



**WARREN COUNTY  
CAREER  
CENTER**  
ADULT EDUCATION

# 2024-2025 STUDENT HANDBOOK

Advanced Manufacturing Technology

Cosmetology

Electrical Power Line Mechanic

Emergency Medical Technician (EMT)

Firefighter I

Firefighter II Transition

Heating, Ventilation and Air  
Conditioning

Cybersecurity and Networking

Medical Programs

- Dental Assisting
- Medical Assistant
- Phlebotomy Technician
- State Tested Nursing Assistant

Welding Technician/AWS Certified

Career Enhancement

- Customized Training
- Online Learning Center





# 2024-2025 Student Handbook

Main Campus  
3525 North State Route 48  
Lebanon, Ohio 45036  
(513) 932-8145  
[www.mywccc.org](http://www.mywccc.org)

## Extension Campus

Warren County Career Center – Atrium Campus  
5757 Innovation Drive  
Middletown OH 45005  
(513) 932-8145

## Instructional Service Centers

Warren County Career Center –  
Upper Valley Career Center  
8901 Looney Road  
Piqua, OH 45356  
(937) 778-1980

Warren County Career Center -  
Warren Correctional Institution  
5787 State Route 63  
Lebanon, OH 45036  
(513) 932-3388

WCVSD Board of Education  
Board Approved  
June 27, 2024



Dear WCCC Adult Education Student,

Welcome to the Warren County Career Center Adult Education! WCCC is an outstanding technical training facility, and we are committed to helping adults achieve their educational and career goals.

Warren County Career Center's Adult Education is accredited by the Council on Occupational Education and operates as a University System of Ohio educational provider through the Ohio Department of Higher Education. The Adult Education staff prides itself on providing students a high-quality education for an exceptional value.

Our faculty are highly trained and experienced, having come directly from business and industry, and are aware of current occupational trends. You will find our classroom and labs reflect the equipment, technology and facilities that are essential to your career choice. Our programs offer exciting cutting-edge technology and provide high placement rates for our graduates.

For those of you who are interested in furthering your education beyond WCCC, our programs offer articulated college credit with our local colleges and universities. All of our Career Preparation programs offer state and/or national certifications that are portable. While certificates of completion and a diploma are respectable, it is the value of industry certifications that will afford you success in the career you are looking for.

We invite you to take a look at the exciting programs and courses offered in this catalog. In addition to our state-of-the-art facility located in Lebanon, we offer classes at our Warren County Career Center - Atrium Campus in Middletown and at the Upper Valley Career Center in Piqua.

On behalf of the Adult Education Division at the Warren County Career Center, we welcome you and thank you for selecting us for your training needs!

Kimberly A. Gates

*Kimberly A. Gates*

Director, Adult Education

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**Our Vision:**

*Warren County Career Center is the valued partner of choice within the educational and economic systems of our communities, by providing quality academic and career technical education. We pave the way for a future of opportunities unique to each of our learners.*

**Our Mission:**

*To prepare youths and adults to make informed career choices and to successfully enter, compete, and advance in a changing world.*

**Our Values:**

*Warren County Career Center staff, students, parents, and others will behave in ways that support and demonstrate the following values:*

- Treating each other with respect, dignity, trust and mutual value.
- Communicating openly and honestly
- Taking ownership of personal actions and being held accountable for results
- Upholding and demonstrating high ethical, educational and fiscal standards
- Exhibiting high levels of professionalism
- Providing high quality instruction and highly qualified staff to ensure success for all learners
- Embracing educational opportunities for change and diversity
- Making quality customer service a high priority
- Promoting partnerships and a team environment
- Celebrating team and individual achievements
- Using data to drive planning, decision making and actions



## SECTION I – GENERAL INFORMATION

Warren County Career Center (WCCC) has been providing career technical education and workforce preparation since 1976. The Main Campus is conveniently located on State Route 48, four (4) miles north of Lebanon, OH. Medical programs are located at WCCC - Atrium Campus on the Atrium Medical Center Campus near I-75 and State Route 122. Electrical Power Line Mechanic programs are offered at the Main Campus and Upper Valley Career Center. Classrooms and labs provide a comfortable, safe, well-lit, and spacious environment conducive to learning. Each program offers classroom academics as well as hands-on experience in a lab setting. Labs furnished with up-to-date equipment and supplies provide hands-on learning experiences for students.

Our Main Campus consists of three (3) buildings situated on a spacious campus located north of the City of Lebanon. We have numerous classrooms, computer labs with printers, Ramtec lab, fully equipped welding lab, fully equipped heating, ventilation and air conditioning lab, electrical power line pole yard with utility poles, fully equipped fire science lab, fully equipped fire science burn tower, student resource room with computers and printer and commons area with tables, chairs, vending machines and microwaves.

Training is also conducted at the WCCC - Atrium Campus located at 5757 Innovation Drive, Middletown, OH 45005. This facility consists of fully equipped medical labs, dental labs, computer labs and classrooms. There is a commons area with seating, vending machines and microwaves.

### PHILOSOPHY

Our district is dedicated to providing career technical training programs which will meet present and future labor market needs of the community. Programs are designed to give students the specialized knowledge and skills needed to enter the job market, participate in future educational opportunities, and recognize their rights and responsibilities as productive citizens of the community. A wide variety of programs provide skill training opportunities for Warren County residents, business, labor and industry based on the following objectives:

- A. Provide a curriculum that is consistent with the Ohio Department of Higher Education guidelines for career technical education.
- B. Provide career training opportunities that develop technical knowledge, an understanding of the world of work, and the skills necessary for securing and maintaining employment.
- C. Provide an education that promotes analytical reasoning, problem solving, and critical thinking, thus allowing students to develop to their fullest potential.
- D. Provide a social environment that is open, just, and disciplined; a physical environment that is safe, orderly, functional, and comfortable; and a student-staff relationship that is honest and respectful.
- E. Provide training opportunities for adults to learn new skills and enhance their career opportunities.
- F. Provide equal opportunity for eligible students in available programs and activities regardless of sex, religion, creed, color, national origin or disability.
- G. Provide appropriate educational services that meet the needs of all students including those who have various learning disabilities and/or physical handicaps.
- H. Provide a curriculum that allows students of varied learning styles and ability levels to be successful; thereby enhancing a positive self-image and self-worth.
- I. Promote instructional supervision and in-service programs which enhance the overall quality of instruction.

- J. Promote involvement of business in Career Technical Program Advisory Committees by seeking business representatives' ideas and suggestions related to the program's goal of responding to present-day needs of business and industry.
- K. Provide an atmosphere of cooperation and support among the school, business and industry.
- L. Provide for a systematic plan of career technical program evaluation to ensure a high degree of program efficiency, effectiveness and productivity.
- M. Provide continuous follow-up on placement of district graduates to assess program and student success.
- N. Provide information to the public about the mission and accomplishments of WCCC.

### **ACCREDITATION**

As of 2014, WCCC is accredited by the Council on Occupational Education (COE), 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, Georgia 30350, Telephone: (770) 396-3898; Fax: (770) 396-3790, [www.council.org](http://www.council.org). All programs are also approved by the Ohio Department of Higher Education.

WCCC is routinely reviewed for accreditation by COE. Accreditation assures the public of the fundamental quality of the institution. Accreditation is also a requirement for a school to receive Title IV funding or state funding. At any time, students may review the documents used in the accreditation process.



### **EQUAL EDUCATION OPPORTUNITY**

The WCCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

For Title IX concerns, contact the appropriate Title IX Coordinator. Responsibilities include coordinating the school's compliance with Title IX and ensuring that the school responds appropriately, effectively, and equitably to Title IX issues, including sex- and gender-based harassment and discrimination, which includes sexual misconduct.

Title IX Coordinators  
 Kevin Gale and Ken McHone (Staff)  
 Ken McHone and Kendra Murphy (Students)  
 3529 North State Route 48  
 Lebanon, OH 45036  
 Phone (513) 932-5677

Under no circumstances will the district threaten or retaliate against anyone who files a complaint. The complaint will be investigated and a written response will be given to the concerned person within five (5) days. The Compliance Officer can provide additional information concerning access to equal education opportunity.

### **INDIVIDUALS WITH DISABILITIES**

WCCC offers services and accommodations necessary to make its programs and activities accessible to all qualified students with disabilities. The goal is to provide an environment where students can maximize their educational potential and develop independence to the fullest extent possible. Services are offered in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the

Rehabilitation Act of 1973. Students requesting disability services must contact Student Services to obtain an enrollment packet.

For disability discrimination concerns, contact the ADA (Section 504) Coordinator. Responsibilities include coordinating the school's compliance with ADA and ensuring that the school responds appropriately, effectively, and equitably to ADA issues, includes disability harassment and discrimination.

Jacob George  
3525 North State Route 48  
Lebanon, OH 45036  
Phone (513) 932-5677  
[Kenneth.McHone@mywccc.org](mailto:Kenneth.McHone@mywccc.org)

WCCC is committed to creating and maintaining a professional learning environment. To help accomplish this, all students should report any instance of inappropriate or criminal conduct to an adult education instructor, any supervisor, office staff, or directly to the Director of Adult Education. Students may also report through the website [www.mywccc.org](http://www.mywccc.org) at Campus Safety "Stay Safe/Speak Up", Student Links. Appropriate disciplinary measures will be taken by the Director of Adult Education.

Between the hours of 8 AM and 3 PM, a Student Resource Officer is on duty at the Main Campus, and any criminal activity may also be reported to the officer (513-932-5677, x5290). Any person violating school policies by threatening and/or endangering a school employee or a fellow student will be immediately removed from class and reported to the appropriate police department.

### **IN CASE OF AN EMERGENCY**

For emergencies, WCCC phones are set to dial 911 without need for any other digits. WCCC Main Campus has a School Resource Officer (SRO), a sworn deputy sheriff of the Warren County Sheriff's Office. The SRO's hours are from 7:00 AM – 3:00 PM, Monday – Friday during the high school calendar year. Contact the SRO during these hours by dialing ext. 5290. The SRO is armed and has arrest authority. For on campus emergencies, call the SRO after calling 9-1-1. Emergencies requiring immediate attention should also be reported to any Campus Security Authority after dialing 9-1-1. A Campus Security Authority is defined as any official of WCCC who has significant responsibility for student and campus activities. These include persons from adult or secondary education specified as Adult Education Director, Adult Education Assistant Director, Program Coordinators, or other adult and secondary administrative, counseling, or support staff.

