clase protegida.

FVTC reconoce la importancia de la diversidad para garantizar el éxito de los estudiantes y los graduados en un ambiente cada vez más global. Buscamos establecer la diversidad que ayudara a proveer a todos nuestros estudiantes con un ambiente de aprendizaje que desarrollara nuestros futuros líderes. Nuestros esfuerzos para atraer a un grupo estudiantil diverso ayudaran a intensificar una administración y un personal diverso.

**FVTC se compromete a mantener un ambiente laboral y educacional libre de conducta perjudicial y de acoso sexual en el cual todos los términos, condiciones, privilegios y beneficios se administran de manera equitativa.** Esto se aplica en el campus y durante cualquier programa o actividad universitaria fuera del campus o en el extranjero, incluyendo programas académicos, admisiones, reclutamiento, ayuda financiera, vivienda y empleo. FVTC tiene un procedimiento interno de reclamos y un sistema para procesar y resolver injusticias. Para obtener información adicional sobre estos procesos, comuníquese con el personal designado a continuación:

#### Equal Opportunity/Affirmative Action Officer:

##### **Rayon Brown**

Vice President, Diversity, Equity & Inclusion Services  
Appleton Campus – E120A  
920-735-4820

#### Title IX/Gender Equity Coordinators:

##### **Therese Nemeč**

Director, Center for Instructional Excellence  
Appleton Campus – G118D  
920-735-4765

**Shannon Gerke Corrigan**

Registrar  
 Appleton Campus – E122D  
 920-735-4796

**Americans with Disabilities Act/504 Coordinator:****Dan Squires**

Manager Counseling Services Student Support Services  
 Appleton Campus – E121F  
 920-831-4380

## Keu Ceeb Toom Raws Txoj Cai

FVTC sib zog rhiav kom muaj kev sib luag rau txhua txhua tus neeg. FVTC yuav tsis cais ib tug neeg twg los tawm nws txoj kev laus los hlluas, nws cev nqaij daim tawv, nws qhov xiam hoob qhab, nws caj ces, nws yog poj niam los txiv neej, kev xaiv tawm nws tus kheej los ua poj niam los yog txiv neej, genetic information, nws qis los siab, nws txoj kev txij nkawm, neeg txawv teb chaws, nws txhoj kev xaiv nom xaiv tswv, cev xeeb tub, yug me nyuam los sis kev muaj mob muaj nkeeg, nws haiv neeg, nws kev tseeg dab qhuas, nws txoj kev nyiam txiv neej los pom niam, nws txoj kev xaiv pauv ua poj niam thiab txiv neej, yog qub tub rog los sis qhov nws sib los nyhav, nrog rau txhua tus neeg uas yuav tau tiv thaiv.

FVTC paub txog qhov tseem ceeb ntawm kev sib luag, peb yuav ua kom tshwm sim rau cov tub ntxhais kawm thiab cov kawm tiav nyob rau ib lub teb cawg muaj ntau hom neeg. Peb nrhiav kom tau los sis tsa kev sib luag pub rau peb cov tub ntxhais kawm nrog rau txoj kev nkawm los tsa kom muaj cov coj thiab kev nkawm rau yav pem suab. Yog peb rub kev sib luag rauv txhua tus tub ntxhais nkawm ntawm peb yuav rub tau kom muaj ntau hom neeg los sis cov yuav los coj rau peb lub tsev nkawm ntawv.