Students who attend WCCC through one of our approved Instructional Service Centers (ISC) such as Upper Valley, will want to familiarize themselves with both WCCC's Student Handbook and the emergency protocols of the ISC they attend.

Students are encouraged to promptly report all crimes or accidents occurring on campus or during school activities off campus. Call the campus receptionist at (513) 932-8145, or extension 0 from a campus phone to reach the Campus Security Authority on Duty. Students and Employees may also report through the website [www.mywccc.org](http://www.mywccc.org) at "Safety & Security".

### **EMERGENCY OPERATIONS PLAN**

The WCCC maintains an Emergency Operations Plan with the Ohio Department of Education and the Ohio Attorney General's Office. This plan is fully compliant with the requirements of both agencies. The plan is available to staff via on-line software as well as hard copies kept in each building of the district. Per Ohio Revised Code, Fire Drills, Tornado Drills and Safety Drills are conducted throughout the year to meet state requirements. All staff receive training on the Emergency Operations Plan and the Incident Command System annually.

## FIRE DRILLS

The District has established fire drill procedures. The basic rule on fire drills is to evacuate the building. Each year, the state fire officials and the local fire department inspect the building for safety procedures and fire hazards.

Fire Drill Instructions and maps are posted in all classrooms and offices. After exiting the building, accountability for all students will be conducted by the instructor.

## STORM WARNINGS

Students will be instructed about tornado drill procedures by their instructors. In the event of a storm warning, students are to move to the interior of the building near an inside wall away from windows and outside doors.

## EMERGENCY EVACUATION

In the event of a need for an emergency evacuation, all staff, visitors and students are notified via the fire alarm system, building intercom system and /or the building-wide phone system. Students, visitors and staff are required to evacuate the building in an expedited manner, meeting at a remote area on the school ground for accountability to be monitored. No one is permitted to return to the building until an all-clear is issued.

## SHELTER-IN-PLACE

In the event of a situation that requires students and staff to shelter-in-place, an announcement is made over the building intercom and phone system, with instructions given to all building occupants. In the event of a shelter in place, all staff, visitors and students will remain in a safe location until the all-clear is issued.

## AVOID, DENY, DEFEND

Lockdown – Steps taken to address a threat inside the building

Lockout – Steps taken to address a threat outside the building

Standard Response Protocol:

The opportunity to give announcements via a public address system during an active assailant event could save lives. **If it is safe** to do so, staff members should make clear announcements with one of the following directives via the intercom/Public Address system. If possible, a One Call, email, and room phone announcement should be made.

- 1) **LOCKDOWN** – The announcement would be “LOCKDOWN, LOCKDOWN, LOCKDOWN”. If it is possible, give further instructions/information via the PA System. When this announcement is made, all staff/students should begin the **Deny** phase of the WCCC Emergency Response Procedures. Locking all doors, closing blinds to exterior and interior windows, and actively barricading inside of rooms is the optimal goal in this phase. Preparation for the **Defend** phase runs concurrently. Additional announcements including the location, description, and direction of the intruder would be useful. No one is to leave the room for any reason until contact has been made notifying the building is safe/secure. Those involved should be prepared to evacuate if, or when, possible (the **Avoid** phase).
- 2) **LOCKOUT** – The announcement is “LOCKOUT, LOCKOUT, LOCKOUT, SECURE THE PERIMETER”. This is the protocol used to safeguard students/staff within the building. Staff and students should secure the doors to their rooms and remain behind secured doors until further

notice. Close the blinds to exterior windows if possible. Blinds to interior doors/windows should remain open. This procedure should be used in the event someone/something is outside of the building and has not gained entry into the building. Staff/students should stay away from exterior windows and doors. This protocol is embedded in the **DENY** phase and may be used in conjunction with the LOCKDOWN protocol.

- 3) **EVACUATE** – Staff would announce “EVACUATE, EVACUATE, EVACUATE” followed by a location, and is the protocol to move staff/students from one location to different location inside or outside the building. This protocol is in the **Avoid** phase of the Emergency Response Procedure. All staff members should take precautions and constantly evaluate the situation to ensure the path to their designated location is safe. Lock the doors to your room. Leave exterior/interior blinds open if possible.
- 4) **SHELTER** – This is the only protocol to be used during an administrative operation. If staff/students are not inside of a room, they should quickly move to one immediately (preferably the room they are assigned to). The goal of this protocol is to remove individuals from common areas/halls. Staff members should lock the doors to their rooms. Exterior window blinds should be closed. Interior door/window blinds should remain open. Staff members should continue on with the lesson plan of the day and keep students away from exterior windows.

## **HOSTAGE SITUATION**

A hostage situation involves one or more persons being held against their will by one or more individuals. If weapons are present, this should be viewed as an active shooter hazard/threat. Hostage situation may develop out of active shooter incidents or child abduction events. This hazard may be applicable if an abduction or kidnapping of a child occurs.

Hostage procedures include cooperating with the hostage taker; de-escalate the situation if possible; stall for time, if possible; do not aggravate the hostage taker; provide law enforcement with last known location of suspect(s); those who know hostage and/or hostage taker should identify themselves to the incident commander and be prepared to cooperate with law enforcement.

## **BUILDING SECURITY**

For students’ safety and welfare, adequate light is provided in public areas inside the building and in parking and outside break areas. High definition security cameras are functional in all hallways and other common areas inside and outside the building. Actions recorded on these cameras may be used as evidence in disciplinary action and are for view by authorized school officials only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. No electronic surveillance is present in areas where individuals have a reasonable expectation of privacy.

Access to the building is monitored by camera and receptionists. Observation cameras have been installed at all entrances and at strategic locations in and around the building. Staff and students have a school issued identification badge for entry into the buildings. Sign-in & sign-out through the Visitu system in the front office is required for non-regular students, staff or other visitors. Campus security personnel have the authority to evict unauthorized persons from the campus premises and will notify local police of all actual or suspected criminal activities, including trespassing.

Any interior doors that are closed, must remain locked. This includes offices, classrooms and storage facilities.

## **TIMELY WARNINGS**

WCCC is required to issue timely warnings to the campus community relative to active criminal activity on campus or in the near vicinity. These will be issued when an incident takes place on our campus or information is received from a local law enforcement agency regarding an incident that occurred in the

immediate vicinity of the campus which is considered potentially threatening. Anyone who knows of a crime or other serious incident should report it as soon as possible by calling 9-1-1 and/or reporting it to a Campus Security Authority by dialing (513) 932-5677 or (513) 932-8145. Reporting crimes is on a voluntary, confidential basis. Timely warnings will be issued by some combination of e-mail, WCCC's emergency call system; fliers posted at strategic locations around the campus, and PA announcements. Our pledge to the WCCC's community is that these warnings will be issued in a timely manner, with the names of the victims redacted, and with the aim of preventing related or similar occurrences.

## **SAFETY FIRST**

An important part of a quality educational experience is an active participation in the school's safety program. WCCC promotes and enforces safety rules and regulations according to standards established by the Occupational Safety and Health Administration (OSHA). Safety rules are constantly reviewed and emphasized by instructors. Students must follow all safety regulations and report all accidents or injuries to their instructor immediately. Failure to follow safety regulations will result in disciplinary action.

## **GUESTS**

Guests to the WCCC are required to enter the building through the main entrance. A member of the school staff will admit all visitors through the main lobby upon ringing the bell inside the main doors. Once inside the building, all guests must go through the main office and verify their identity with the Visitu system. Visitu runs a secure check on all visitors and checks for sex offender status and custom custody violators. Any alerts the system finds are immediately reported to the administration and security teams should a visitor be identified as a risk. Guests that are unwell, are asked to stay home until they feel better before visiting the campus.

In the event of an emergency, all guests should partner with the closest school employee to follow proper safety procedures.

## **CRIME LOGS**

The Campus Safety and Security Reporting Handbook states that if a school has "an individual or individuals with limited responsibility for campus security (e.g., someone monitoring access to a campus building by checking student IDs) but who do not constitute a police or security department", the school is excluded from the requirement of maintaining a daily crime log. WCCC Adult Education is a school that has individual(s) with limited responsibility for campus security during a majority of its school hours.

## **STUDENT HEALTH SERVICES**

No insurance or health care is available or provided to students enrolled in WCCC Adult Education programs. Each student is encouraged to obtain their own health insurance outside of school. For medical emergencies, please call 9-1-1.

## **STOP THE BLEED KITS**

There are three (3) Bleeding Control Kits located on the main campus and one at the WCCC - Atrium Campus. On the Main campus, the kits are located next to or adjacent to the Automatic External Defibrillator (AED) locations in the entry hallway, the commons and next to science lab 409. The kit at WCCC - Atrium Campus is located next to the AED in the front lobby.

Each kit contains materials to assist in stopping bleeding due to a traumatic injury. All kits have materials to treat eight patients. Materials include trauma dressings, gauze pads, gloves, trauma scissors, a blanket and a tourniquet. The tourniquet would be used to control severe bleeding in an arm or leg.

In the event the kit is utilized, a call to "9-1-1" should also be made for response by the Clearcreek Township EMS unit for the main campus and City of Middletown for WCCC - Atrium Campus.

Any questions can be directed to the Director of Facility Operations.

### **CONTROL OF CASUAL CONTACT**

With a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pests, such as lice.

### **BLOODBORNE PATHOGENS**

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other blood-borne pathogens.

To reduce the risk to staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an exposure control plan. This plan must be reviewed and updated at least annually in accordance with Federal law.

The plan includes annual in-service training, first-aid kits in each school building and student transportation vehicle, and correct procedures for cleaning up body fluid spills and personal cleanup.

Training is followed by an offer of immunization with hepatitis B vaccine for all staff who are required to provide first-aid to students and/or staff. The vaccine is also offered to staff who have occupational exposure as determined by the administrator.

### **MEDICATION**

If a student is taking medication, that information should be made known to the Program Coordinator and his/her instructor for health and safety reasons. Coordinators reserve the right to question students if they are concerned about a student being impaired.

### **ILLNESS**

Students that become sick while attending class should speak with their instructor or coordinator as soon as they feel unwell. Depending on the reason given, students may be asked to go home for the night or visit their family doctor. If the student is sent home, the Instructor will work with the custodial staff to ensure the sanitation of the students work area. Students that return to school with restrictions from their family doctor must provide a letter of release that includes the release date from the restrictions given. Notations of the illness/incident are logged in the student database with electronic copies of all medical forms related to the incident scanned into the student's personal file.

Guests that are unwell, are asked to stay home until they feel better before visiting the campus.

### **ADDRESS AND PHONE NUMBER CHANGES**

Students are to notify the Adult Education staff of any changes in address or phone number. If the Student Services Coordinator or a Program Coordinator is not available, please see the secretary in the Adult Education office. Students have the ability to update their personal information through the student portal at <https://wctc.axstudent.com>.

## SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the designated staff member to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. If a student does damage to or loses school property, the student will be required to pay for the replacement or repair and will also be subject to disciplinary action.

## PERSONAL PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property.

## STUDENT RESOURCE ROOM

The Student Resource Room at the Main Campus, located next to the Adult Education office, and the Commons area at WCCC - Atrium Campus, are accessible to all students. The resource room at the Main Campus offers table and chairs, magazines and reference materials. Students have access to computers with internet access and printing at various locations on campus. The Commons area at WCCC - Atrium Campus offers vending machines, tables and chairs.

## STUDENT SALES

No student is permitted to sell any item or service in school. Violation of this may lead to disciplinary action.

## USE OF TELEPHONES

Except in an identified emergency situation, classes will not be disrupted for students to receive a telephone call in the office. Cell phones should be off or on vibrate mode during class. Texting is not permitted during class. Violation of this may lead to disciplinary action.

## ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the building administrator. A minimum of 72 hours' notice is required to ensure that the building administrator has the opportunity to review the announcement or posting.

## SCHOOL DELAY AND/OR CLOSING - INCLEMENT WEATHER

If it is necessary to delay and/or close the operation of our instructional programs due to inclement weather or emergency situation, we will make the announcement as soon as a decision is made. Students should check the school closing announcements on their local radio/TV station for this information. **The most up-to-date information can be found on our web page at [www.mywccc.org](http://www.mywccc.org).** Students are responsible for keeping contact information updated with the school. WCCC's Instant Connect Telephone System will inform students of school delays/cancellations.

All announcements will be carried under the name "WARREN COUNTY CAREER CENTER ADULT EDUCATION". There may be times that WCCC High School courses are cancelled but Adult Education is still open. Students are encouraged to pay close attention and use discretion in deciding if it is safe to travel when courses are in session.

## PROGRAM SCHEDULE

All course schedules are posted on the student portal. Program Coordinators have the discretion to alter the posted schedule with prior notification to all students.



## VISITORS/CHILDREN

Students shall not have guests in class. Only registered students may attend. Children are not allowed in classrooms and labs. Children are not allowed to wait in any area of all campuses while parents are in class.

## HOLIDAYS, SCHOOL CLOSINGS

Refer to the Board Approved Adult Education calendar for scheduled holidays.

## PARKING FACILITIES

Parking is available in the student parking area. Students are not to park in fire lanes, reserved or handicapped spaces, on the grass and in other posted areas with restrictions. Parking violations may result in the vehicle being towed away at the owner's expense. Maximum speed on school property is 10 mph at all times. Students are to enter the building through designated entrances with their school issued ID badge.

## BREAKS

Other than bottled and capped water, no food or drinks are permitted outside the commons or student resource room. Breaks will be given at the discretion of the individual instructor. **Students should notify faculty if they need to leave the school for any reason.**

## LOST AND FOUND

Items found at the Main Campus may be delivered to or claimed at the Main Office. Items found at WCCC - Atrium Campus may be delivered to or claimed at the Front Desk of that campus.

## SCHOOL-SPONSORED ACTIVITIES

WCCC provides students with the opportunity to broaden their learning through curriculum-related activities. A curriculum-related activity may be for credit, required for a particular course, and/or contain school subject matter.

It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

## DRESS AND GROOMING

All students shall dress in a manner that is not overly distracting to others or that interferes with or disrupts the educational process. Students are to dress in a manner that would satisfy and be acceptable to future employers. They are to "dress for success" and come to school properly prepared to participate in the educational process.

Dress that is not appropriate for school attire includes: bare midriff shirts, low neckline shirts showing cleavage, and clothing adorned with drug, alcohol, tobacco, sexual or other disruptive signs, words, or pictures. Sandals, gym shoes, or open toed shoes are not acceptable in industrial and medical labs.

All articles of clothing and accessories altered from their original design, ripped or torn clothing or clothing with holes are not permitted to be worn at school. Clothing purchased with rips, tears or holes is no exception to this rule. Wearing pants below waist level, often with underwear showing, is not acceptable.

It is at the Program Coordinator's discretion to address any violation of the Dress and Grooming policy. Any student asked to leave the premises to obtain appropriate attire, will have their attendance recorded as necessary.



## 2024-2025 Adult Student Calendar

### WCCC – Career Technical Center

(513) 932-8145 or toll free (800) 547-5100

**Students must consult with their teacher/coordinator for their specific calendar.**

July 4, 2024	Thursday	Independence Day <i>No School for All Campus Locations</i>
July 5, 2024	Friday	<i>No School for Students/Staff Report</i>
September 2, 2024	Monday	Labor Day <i>No School for All Campus Locations</i>
October 10, 2024	Thursday	<i>Professional Development Day for AE Staff No Students</i>
November 25 - November 29, 2024		Thanksgiving Break – <i>Classes resume Monday, December 2 No School for All Campus Locations</i>
December 23, 2024 - January 3, 2025		Winter Recess – <i>Classes resume Monday, January 6 No School for All Campus Locations</i>
January 20, 2025	Monday	Martin Luther King Jr. Day <i>No School for All Campus Locations</i>
February 13, 2025	Thursday	<i>Professional Development Day for AE Staff / No Students</i>
February 17, 2025	Monday	President’s Day - <i>No School for All Campus Locations</i>
March 24 – March 28, 2025		Spring Recess – <i>Classes resume Monday, March 31 No School for All Campus Locations</i>
April 18, 2025	Friday	Good Friday - <i>No School for All Campus Locations</i>
May 26, 2025	Monday	Memorial Day - <i>No School for All Campus Locations</i>
June 12, 2025	Thursday	Success Ceremony
June 19, 2025	Thursday	Juneteenth Holiday <i>No School for All Campus Locations</i>

**Important dates:**

September 26, 2024	Thursday	<i>Main Campus - Evening classes relocated/reassigned</i> Fall Advisory Committee Dinner / Meeting <i>Atrium classes operating on normal schedule</i>
December 5, 2024	Thursday	<i>Main Campus - Evening classes relocated/reassigned</i> Sophomore Open House (Snow date the Dec. 12 <sup>th</sup> ) <i>Atrium classes operating on normal schedule</i>
April 24, 2025	Thursday	<i>Main Campus – Evening classes relocated/reassigned</i> Junior Welcome Celebration/Spring Advisory Meeting <i>Atrium classes operating on normal schedule</i>

**Office Hours (Main Campus, Lebanon Location):**

Monday - Thursday 8:00 AM - 8:00 PM      Friday 8:00 AM - 4:00 PM

**Winter Recess and Spring Recess Office Hours**

Monday - Friday 8:00 AM - 4:00 PM

**Office Hours (WCCC – Atrium Campus, Middletown Location):**

Monday - Thursday 7:00 AM - 10:00 PM      Friday 7:00 AM - 3:00 PM



2024 - 2025

## Program Start Dates

Program Name	Start Date	End Date
State Tested Nursing Assistant (in person)	7/8/24	7/25/24
Electrical Power Line Mechanic (daytime)	7/15/24	4/28/25
Cosmetology	7/15/24	9/3/25
Tech Rescue – Trench Rescue	7/16/24	7/19/24
State Tested Nursing Assistant (hybrid)	8/5/24	8/21/24
Dental Assisting	8/12/24	12/19/24
Medical Assisting	8/12/24	12/19/24
Pharmacy Technician	8/12/24	12/19/24
Tech Rescue – Structural Collapse Rescue	8/13/24	8/16/24
Welding Technician/AWS Certified	8/14/24	6/10/25
Heating Ventilation and Air Conditioning	8/14/24	6/10/25
Advanced Manufacturing	8/14/24	10/23/25
Electrical Power Line Mechanic – UVCC	8/26/24	6/18/25
Firefighter I	8/28/24	12/9/24
Emergency Medical Technician (EMT)	8/29/24	11/16/24
Phlebotomy Technician	9/5/24	11/21/24
Cosmetology	9/9/24	10/29/25
Tech Rescue – Wide Area Search Rescue	9/17/24	9/19/24
Cosmetology	11/11/24	1/21/26

NOTE: All Program start dates are subject to change.

## SECTION II – ADMISSIONS, TRANSFER OF CREDIT AND FINANCIAL ASSISTANCE

### ADMISSION REQUIREMENTS

- Registration Form
- Registration Fee
- High School Diploma or High School Transcript or GED Certificate\*
- Satisfactory completion of the WorkKeys® Assessment (see below).
- Program specific requirements: See individual program descriptions.

\*For more information on the free preparation courses offered by WCCC, and the Adult Diploma Program, please call Warren County Aspire at (513) 695-2987.

\*Transcripts and/or Diplomas issued in another language must be translated into English. Once the diploma has been translated into English, it must be reviewed by a credential evaluator to determine if it is equivalent to a US Diploma. A list of evaluators who belong to The National Association of Credential Evaluation Services can be found online at [www.naces.org](http://www.naces.org). This list is for your comparison and the school does not recommend one agency above another. The student is responsible for all costs associated with this process. The Student Services Coordinator will evaluate all information presented and make a final determination. Transcripts and/or diplomas must indicate a graduation date and must be signed by the appropriate school official.

\*If a student completes all high school graduation requirements early, but will not receive his/her diploma until a later date, a letter from a high school official verifying completion of all required courses is acceptable. Student must submit official transcript and/or diploma when received.

\*If a high school Senior wishes to take a program, the waiver of the requirement for High School diploma must be approved and granted by the Director of Adult Education and the Program Coordinator. This information must then be shared with the Registrar's office so that the exception to the admission policy can be tracked for COE purposes. All academic progress must be tracked and maintained by the Program Coordinator for evaluation and review.

If WCCC questions the validity of the high schools' credentials, we will ask for a transcript from the high school showing classes completed and passed. If we are still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain if the high school is approved by the state.