**FVTC cog lus kom muaj qhov chaw ua hauj lwm thiab chaw kawm ntawv kom tsis muaj kev saib tsis taus ib tug neeg twg thiab raws kev teev tseg, kev tso ua thiab kev pab yuav muaj tus saib xyuas kom sib luag zov.** Qhov no, yuav ua kom muaj rau tsev kawm ntawm, thiab lub sij hawm muaj qhib kev pab cuam los sis yog lus sij hawm tawm ntawm lub tsev kawm ntawm, mus kawm rau txawv teb chaws, lub sij hawm cuv npe nkawm ntawv, lub sij hawm nrhiav cov tub ntxhais kawm, nrhaiv nyiaj txiag xws li financial aid, los yog tsev nyob thab kev ua hauj lwm. FVTC muaj txoj kev saub tseg thiab txoj kev los qhia thaum ib tug neeg ua tsis yog. Yog xav paub ntxiv txog txheej txheem no, thov hu rau tus neeg ua hauj lwm dam qab no:

**Equal Opportunity/Affirmative Action Officer:****Rayon Brown**

Vice President, Diversity, Equity & Inclusion Services  
 Appleton Campus – E120A  
 920-735-4820

**Title IX/Gender Equity Coordinators:****Therese Nemec**

Director, Center for Instructional Excellence  
 Appleton Campus – G118D  
 920-735-4765

**Shannon Gerke Corrigan**

Registrar  
 Appleton Campus – E122D  
 920-735-4796

**Americans with Disabilities Act/504 Coordinator:****Dan Squires**

Manager Counseling Services Student Support Services  
 Appleton Campus – E121F  
 920-831-4380

## Pregnant & Parenting Students

In compliance with Title IX, Fox Valley Technical College supports students who are pregnant and/or parenting during their education. A student in need of accommodation due to pregnancy or parental status must self-disclose this need to Fox Valley Technical College. This disclosure may be made to any college employee, who will refer them to Educational Support Services. Pregnant and parenting students are not required to use these services, but it is highly encouraged. For a full procedure and list of Frequently Asked Questions, please visit the FVTC Sexual Misconduct website or the Affirmative Action/EEO website and navigate to:

**Pregnant and Parenting Students****Pregnancy FAQ**

## Students with Disabilities

Prospective and currently enrolled students with disabilities may be protected by law from discrimination based on disability. The Americans with Disabilities Act of 1990 (ADA) is a federal civil rights law that provides protection in several ways to people with disabilities. This protection means that Fox Valley Technical College will not discriminate in recruitment, admission, or treatment of students with disabilities, make pre-admission inquiries regarding disabilities, or exclude a qualified person with a disability from any course of study. Fox Valley Technical College provides disability related accommodations to enable students to overcome or cope with their difficulties and express or demonstrate their abilities to perform essential functions of a program or course.

An individual with a disability is defined as someone who has a mental or physical impairment that substantially limits one or more major life activities such as walking, seeing, hearing, speaking, breathing, learning, caring for oneself, performing manual tasks, or working. To obtain more information or request accommodations, contact Educational Support Services at 920-735-2569. For additional information, please visit [www.fvtc.edu/support-services/academic-support/disability-related-services](http://www.fvtc.edu/support-services/academic-support/disability-related-services).

For more information on FVTC's policies for Students with Disabilities, please visit the link below:

### FVTC Students with Disabilities Policy



For more information on FVTC's procedures for Pregnant and Parenting Students, please see the link below:

### Procedure: Pregnant and Parenting Students



## Religious Accommodation

Fox Valley Technical College is committed to providing a welcoming and inclusive environment and recognizes that its students represent many diverse backgrounds. The College is committed to providing reasonable accommodation for students' sincerely held religious beliefs, observances, or practices that may conflict with college policies, procedures, examinations, or other academic requirements unless such an accommodation would create undue hardship or fundamentally alter our work, program and/or mission. **For additional information, please visit <https://www.fvtc.edu/about-us/policies/all-college-policies> and select "Religious Accommodations" under the "Students" section.**