### HOW TO ENROLL:

1. Attend an information session to learn about WCCC and the programs we offer. You can sign up for an information session at <https://wctc.axstudent.com>
2. Complete and submit the registration form along with the \$30 nonrefundable registration fee. Registration for all courses is completed online. You can access this through our student portal at <https://wctc.axstudent.com> NOTE: Your name must be listed on your registration just as it appears on your birth certificate.
3. Upload a legible, reproducible copy OR bring in your original high school diploma or original GED (HSE) certificate so we may make a copy for our records. -You may also have your high school send us an official transcript. It is recommended that your high school fax your transcripts to us at 513-932-2304. If your school mails the official transcript, it must be in a sealed envelope upon receiving it. All transcripts must be signed by a school official or they are not valid.
4. Register to take the WorkKeys® Assessment and pay the \$45 nonrefundable assessment fee (\$69 for UVCC students). Students are NOT ADMITTED into their program of choice until they have taken the WorkKeys® Assessment and scored at their program's required level. You can register for the WorkKeys® Assessment through our student portal at <https://wctc.axstudent.com> .

5. **PROGRAMS 600 CLOCK HOURS OR MORE:** Complete the FAFSA® for financial aid ([www.FAFSA.gov](http://www.FAFSA.gov)). WCCC school code: 015848. Your financial aid will not be processed until you have completed steps 1-4 of the registration process.

WCCC reserves the right to offer selected classes in a program only one time per school year. WCCC reserves the right to cancel a class due to insufficient enrollment. Additionally, WCCC reserves the right to change the start date of a class or program if enrollment needs change. If a class is cancelled for any reason, students will be notified prior to the scheduled start date.

### **INFORMATION SESSION**

WCCC offers information sessions on the first and third Tuesday of every month. During these information sessions, students will be given guidance on the enrollment process, financial aid process, school policies and a tour with the program coordinator of the respective lab. Any student who enrolls in a program prior to an information session, will have the opportunity to withdraw from the program with no penalty. Any registration fees or WorkKeys® Assessment fees are non-refundable.

### **ASSESSMENT**

WorkKeys®, designed by business and industry with American College Testing (ACT), is a required assessment with specific scores for most programs. Students should schedule for the WorkKeys® assessment at the time of registration. Students will not be permitted to test on the date of registration. If a student must retake a portion of the assessment to reach required scores, it must be taken prior to entry into the chosen program/course and there will be a charge of \$25 per portion. Students will be encouraged to contact the Aspire office for tutoring assistance if they fail a portion of the assessment. Students will not be permitted to test more than 3 times in a 6 month period. Students who are able to provide documentation of tutoring assistance with Aspire may have the 6-month time frame waived. Each student receives a paper copy of the WorkKeys® results. Additional score reports are available online at [www.act.org](http://www.act.org). WorkKeys® scores are valid for five (5) years and must be valid as of the start date of the program.

Industry credential exams are also given to benchmark the success of our graduates and our programs. Students are required to take the appropriate industry credential exam as part of the program.

### **HIGH SCHOOL DIPLOMA REQUIREMENTS**

In order to receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she:

- Has a high school diploma (this can be from a foreign school if it is equivalent to a US high school diploma)
- Has the recognized equivalent of a high school diploma, such as a general education development or GED certificate;
- Has completed homeschooling at the secondary level in a home school setting that is treated as a home school or private school under state law;

A student may self-certify on the FAFSA® that he has received a high school diploma or GED or that he/she has completed secondary school through homeschooling as defined by state law.

### **HOMESCHOOLED STUDENTS**

Federal Student Aid regulations state that students must be qualified to study at the postsecondary level to be eligible to receive Federal Pell grants and Direct Student Loans. When filing the Free Application for Federal Student Aid (FAFSA®), students who were homeschooled can self-certify that they are qualified for postsecondary study because of their homeschool experience. These students must:

1. Have completed homeschooling at the secondary level as defined by state law; or

2. Have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education

### **ELEMENTARY OR SECONDARY ENROLLMENT**

A student enrolled in elementary or secondary school is not eligible for aid from the FSA programs, even if she is simultaneously enrolled in an eligible college program. A student is considered to be enrolled in secondary school if she is pursuing a high school diploma or if she has completed the requirements for a diploma, has not yet received it, and either she is taking college coursework for which her high school gives credit or her high school still considers her to be enrolled there.

An adult pursuing a GED (not a high school diploma) is not considered to be enrolled in secondary school. However, as stated earlier, a student cannot get aid for GED training, though he can receive aid for other college courses if he meets high school graduation equivalency such as being home schooled, or other high school equivalency requirements. An adult can take a course offered by a high school, such as a driver's education course, without being considered enrolled there.

### **ADULT DIPLOMA PROGRAM**

The Adult Diploma Program provides job training and an alternate pathway for adults, ages 20 or older, to earn an industry-recognized credential aligned to one of Ohio's in-demand jobs. With the approval of HB 110, the minimum age requirement for the Adult Diploma Program was reduced from 22 to age 20, effective October 1, 2021. After passing the WorkKeys® assessment, course requirements, and credential assessments, the applicant will be awarded a state-issued high school diploma.

What makes this program different from a traditional high school setting is the delivery of instruction to adults. Instead of measuring academic achievement through clock hours, seat time or credits earned, the focus is on a competency-based approach. Once competencies have been learned, adults then demonstrate mastery of skill. Each eligible adult works with the provider to create a customized student success plan.

WCCC has offered the Adult Diploma Program since the 2015-2016 pilot year. The students enroll in the program through our Aspire Division where they receive instruction and preparation for the required assessments and training that follows. Upon successfully meeting the assessment requirement, students then enroll in a high demand training program where they will receive a credential that leads to employment.

WCCC is proud to be a part of this innovative program. 2024-2025 options for the program include: EMT, Firefighter I, IT Fundamentals & Cloud Essentials, Manicurist, Phlebotomy Technician, Robotics Technician, State Tested Nursing Assistant, ADC Welding, MIG Welding, TIG Welding and Manufacturing Production Technician

## **ONE-YEAR OPTION**

The One-Year Option permits students who have completed approved technical programs and who hold one or more Chancellor-approved industry-recognized credential to transfer up to 30 hours of technical credit to a public Ohio college or university. You may apply this credit toward the 30-credit technical requirements for an Associate of Technical Study (ATS) degree and may be able to complete the ATS degree in as few as two (2) semesters of full-time non-technical coursework at a public Ohio college or university.

## **STUDENTS TRANSFERRING OR ARTICULATING TO ANOTHER INSTITUTION**

As an accredited post-secondary school, WCCC students may also receive credit for classes successfully completed at WCCC when they enroll at any education institution, if so approved by that particular school.

Students who are seeking credit for classes successfully completed at the WCCC, and who enroll in another school, are to complete a transcript request form and submit it to WCCC. An official transcript with signatures and school seal will be sent to the designated institution.

## **STUDENTS TRANSFERRING CREDIT FROM WITHIN WCCC**

Students may receive credit for courses completed in a related program at the WCCC. To change programs before completion, or to enroll in another program after successful completion of the first, the student meets with the coordinator for orientation and clarification of credit transfer. The student must submit a transcript of completed courses for review. After review by the coordinator and instructor(s), credit for related courses may be granted on a case by case determination.

Before changing programs or enrolling in another program, the student is to meet with the Financial Aid Coordinator for an explanation and understanding of the financial obligations involved with the transfer.

## **STUDENTS ENROLLING WITH PREVIOUS EDUCATION OR TRAINING FROM OTHER EDUCATION INSTITUTIONS**

Students requesting credit for courses completed at another institution are to submit a transcript to the Student Services Coordinator for review. The student must have earned a grade of “C” or better in any coursework to be considered for credit approval. Competency testing to examine the student’s expertise in specific areas of the course’s curriculum may be required. The review process may include analysis and approval from the coordinator of the specific program, instructor(s), Director of Adult Education, and Student Services Coordinator.

Students may also submit a written request for academic credit from previous course-related training. For these students, testing will be arranged with the student’s instructor to examine the student’s expertise in specific areas of the course’s curriculum. The instructor will then make recommendations to Student Services about the student’s competency. Upon approval, the student’s record will be credited appropriately.

Advanced materials and instruction may be made available to students who have prior training or education in related courses in their program of study. The school will work with students individually to customize courses to meet their needs and ensure that competency requirements are met.

WCCC reserves the right to consider each request for academic credit and base determinations upon individual merits. The school reserves the right to charge the student an appropriate testing fee for tests administered in the process of granting credit.



## TRANSFER CREDIT FOR MILITARY

All students who receive financial aid benefits from the United States Veterans Administration (VA) must submit a copy of all prior transcripts for review along with a copy of their Joint Services Transcript (JST). Transcripts will be reviewed for successful completion at another post-secondary school, college or university to determine equivalency of content and possible acceptance of transfer credit for clock hours for one or more courses. Skills and other training will be evaluated to determine equivalency to one or more courses. If equivalency is determined, the student may be asked to take and successfully pass the final exam(s) thereby ensuring the veteran has a solid foundation for successful progression through the program as well as perform skills testing to assure accurate and safe performance of said skills.

Hours transferred from another institution will be considered to be part of the student's attempted hours and reduce the maximum time frame for completion of the program.

## FINANCIAL ASSISTANCE

WCCC's Financial Aid Office assists students who, without such aid, would be unable to enroll in WCCC programs. No student interested in attending WCCC should fail to apply because of an inability to meet the expenses. The Financial Aid Office attempts to provide assistance to students whose personal and family resources are not sufficient.

Application for financial aid should begin at least one month before the student's courses begin.

In cases where serious financial problems exist, the individual may make an appointment with the Financial Aid Coordinator to present information for further consideration.

## WHAT WILL MY EDUCATION COST?

Before applying for financial aid, students and parents should assess all of the costs of attending this institution. The Financial Aid Office establishes standard "cost of attendance" budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided with estimates of living expenses. The "cost of attendance" budget shown below is an example:

Tuition	\$ 11,300
Books/Course Materials/Supplies & Equipment	\$ 3,800
Living Expenses	\$ 5,016
Personal Expenses	\$ 3,080
Transportation Expenses	\$ 5,109
Dependent Care Expenses	\$ 3,938
Origination Fees	\$ 98
Total "Cost Of Attendance" Estimate	\$ 37,170

WCCC's cost of attendance budgets include:

- Tuition: The tuition and fees necessary for the student's course of study
- Books/Course Materials/Supplies & Equipment: This includes costs for purchase of equipment, materials or supplies required of all students in the same course of study
- Personal expenses: Reasonable allowance for personal items. (ie, the documented purchase or rental of a computer)
- Transportation Expenses: An allowance is made based upon the student's number of weeks in a school, driving distance and IRS mileage allowance.
- Living Expenses: An allowance is made based upon whether the student lives at home with parents or whether the student is independent of parental support (not at home)

- **Dependent Care Expenses:** An allowance is made based upon the student's status and family size listed on the ISIR.
- **Origination Fees:** An allowance for loan fees required for Federal Student Loans.

Items that are not included in the cost of attendance include: expenses not related to completing the course of study, fees paid to third parties (ex, health insurance costs paid directly to insurance company), consumer debt.

Cost of attendance budgets are based upon the number of months in the student's training program. Professional Judgment may be used by the financial aid office to adjust a student's cost of attendance budget for transportation and/or other unusual educational costs. Information used to develop student budgets is derived from institutional sources, Federal regulations, and Bureau of Labor Statistics.

### **REGISTRATION FEE**

All students enrolling in a program at WCCC will be required to pay a \$30 non-refundable registration fee. Any student returning to WCCC within one (1) calendar year of their last day of attendance, will not be required to pay this fee.

### **TUITION**

Tuition for each term is due prior to the start of courses. A student may opt to pay the full tuition for all terms at the beginning of the first term. Students who have not paid their tuition at least three days prior to the beginning of the term or made arrangements for payment may be withdrawn from the program. Special payment arrangements are only available with prior approval from the program coordinator and the Financial Aid Coordinator.

**All tuition must be paid before the start of the second term (mid-point of the program) unless written approval is granted by the program coordinator.**

### **BOOKS, COURSE MATERIALS, SUPPLIES & EQUIPMENT**

Textbooks, workbooks, manuals and tool kits are listed as "Books/Course Materials/Supplies & Equipment" on the Financial Aid shopping sheet and will be referred to as simply "Books and Supplies" for the purpose of referencing any supplies received by the student. The fee for books and supplies is charged equally per term to the student account. All books and supplies will be distributed by the appropriate program coordinator or instructor and must be purchased through WCCC. Students will not be permitted to use personal books and supplies at WCCC. Students will be responsible for bringing books and supplies to each class. Any supplies left on campus after the departure of a student, become the property of WCCC after 60 days.

### **STUDENT IDENTIFICATION BADGES**

Students are required to display their school-issued student identification badge at all times while on campus or offsite locations. This is to ensure safety and security for all students while they attend class. Students are responsible for their badges. If lost, damaged or stolen, students are to report as soon as possible to the Adult Education Receptionist to request a replacement badge. The replacement fee for the badge is \$5.

### **PROTECTIVE EQUIPMENT**

In certain instructional areas where potentially dangerous machines and/or materials are used, all students, instructors and visitors must wear appropriate protective equipment. Gym shoes are not permitted in shop areas.

## HOW WILL I PAY FOR MY EDUCATION?

### TITLE IV FUNDING

Title IV Funding includes Federal Pell Grants, William D. Ford Direct Loans (subsidized and unsubsidized), and Parent Loans (PLUS). To receive a Federal Pell Grant, Direct Loan, or Parent Loan, a student must complete the Free Application for Federal Student Aid (FAFSA®). The FAFSA® must be completed online at the following website: [www.studentaid.gov](http://www.studentaid.gov).

#### **Federal Pell Grant:**

The Pell Grant is given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. Students with a Bachelor’s Degree are not eligible for a Pell Grant.

The Consolidated Appropriations Act, 2012 (Public Law 112-74) has significantly impacted the Pell Grant Program. Beginning July 1, 2012, students are limited to six full school years or 600% of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant. Students who have already used 600% of their Pell Grant eligibility will no longer be eligible to receive a Pell Grant. Students with 500% - 600% may have limited Pell Grant eligibility remaining for the current year.

#### **William D Ford Direct Loan:**

Subsidized Loan - A subsidized loan is given on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be prorated down based on the number of hours in the student’s program. The federal government pays the interest while the borrower is in school, during the grace period and during authorized periods of deferment. Repayment will begin six (6) months after the borrower ceases to be enrolled in the program.

Unsubsidized Loan - An unsubsidized loan is not given on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 (\$3,500 Sub & \$6,000 Unsub) for a first year independent student. Repayment will begin six months after the borrower ceases to be enrolled in the program.

Federal Parent Loan to Undergraduate Student (PLUS) - PLUS loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made.

### BUSINESS OR AGENCY SPONSORSHIP

WCCC works with various businesses and agencies who fund qualified applicants for training programs. The school has also worked with businesses who have training dollars for their employees and various tuition assistance plans. Students using such funding for tuition payment must meet with the Financial Aid Coordinator to complete the registration process.

**Opportunities for Ohioans with Disabilities (OOD) houses the Bureau of Vocational Rehabilitation (BVR)** Financial aid may be available from the local county office for students with physical, intellectual, mental health or sensory disabilities. Vocational rehabilitation (VR) services are customized for each individual through assessments and one-on-one meetings with professional VR counselors. VR services are available through the local county office. Contact the local Bureau of Vocational Rehabilitation office to meet with a counselor to receive a determination of eligibility.

**Department of Veterans Affairs (VA)** Federal training monies available to veterans of the U.S. Armed Services. For eligibility contact the V.A. at (888) 442-4551 or <http://www.va.gov/benefits>. Student must complete the appropriate application and then the Financial Aid Office will certify.

In compliance with Section 103 of the Veterans Benefits and Transitions Act of 2018, WCCC promises to never impose any penalty because of the inability of a VA Chapter 31 or 33 funded student to meet a financial obligation to the school due to a delayed disbursement of a payment by the U.S. Department of Veterans Affairs including:

- Assessment of late fees
- Denial of access to a class, library or other institutional facility
- Requiring Chapter 31 and 33 recipients to borrow additional funds

This policy will be in force from the date an eligible student presents a Certificate of Eligibility for entitlement to assistance under Chapter 31 or 33.

**Trade Adjustment Assistance (TAA)** Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Applicants should contact their employer or a local Ohio Bureau of Employment Services office.

**Workforce Investment Opportunity Act (WIOA)** Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact the local county office (Ohio Means Jobs) for information and eligibility requirements.

### SELF PAY OPTIONS

Any full-time student who is not eligible for financial aid, or enough financial aid to cover the tuition, can make monthly payments to cover the cost of tuition, books, supplies and lab fees. The school requires the student to sign a payment contract outlining the amounts due and the due dates. The student will be responsible to make all payments on time. Payments can be made online through the Student Portal or by cash, check or credit card in the Adult Education Office. WCCC does not accept American Express. Any payment not paid within three (3) business days of the due date, will be assessed a \$25 late fee.

### HOW FINANCIAL AID ELIGIBILITY IS DETERMINED

Financial assistance is given to bridge the gap or to supplement the amount the student and his/her family are reasonably able to contribute to educational expenses. A Federally approved system of "need analysis" is used to calculate the Pell Grant award. In order to perform this evaluation, it is necessary for the student to complete the Free Application for Federal Student Aid (FAFSA®) with information concerning his/her family's financial strength, such as income and assets, size of family, number in college, and any unusual circumstances or expenses which he/she encounters.

### GENERAL ELIGIBILITY REQUIREMENTS

The following eligibility requirements apply to Title IV Federal Financial Aid Programs. The Veterans' Administration, Workforce Investment Opportunity Act, Opportunities for Ohioans with Disabilities (OOD) which houses the Bureau of Vocational Rehabilitation (BVR) and other organizations or agencies may have additional or differing requirements.

1. **CITIZENSHIP** - All applicants for federal aid must either be a citizen of the U.S. or be an eligible non-citizen. Acceptable documentation of eligibility is determined by federal regulation; for documentation requirements, see the Financial Aid Coordinator.
2. **ENROLLMENT** - An individual must be enrolled as a regular student in a full-time job-training program (600+ clock hours), attending an average of 15 hours per week. Anyone currently enrolled in an elementary or secondary school is NOT eligible for Federal Student Aid.

3. **NOT “IN DEFAULT”** - Anyone currently in default on a student loan or owing a Title IV grant repayment at any institution will NOT be eligible for Federal Student Aid.
4. **ACADEMIC QUALIFICATION** - To receive aid from Title IV financial aid programs, a student must be academically qualified for study at the post-secondary level. Anyone with a high school diploma or its equivalent (GED/HSE) is always considered academically qualified for Title IV purposes. \*
5. **SATISFACTORY PROGRESS** - Financial aid, in the form of grants or loans, is available only to those students who are making satisfactory progress toward a Certificate of Program Completion. To be considered as making satisfactory progress, a student must pass each course with the minimum score required for their program and be on track to complete their program within 150% of the published program length. “Satisfactory progress” is discussed in the following section.

When the Financial Aid Coordinator is notified that a student is not making satisfactory progress in the completion of a program, appropriate reporting to financial aid funding sources will be made.

\*To receive Title IV financial aid funds, a student must have a high school diploma, GED/HSE, or complete a high school education in a home school setting that is treated as a home school or private school under state law. A student must be qualified to study at the postsecondary level. Although students can self-certify on the FAFSA® and other institutional forms that they are high school graduates, the school will require additional documentation if there is reason to believe that the high school diploma is not valid. If the school has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the financial aid office will evaluate the validity of the student’s high school completion.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID**

### **You have the right to know:**

- What financial aid programs are available.
- Deadlines for submitting applications for aid.
- How your financial aid will be distributed.
- How your financial need was determined.
- The school’s refund policy.
- What portion of your aid package is “gift aid” and what must be repaid.
- The effect outside scholarships may have on your financial aid offer.
- If the aid is a loan, you have the right to know the interest rate, repayment amount and procedures, length of time to repay and when repayment begins.
- How the school determines if you are making satisfactory academic progress and what happens when you are not.
- You have the right to accept, decline or seek adjustment to your financial aid offer.
- Information you give to the Financial Aid Office will be treated confidentially.
- You may contact the Financial Aid Office if you believe that special conditions exist affecting your financial need that warrants an adjustment to your financial aid package. If you experience a change in family circumstances, such as loss of employment, death, separation or divorce, extremely high medical expenses that affect your ability to pay your educational costs, an appeal may be appropriate.