## Student Code of Conduct - General

Fox Valley Technical College believes in creating and maintaining a learning environment that values academic excellence, institutional integrity, justice, equity, civility and diversity. The College is committed to the academic and personal development of all students and requires the behavior of all students to be compatible with the mission and values of the College. Students are required to conduct themselves in a positive and appropriate manner at all times while attending all College sponsored activities, both on or off any district campus. The Code of Conduct is established to foster and protect the core missions and objectives of the College, to foster the scholarly and civic development of the College's students in a safe and secure learning environment, and to protect the faculty, staff, and students as well as the properties and processes that support the College and its missions. **For the complete Code of Conduct visit [www.fvtc.edu/about-us/policies/all-college-policies](http://www.fvtc.edu/about-us/policies/all-college-policies) and select "General and Academic Behavior (Procedures)" under the "Instruction" section.**



# Prohibited Behaviors

## Alcohol/Drug Abuse Policy

Fox Valley Technical College supports the goals and policies of a drug and alcohol free educational environment and workplace and is committed to providing students, faculty, staff, and visitors a safe and healthy campus and workplace. FVTC recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these issues. FVTC also recognizes that controlled substance use and alcohol misuse diminish workplace productivity, student learning and presents concerns for overall campus safety.

The provisions of this policy are intended to comply with applicable state and federal laws including, but not limited to, the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and the Americans with Disabilities Act of 1990.

**For a complete description of this policy visit [www.fvtc.edu/about-us/policies/all-college-policies](http://www.fvtc.edu/about-us/policies/all-college-policies) and select “Drug & Alcohol Free Campus and Workplace” under “Health and Safety”.**



## Academic Conduct

The Code of Conduct – Academic applies to behaviors that take place during participation in any Fox Valley Technical College course, workshop, seminar or other learning activities. This may include, but is not limited to:

- ▶ Misconduct during classroom instruction; including lab/fieldwork experience supervised by a Fox Valley Technical College instructor or instructional aide.
- ▶ Misconduct done during preparation for a Fox Valley Technical College course, such as research, study, online discussion boards or group work.
- ▶ Misconduct during participation in a practicum, clinical or other work-based assignment for the completion of a degree. This time may or may not be under direct supervision by a Fox Valley Technical College instructor or instructional aide.
- ▶ All other courses of misconduct as deemed by the Vice President for Learning or designee. In the classroom and in all aspects of College life, the goal is to provide opportunities for all students to succeed. The College will limit or prohibit participation within the learning environment when observed behavior jeopardizes the safety of the student and/or others or violates a program policy. The College will take disciplinary action to prevent and stop behaviors, which

inhibit the learning process by violating the following standards, which include, but are not limited to:

1. Academic dishonesty is defined as cheating of any kind, including misrepresenting one’s own work, taking credit for the work of others without crediting them and without appropriate authorization, and fabrication of information. Common examples of an academically dishonest behavior include, but are not limited to, the following:
  - a. Cheating:
    - i. intentionally or knowingly using or attempting to use unauthorized materials, information, or study aids in any academic exercise;
    - ii. engaging in unauthorized collaboration in any academic exercise;
    - iii. submitting work for an in-class examination that has been prepared in advance; representing material prepared by another as one’s own work;
    - iv. submitting the same or substantially the same work in more than one course without the prior permission of both instructors;
    - v. violating rules governing administration of examinations;
    - vi. violating any rules related to the academic conduct of a course or program.
  - b. Fabrication:
    - i. intentionally or knowingly, or unauthorized falsification or invention of any data, information, or citation in an academic exercise;
    - ii. giving false or misleading information regarding an academic matter.
  - c. Plagiarism: intentionally or knowingly representing the words, ideas, or sequence of ideas of another as one’s own in any academic exercise; or failure to attribute any of the following: quotations, paraphrases, or borrowed information.
  - d. Falsification and forgery of College academic documents:
    - i. intentionally or knowingly making a false statement, concealing material information, or forging a College official’s signature on any College academic document or record;
    - ii. making false statements to or concealing material information from a college employee that results in the creation of a false academic record or document. Such academic documents or records may include transcripts, registration drop/add forms, requests for advanced standing, etc. (Falsification or forgery of non-academic College documents, such as financial aid forms, shall be considered a violation of the Code of Conduct – General).