### **It is your responsibility to:**

- Apply for financial aid every year, if your program crosses fiscal years.
- Complete the FAFSA® application form accurately and submit it on time.
- Provide correct information. Information found to be knowingly falsified may be referred to the U.S. Department of Education, Office of Inspector General.
- Provide all additional documentation requested by the Financial Aid Office.
- Read all forms you sign.
- Keep copies of all your financial aid records.

- Complete the required Entrance and Exit Counseling sessions
- Repay all loans in accordance with the terms of your promissory notes.
- Notify your lender if any of the following occurs before your loan is repaid: change of name, change of address
- Notify the Financial Aid Office if you change your enrollment status (i.e. full-time to below full-time)

### **CHANGE OF CIRCUMSTANCES**

Students are responsible to report any significant changes of circumstances to the Financial Aid Coordinator including enrollment status, permanent address and employment status.

### **FRAUD**

There are severe penalties for falsification of financial aid documents. Willful misrepresentation will be reported to the proper authorities. If a student misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the student will be reported to the Office of Inspector General, U. S. Department of Education.

### **MASTER PROMISSORY NOTE / ENTRANCE & EXIT COUNSELING**

Students using Direct Subsidized Student Loans and/or Direct Unsubsidized Student Loans are required by federal regulations to sign the online Master Promissory Note and complete online Entrance Counseling at <https://studentaid.gov> prior to starting a program. Exit counseling sessions must be completed at <https://studentaid.gov> prior to program completion or when a student leaves school. It may be completed any time after the final disbursement. A hold will be placed on the student's records for failing to complete exit counseling.

### **IN-SCHOOL DEFERMENT**

In-School Deferment Request forms for previous student loans received are available from the Financial Aid Coordinator upon request.

### **DEFAULTED LOAN STATUS**

A student in default on a Federal student loan cannot receive further Federal Student Aid funds until the default has been resolved. The defaulted loan can be resolved with several options: repayment of the loan in full, satisfactory repayment arrangements with the loan servicer OR nine (9) full, voluntary payments on time within 10 consecutive months. The WCCC reserves the right to refuse financial aid to any student who has defaulted on a prior Federal student loan. All decisions to deny Federal funding are determined on a case-by-case basis. The WCCC does not make decisions based on the borrower's race, gender, color, religion, national origin, age, disability status or income. The student will be notified in writing of the WCCC's decision to refuse financial aid. Documentation supporting the decision will be maintained in the student's permanent record.

### **UNUSUAL ENROLLMENT HISTORY POLICY**

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Title IV Student Aid Programs. They have done this by identifying financial aid students with unusual enrollment histories. If a student has received Title IV funding while attending multiple institutions during the last four academic years, the student may be flagged for Unusual Enrollment History (UEH). While most students have legitimate reasons for unusual enrollment histories, other students enroll in school just long enough to receive cash refunds of federal student aid. These students will often leave school, after receiving their financial aid refund, and repeat the process again by enrolling at another school.

Students with unusual enrollment histories will be flagged on their Student Aid Report (SAR) as having either a *possible* or *questionable* enrollment pattern problem. Once identified as having a UEH flag, the

Financial Aid office is required to review the student's enrollment information and determine if academic credit was earned during the last four award years.

Students with UEH flags will be required to provide the Financial Aid office with their official signed academic transcripts from each college from which financial aid was received in the past four award years. As part of the review process, WCCC has the authority to request missing official academic transcripts from the student. The Financial Aid office is able to determine if academic records are missing by reviewing data from the National Student Loan Data System (NSLDS).

Students will be ineligible for financial aid until all required transcripts are received by the Financial Aid office. Once all required academic transcripts are received, the Financial Aid office will review the student's enrollment and financial aid records to determine if academic credit was earned.

**Academic Credit Earned:** If the Financial Aid office determines that academic credit was earned, and the student is not enrolling just to receive a financial aid refund, no further action is required. The student becomes eligible for financial aid.

**Academic Credit Not Earned:** If the Financial Aid office determines that the student did not earn academic credit at a previously attended institution, the student will be required to provide additional documentation before eligibility for financial aid can be determined.

Documentation provided by the student must support the following:

1. The reason(s) why the student was unable to earn passing grades; and
2. That the student did not enroll solely for the purpose of receiving a credit balance of financial aid.

Students may include personal and academic reasons to explain their failure to earn academic credit. Personal reasons include: illness, a family emergency, a death in the family, changes in living status, and military obligations. Academic reasons may include unexpected academic challenges, or a determination that the academic program did not meet the student's needs.

The documentation will be reviewed by the Financial Aid office. Students who have lost their eligibility for financial aid will be notified in writing.

**Regaining Title IV Eligibility:** If WCCC denies a student Title IV aid for Unusual Enrollment History, the student may attend a full-time program without receiving Title IV aid and pay out-of-pocket for the first payment period. At the end of the first payment period, if the student is meeting the requirements of Satisfactory Academic Progress and has signed an approved Education Plan with WCCC, the student could then be considered for Title IV Eligibility for the remaining program hours.

## **VERIFICATION**

Students may be required to provide documentation that verifies the information submitted on the FAFSA® website. If both terms begin in the current Award Year, verification for loans and Pell Grants must be completed prior to the start of class. If the process is not completed, the student will be transferred to the next start date or given the option to self-pay. If the second term will begin in a new Award Year (after July 1st), the student may be allowed to begin class and an updated Award Letter will be issued. Verification of the new Award Year FAFSA® must be completed prior to the start of Term 2.

The school is responsible for verifying the accuracy of the financial data used to calculate the student's expected family contribution (EFC). If there is an asterisk (\*) or (C) next to the EFC number on the SAR, ISIR or other need analysis document, it means that the student has been selected for verification by the U. S. Department of Education. The student will be required to complete a Verification Worksheet and provide requested documentation.

Correction Procedure:

1. Upon receipt of the verification documentation, the Financial Aid Coordinator will compare the information contained on the applicant's original ISIR with the Verification Worksheet and IRS tax return transcript.
2. If it is determined that the applicant has misstated information, the Financial Aid Coordinator will correct the ISIR and submit the corrections to Federal Student Aid.
3. An Aid Letter will be prepared based on the corrected EFC.

### **DETERMINATION OF INDEPENDENT / DEPENDENT STATUS**

Federal guidelines dictate an "independent" student from a "dependent" student. You are considered an "Independent Student" if you meet any one of the following criteria:

- You have reached the age of 24 prior to January 1<sup>st</sup> of the upcoming year
- You are enrolled in a graduate or professional educational program beyond a Bachelor's Degree
- You are married as of the date you submitted the FAFSA®
- You have children that receive more than half of their support from you
- You have dependents (other than children or spouse) that receive more than half their support from you
- You are/were an orphan or ward of the court until age 18
- You are currently serving on active duty in the U.S. Armed Forces (other than training)
- You are a veteran of the U. S. Armed Forces
- You are an emancipated minor (court documentation is required)
- You are an unaccompanied youth who is homeless or in danger of being homeless

The financial aid process works differently for independent students because parental income is not considered. However, if an independent student is married, his or her spouse's income is considered **even if they were not married when they filed taxes.**

If the student does not meet any of the above criteria, the student is considered a "dependent student" and parents must complete part of the FAFSA® and provide their financial information. In some instances, a student may apply to receive what is called a "dependency override". A Dependency override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A dependency override is reviewed on a case-by-case basis, not for a group of students with similar circumstances. To receive a dependency override the student must make a written request to the Financial Aid Coordinator and be able to provide the required documentation. The Financial Aid Coordinator will determine what type of documentation is appropriate for the situation. Only the Financial Aid Coordinator can make this decision and the decision is final.

It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is considered to be a "life choice."

### **PROFESSIONAL JUDGMENT**

The law permits the Financial Aid Coordinator a certain amount of latitude to exercise "professional judgment" in making adjustments for some students whose circumstances do not fit into "normal" or pre-planned categories. The Financial Aid Coordinator can assist students on an individual basis and consider special circumstances that might change eligibility. All students are encouraged to bring inquiries directly to the Financial Aid Coordinator.

### **DISBURSEMENT OF TITLE IV FUNDS**

Regulations require that a school send notification to the student when loan funds are being credited to a student's account. This notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student's account. This notification must include:



- the anticipated date and amount of the disbursement
- the student's or (parent's) right to cancel all or part of the loan or disbursement
- the procedures and the time by which the student (or parent) must notify the school that he or she wishes to cancel the loan or disbursement

Pell Grant and Direct Loan funds will be sent to the school electronically to be credited to students' accounts. Funds will first be applied to outstanding tuition and fee charges for the payment period. Any remaining balance from Direct Student Loans will be disbursed to the student. If there is a Federal Direct Plus Loan, funds will be applied to the student's outstanding tuition and fee charges for the term and any remaining balance will be disbursed to the parent. Funds owed the student will be disbursed within 14 days after funds have been applied to the student's tuition account.

**Disbursement Schedule:**

	Disbursement 1	Disbursement 2	Disbursement 3	Disbursement 4
600 Clock Hour Program	Approx. 30 Days After Start	After 300 Clock Hours	N/A	N/A
602 Clock Hour Program	Approx. 30 Days After Start	After 301 Clock Hours	N/A	N/A
640 Clock Hour Program	Approx. 30 Days After Start	After 320 Clock Hours	N/A	N/A
900 Clock Hour Program	Approx. 30 Days After Start	After 450 Clock Hours	N/A	N/A
1500 Clock Hour Program	Approx. 30 Days After Start	After 450 Clock Hours	After 900 Clock Hours	After 1200 Clock Hours

**REFUND POLICY**

**Programs Cancelled By WCCC**

- If tuition and fees are collected in advance of the start date of a program and WCCC cancels the program, WCCC will refund 100% of the tuition and fees collected.
- If a student paid by check or cash, the refund will be disbursed within 45 business days of the program start date in the form of a WCCC check. If the student paid using a credit card, the refund will be credited within 45 business days of the program planned start date on the credit card initially charged.

Any refund that totals \$1 or less will remain on the student account as a credit balance. This does not apply to Financial Aid.

If a student is due a refund, it will be automatically processed by the Front Office Personnel. Payments processed via credit card will be refunded in the same manner; all other payments will be refunded via a check through the Treasurer's Office. All refunds will be processed within 45 days.