- e. Facilitating academic dishonesty. intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- f. Sanction violation: violating the terms of any disciplinary sanction imposed in accordance with this Code of Conduct – Academics.
2. Inappropriate or prohibited use of the College’s computers or computer system; including but not limited to, illegal downloading and/or peer-to-peer file sharing of copyrighted material.
3. Violation of course rules as contained in the course syllabus or other information provided to the student.
4. Violation of program policies and/or regulations as established by a division or department and made available to students.
5. Unethical, inappropriate, or illegal use of technology resources of the College. Students who connect their personal computers to the campus network will also be held responsible for any violation.
6. Disruptive behavior that detracts from the educational environment. For a full description of this procedure, visit [www.fvtc.edu/about-us/policies/all-college-policies](https://www.fvtc.edu/about-us/policies/all-college-policies), select “General and Academic Behavior (Procedures)” under “Instruction”.



Scan Me

## Copyrights

Fox Valley Technical College employees and students must follow copyright laws. Copying proprietary software is theft and will not be tolerated. Illegally copied software subjects the College to the risk of litigation and denies software authors the compensation they deserve. Similarly, if you make materials available for others to retrieve or use, copyright law must be followed. In general, every document, image, or sound is covered by copyright upon creation and may only be used or redistributed with the permission of the copyright holder. For a full description, visit [www.fvtc.edu/about-us/policies/all-college-policies](https://www.fvtc.edu/about-us/policies/all-college-policies) select “Copyright Compliance” under “Instruction”.



Scan Me

## Harrassment/Discrimination Policy

Fox Valley Technical College will provide equal opportunity in educational programs and services to all persons regardless of age, race, color, creed, religion, disability, marital status, parental status, sex, national origin, ancestry, sexual orientation, or pregnancy. When behavior or practices effectively prohibit a student or staff member’s participation at FVTC, the FVTC Harassment resolution processes have been developed to address the practice or behavior and remedy the impact on that student or staff member. For a full list of processes, to file a report, and learn more about the staff involved, visit the Civil Rights, Equity and Title IX website: <https://www.fvtc.edu/about-us/civil-rights-equity-and-title-ix>



Scan Me

## Information Technology Policies

**Acceptable Use of Computing Resources** The use of computers is a privilege provided by Fox Valley Technical College to students to support the education and research consistent with Fox Valley Technical College educational objectives. When you are provided access to College computing resources your use may be explicitly or implicitly limited. For the complete policy regarding computer usage, visit [www.fvtc.edu/about-us/policies/all-college-policies](https://www.fvtc.edu/about-us/policies/all-college-policies), select “Acceptable Use of Computing Resources” under “Information Technology”.



Scan Me

## Student Email

All Fox Valley Technical College students admitted to a program will receive an fvtc.edu domain email address. The Fox Valley Technical College email address is designated as the official communication vehicle to provide information to program students regarding registration for classes, business transactions, advising, campus activities, and other information needed to enhance the College experience. All non- program students will receive official email communications to their preferred email account. For the complete policy, visit [www.fvtc.edu/about-us/policies/all-college-policies](https://www.fvtc.edu/about-us/policies/all-college-policies) and select “Student Email” under “Students”.



Scan Me

# Title IX/Sexual Misconduct

Title IX of the Education Amendments of 1972 (“Title IX”) protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Fox Valley Technical College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. FVTC does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, FVTC is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes: sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

## **Title IX/Gender Equity Coordinators:**

### **Therese Nemec**

Director, Center for Instructional Excellence  
Appleton Campus – G118D  
920-735-4765

### **Shannon Gerke Corrigan**

Registrar  
Appleton Campus – E122D  
920-735-4796



**For more information, visit: <https://www.fvtc.edu/about-us/policies/sexual-misconduct-policy>**

# 2024-2025 Academic Calendar

Check out the Academic Calendar by scanning the code below or following the link



<https://www.fvtc.edu/AcademicCalendar>



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TECHNICAL COLLEGE  
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