**\*The \$30 registration fee and \$45 Workkeys Assessment fee are non-refundable. Any materials received, opened and used by the student cannot be returned for a refund.**

**Full Time**

Students who do not complete 60% of a payment period may be entitled to a refund based on the following:

Withdrawal	Amount of refund*
On or before the first day of class	100%
0.01% to 10% of the payment period	90%

10.01% to 20% of the payment period	80%
20.01% to 30% of the payment period	70%
30.01% to 40% of the payment period	60%
40.01% to 50% of the payment period	50%
50.01% to 60% of the payment period	40%
60.01% to 100% of the payment period	No Refund

Percent of payment period attended will be measured in hours the student was scheduled to attend.

If a student is due a refund, it will be automatically processed and mailed approximately three weeks after the date of withdrawal is determined.

Definition of payment period: 50% of the hours required for the program. Each program (except for Cosmetology) has two payment periods (50% of the scheduled hours in each period). Cosmetology has four payment periods (50% of year 1, remaining 50% of year 1, 50% of year 2, remaining 50% of year 2).

## **Part Time Courses**

### **Information Technology & State Tested Nursing Assistant (STNA)**

Payment for these programs is due at the time of registration. To receive a refund, students must notify the school if they are unable to attend at least 72 hours prior to the start of the first Information Technology program and 24 hours prior to the start of the State Tested Nursing Assistant class. If the student does not provide the required notice, no refund will be issued.

### **(1-599 Clock Hours)**

- If a program meets for only one session, a refund is available only to students who notify WCCC of their withdrawal 72 hours prior to the session starting.
- For programs that meet for more than one session and for 20 hours or less, full refunds are available only to students who withdraw at least 72 hours prior to the start of the first class. Students who withdraw after that, but before the second class session begins, will be charged a prorated fee for the first class session. No refund will be available if the student withdraws after the beginning of the second class.
- For programs that are 21-599 clock hours long, full refunds are available only to students who withdraw at least 72 hours prior to the start of the first class. Students who withdraw after that, but before the second class session begins, will be charged a prorated fee for the first class session not to exceed \$100, and the cost of books, supplies and uniforms that cannot be returned. No refund will be available if the student withdraws after the beginning of the second class.

## **STUDENT FINANCIAL AID - RETURN OF TITLE IV FUNDS**

### **1. Purpose**

When a recipient of Title IV grant aid withdraws from WCCC during a payment period in which the student began attendance, the Financial Aid Office must determine the amount of Title IV grant aid that the student earned as of the student's withdrawal date.

### **2. References**

Federal Student Aid Handbook, Chapter 5  
Code of Federal Regulations, 34 CFR 668.22  
WCCC Financial Aid Policy  
WCCC Satisfactory Academic Progress Policy

### **3. Definitions**

- 3.1 Competency Hours: A method used by WCCC to measure satisfactory academic progress.  
3.2 Enrolled Hours: Hours a student is scheduled to be in class.

3.3 Attended Hours: Hours a student actually attends class.

3.4 Payment Period: A payment period is defined as the number of hours a student must attend and the number of hours of work that a student must complete in 111% of the scheduled hours for that payment period. For instance, if a payment period is 300 clock hours, the student must attend 300 hours and complete 300 hours' worth of work by scheduled hour 333.

#### 4. Policy

Within 30 days following notification that a student has withdrawn, the Financial Aid Office will perform a Return of Funds Calculation using the Return to Title IV Form, or the Department of Education's "Return to Title IV" software or a comparably efficient electronic tool.

A withdrawal date will be determined as the date the student submitted an official withdrawal date or in the case of a school initiated withdrawal, the last date the student attended courses. If a student notifies any school official of his/her intention to withdraw, the student is provided an official withdrawal form or one is completed for the student.

Official Withdrawal - Students planning to withdraw should meet with the Student Services Coordinator to officially withdraw. Students who are unable to physically meet with the Student Services Coordinator should contact the school and complete appropriate paperwork for the Student Services Office, Financial Aid Office, and any sponsoring agency. This procedure is to ensure credit for billing adjustments if required.

Unofficial Withdrawal - In the case of an exit without notice, or an "unofficial" withdrawal, the last date of attendance is determined to be the final date of class. For those students, the school will use ten (10) consecutive days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return of federal funds to the U.S. Department of Education.

#### 5. Procedures

- a. Disbursed Payments: Students are eligible for aid disbursed based on scheduled hours. WCCC Satisfactory Academic Progress Policy requires completion of competency hours before payment of any subsequent disbursements. Therefore, when a student exceeds the amount of attended hours paid but has not earned a subsequent disbursement due to Satisfactory Academic Progress requirements, the student is still considered to be in the prior payment period.
- b. Return to Title IV Calculation: WCCC will evaluate student withdrawal on a regular basis and calculate a Return to Title IV in a timely manner. All funds will be refunded to the student within 14 days or the Department of Education within 45 days after the school has determined the student has withdrawn.
- c. Post-Withdrawal Disbursement: If, at the time the student withdraws, it is determined that a late disbursement of Financial Aid could be made, a Post-Withdrawal Disbursement will be calculated and funds refunded to the student if applicable. Grant funds will be disbursed within 45 days, loan funds will be offered to the student within 30 days and the student has at least 14 days to respond to accept or decline the funds. All post-withdrawal disbursements will be applied to the student account first, any credit balance will be returned to the student.
- d. Unearned Charges: If, at the time the student withdraws, it is determined that unearned charges must be returned to the Department of Education, those funds will be returned as described in 5b. If the student withdraws from a program before completing 60% of the payment period, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the payment period remaining. The student's last day of attendance will serve as the "withdrawal date" when calculating the return of Title IV Funds formula. If the student remains enrolled and attends class beyond the 60% mark of the payment period in which aid is received, all federal aid is considered earned and not subject to this policy.
- e. Institutional Charges: If WCCC is required to return funds, which leaves a balance owing on the student account, the student will be invoiced and billed for those charges.
  - i. If payment on any outstanding debt is not received within 30 days, the outstanding debt will be forwarded to the Ohio Attorney General for collections.

- f. Student Refund:
  - i. If it is determined, after completion of a Return to Title IV calculation, that the student has a credit balance on their account, it must be disbursed no later than 14 days after the calculation.
- g. Title IV Overpayment:
  - i. If the Return to Title IV calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.
  - ii. If it is determined, after completion of a Return to Title IV calculation, that the student has an overpayment of Title IV funds, the student will be notified within 45 days of the determination that the student has been overpaid. In addition, WCCC must notify NSLDS using the on-line screens of the student's overpayment status at the same time.
  - iii. After attempting to collect the overpayment (two notifications) and the student fails to return the funds, the school will refer the overpayment to the Department of Education using the NSLDS online services.
- h. Order of Returned Funds: WCCC must return funds, based on calculations, up to the total net amount from each source, in the following order: Unsubsidized Direct Loan; Subsidized Direct Loan; Direct PLUS Loan; Federal Pell Grant

## SECTION III – ACADEMIC POLICIES AND PROCEDURES

### SATISFACTORY ACADEMIC PROGRESS

WCCC uses the Satisfactory Academic Progress policy (SAP) to determine whether a student is making adequate progress in his or her educational program. This policy is used for ALL students regardless if they are receiving Federal Student Aid. The financial aid office at the WCCC will monitor a student's academic progress as a condition of eligibility for financial aid.

A student is considered to be meeting SAP requirements when the following qualitative (academics) and quantitative (pace of completion) guidelines are met: Student is maintaining a "C" or above (See program Grade Scales below) and is on track to complete their program within 150% of the published program length (maximum time frame). Any student not meeting SAP requirements will be notified in writing by the Financial Aid office.

#### QUALITATIVE STANDARDS (ACADEMIC)

In order to meet SAP, the student must maintain an average grade of "C" or above in all courses and be working toward completion of a specific program. (see Program Grade Scales below)

Program Coordinators will monitor all academics to ensure that each student maintains a grade of "C" or better.

#### ALL PROGRAMS (except Public Safety and Cosmetology)

PERCENTAGE	LETTER GRADE	GPA	DEFINITION
93 – 100	A	4.0	Superior Progress
84 – 92	B	3.0	Excellent Progress
76 – 83	C	2.0	Satisfactory Progress
75 & Below	F	0.0	Unsatisfactory Progress
Incomplete	I	0.0	Student has not completed necessary course requirements in the scheduled clock hour(s)
Passed	P	-	Student has completed necessary course requirements in the scheduled clock hour(s)
Transferred	T	-	Student has transferred credit from another Post-Secondary Accredited Institution
Withdrew	W	-	Student has withdrawn from the course

#### PUBLIC SAFETY GRADING SCALE

PERCENTAGE	LETTER GRADE	GPA	DEFINITION
90 – 100	A	4.0	Superior Progress
80 – 89	B	3.0	Excellent Progress
70 – 79	C	2.0	Satisfactory Progress
0 – 69	F	0.0	Unsatisfactory Progress
Incomplete	I	0.0	Student has not completed necessary course requirements in the scheduled clock hour(s)
Passed	P	-	Student has completed necessary course requirements in the scheduled clock hour(s)
Transferred	T	-	Student has transferred credit from another Post-Secondary Accredited Institution
Withdrew	W	-	Student has withdrawn from the course

### **COSMETOLOGY GRADING SCALE**

PERCENTAGE	LETTER GRADE	GPA	DEFINITION
94 – 100	A	4.0	Superior Progress
87 – 93	B	3.0	Excellent Progress
80 – 86	C	2.0	Satisfactory Progress
79 & Below	F	0.0	Unsatisfactory Progress
Incomplete	I	0.0	Student has not completed necessary course requirements in the scheduled clock hour(s)
Passed	P	.	Student has completed necessary course requirements in the scheduled clock hour(s)
Transferred	T	.	Student has transferred credit from another Post-Secondary Accredited Institution
Withdrew	W	.	Student has withdrawn from the course

### **QUANTITATIVE STANDARDS (PACE OF COMPLETION)**

In order to meet SAP, the student must be on track to complete his/her program within 150% of the published program length (maximum time frame).

### **OFFICIAL REVIEW OF SAP**

The official review of SAP (grades and maximum time frame) are checked at the end of each payment period. The payment period is defined as the point when the student's scheduled clock hours have elapsed. For example: in a 900 clock hour program, the official evaluation date is at the end of the first scheduled 450 hours and at the end of the program.

On the scheduled date of the first official review for SAP, each student will meet with the Financial Aid office to review their SAP requirements (cumulative GPA of C or better AND on track to complete his/her program within 150% of the published program length). The student will be notified at that time of the following information: date of the evaluation, attendance rate as of the date of the evaluation and cumulative GPA as of the date of the evaluation. The student will also be notified if they are or are not meeting SAP and whether or not they are eligible for their Title IV disbursement. Each student will sign the document, along with the Financial Aid office. The student will be given a copy of the signed document with the original document remaining in the students Financial Aid record. The second official review of SAP will be completed upon the student's completion of the program. The Financial Aid Coordinator will ensure that each student successfully completed all of the required hours of their respective program.

If the student is meeting SAP at the official review and has attended all of the hours in the previous payment period, he or she will be eligible for their Title IV disbursement. If the student is meeting SAP at the official review and has NOT attended all of the hours in the previous payment period, his or her disbursement will be delayed until the required hours have been attended.

If the student is not meeting SAP at the official review, the student will receive written notification from the Financial Aid office. If this is the 1<sup>st</sup> time the student is not meeting SAP, the student will move to warning status. If the student is already on financial aid warning status, the student will lose financial aid eligibility and will have the option to appeal their loss of Title IV funding. If that appeal is approved, they will be moved to probation status. While on probation status, the student may continue to receive Title IV funds. If that appeal is denied, the student will lose Title IV eligibility. Details of each of the above mentioned statuses are below.

### **FAILURE TO MEET SAP REQUIREMENTS**

**Financial Aid Warning** - Financial aid warning means a status assigned to a student who fails to make SAP at an institution that evaluates academic progress at the end of each payment period. Warning status

lasts for one payment period only, during which the student may continue to receive Title IV funds. Students on financial aid warning who fail to meet the following SAP evaluation will lose financial aid eligibility unless they successfully appeal and are placed on probation.

**Financial Aid Appeal** – Financial aid appeal means a process by which a student who is not meeting the institution’s SAP standards petitions the institution for reconsideration of the student’s eligibility for Title IV financial aid.

**Financial Aid Probation** – Financial aid probation is a status assigned by an institution to a student who fails to make SAP and who has appealed their loss of financial aid eligibility and had aid reinstated. (See Appeal Process below). Financial aid probation lasts for one payment period during which the student may continue to receive Title IV funds. Students who make SAP at the end of the probation period, will regain their Title IV eligibility and be removed from probation status. Students who fail to make SAP at the end of the probation period, will lose their Title IV aid eligibility.

### **REGAINING TITLE IV ELIGIBILITY**

If a student has failed to make SAP at the end of the probation period they will lose their Title IV eligibility. If the student chooses to remain in their program, they will be expected to sign a payment plan for the payment period not covered by Title IV funding. If the student remains in the program for an additional SAP review, they will be eligible to regain Title IV funding if they are meeting their SAP requirements at that review.

### **FINANCIAL AID APPEAL PROCESS**

Students have the right to appeal the loss of their Title IV financial aid eligibility by utilizing the SAP Appeal Form found in the Financial Aid office. In order to be reconsidered, students may appeal the loss of their financial aid eligibility based on: injury or illness, the death of a relative, or other special circumstance. The appeal must explain why the student failed to make satisfactory progress and what has changed in their situation that will allow the student to make satisfactory progress at the next evaluation.

Appeals must be submitted to the Financial Aid office within five (5) business days of loss of aid notification. Students are expected to continue attending class while awaiting an appeal decision. Appeal decisions will be made by the Adult Education Director and the Program Coordinator within five (5) business days of appeal submission. Further aid will not be disbursed unless an appeal is approved.

Students who choose not to submit an appeal by the deadline, or whose appeal is denied after loss of aid notification, forfeit their eligibility to receive aid for the subsequent payment period. A student may request to remain in his/her program on a self-pay basis. The request for self-pay status will require the submission of a signed payment plan to the Financial Aid office.

Appeals will be reviewed on a case by case basis and the student will be notified in writing of the outcome of his/her appeal

### **APPEAL DECISIONS**

**Approved** – If an appeal is approved, financial aid will be reinstated and the student will be put on “financial aid probation” for one payment period. At the end of the probation period, the student must be meeting SAP to receive any subsequent disbursements. Students who fail to make SAP at the end of the probation period, will lose their financial aid eligibility. No further appeals may be submitted at this time.

**Denied** – Denial of the appeal will mean that the student is eligible for no further financial aid benefits; therefore, within five (5) business days of the appeal decision, any student who is permitted to continue in a program on a self-pay basis must contact the Financial Aid Office to sign the necessary payment plan.

Students who withdraw or are not able to continue enrollment as the result of an appeal verdict will not be charged for time attended while awaiting appeal decisions.

## **SPECIAL GRADING CIRCUMSTANCES**

### **Transfer Credits**

- \* All requests for credit for prior learning and transfer of hours will be reviewed on a case by case basis.
- \* Credits for prior training that are accepted by WCCC will be counted as both attempted and completed hours.

### **Incomplete Coursework**

- \* Incomplete grades are not accepted and are not calculated in the GPA. If the student does not complete the coursework in the required time frame, the student will receive an "F" for that course.
- \* A grade of "F" will count toward the maximum timeframe and may impact a student's ability to complete the program in the maximum timeframe.

### **Repeated Coursework**

- \* When a course is repeated, the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage.
- \* Students that repeat coursework will be allowed to receive financial aid for one repeat and must meet all SAP requirements to be eligible. Any coursework that was part of the program that was passed before but repeated to improve grades or as a refresher, will not be eligible for financial aid for that portion.
- \* All repeated coursework will be applied toward the maximum timeframe.

### **Withdrawal**

- \* Financial aid may not be available upon return to the program, depending on academic progress at time of withdrawal and the timeframe in which the student returns.
- \* Any withdrawal will be applied toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.

(Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.)

## **VETERAN'S ADMINISTRATION REQUIREMENTS FOR EDUCATION BENEFITS**

WCCC is required to ensure that students receiving Veteran's Administration (VA) Education Benefits are making adequate progress toward completing their program. Students receiving VA Education Benefits are required to meet the following standards:

### **Attendance**

- Attendance for students receiving VA Education Benefits will be calculated every 30 days during the student's program. Students are required to maintain, at minimum, 90% monthly attendance

### **Grades**

- Grades for students receiving VA Education Benefits will be reviewed every 30 days during the student's program. Students are required to maintain, at minimum, a monthly grade of 80%.

### **SAP Warning**

- Student's receiving VA Education Benefits who do not maintain the above attendance and/or grade requirements will be placed on Satisfactory Academic Progress Warning Status. Students placed on Warning Status are required to meet the above attendance and/or grade requirements by the next 30 day review to prevent termination.



## **Termination**

- Students receiving VA Education Benefits who do not meet the above attendance and/or grade requirements by the next 30 day review, or a subsequent review, after being placed on a Satisfactory Academic Progress Warning Status will be terminated from their program.

## **ATTENDANCE POLICY**

In order to successfully complete the program, students are required to maintain a minimum attendance percentage of 90% (although certain programs are governed to require a higher attendance percentage). Regular class attendance is of primary importance for success. Students are expected to be present at all class sessions. WCCC defines present as being in the classroom or lab, alert and participating. Students are responsible for contacting the program coordinator and/or instructor to make up missed assignments and to schedule any make up hours. All make up hours will be at the instructor's discretion; additional costs may apply. Any student who accumulates ten (10) or more consecutive absences without instructor and/or program coordinator contact will be withdrawn from the program. Dismissed students will be responsible for all financial obligations in accordance with district policies.

Students who arrive late to class, return late from breaks, or leave class early will have the missed time deducted from their attendance record in 15-minute intervals. For example:

- \* If students arrive to class 1 to 15 minutes late or leave 1 to 15 minutes early, 15 minutes will be deducted from their attendance record.
- \* If students arrive 16 to 30 minutes late, or leave 16 to 30 minutes early, 30 minutes will be deducted from their attendance record.

This method of time deducted from a student's attendance record will accumulate missed time progressively but cannot result in a student missing more hours than are available on a normal class day. All attendance records are permanently maintained by WCCC.

## **EXCUSED ABSENCE POLICY**

Excused absences may be considered for up to 10% of the total program hours. Excused absences are considered "completed hours". This means that the student may graduate with 90% of the required clock hours in the program as long as they have completed the competencies. Some programs have specific attendance requirements due to program certification. Check with the Program Coordinator for your program specific attendance requirements.

## **ATTENDANCE WARNING/PROBATION**

In order to be considered a completer of the program, a student must complete 100% of the required clock hours for the program. Excused absences may be considered for up to 10% of the total program hours. Excused absences are considered "completed hours". This means that the student may graduate with 90% of the required clock hours in the program as long as they have completed the competencies. Some programs have specific attendance requirements due to program certification. Check with the Program Coordinator for your program specific attendance requirements.

- Students who are not meeting the attendance standards will be placed on Attendance Warning. This will occur during a meeting with the Student Services Coordinator. The student will be given written notice at this time and a copy of the letter will be placed in their permanent record. Students will remain on Attendance Warning until such time as their attendance meets the 90% requirement.
- A student on Attendance Warning who has a percentage of attended clock hours below 90% of their program's scheduled clock hours at the next evaluation point will be placed on Attendance Probation. This notice will be delivered by the Student Services Coordinator during a follow up meeting with the Program Coordinator and student. A copy of this notice will be placed in the students' permanent record.
- A student on Attendance Probation who has a percentage of attended clock hours below 90% of their program's scheduled clock hours at the next evaluation point will be withdrawn from the

program.

- For VA students: If you are withdrawn due to attendance, a report will be submitted to the VA to terminate your VA Educational Benefits effective on the day of the evaluation. This may create a debt with the VA. The VA will not pay benefits for any needed make-up hours due to poor attendance.

**NOTE: If, at any point, it is mathematically impossible for the student to regain good Attendance standing (90% or better) by the end of the following evaluation point, that student will be withdrawn from the program.**

## **ACADEMICS POLICY**

WCCC has academic requirements for all programs. See the Grading Scales listed on pages 44 and 45.

- Students who are not meeting the minimum GPA standards will be placed on Academic Warning. This will occur during a meeting with the Student Services Coordinator. The student will be given written notice at this time and a copy of the letter will be placed in their permanent record.
- If a student on Academic Warning fails to meet the minimum GPA standards by the following evaluation point, the student will be placed on Academic Probation. This notice will be delivered by the Student Services Coordinator during a follow up meeting with the Program Coordinator and the student.
- If a student on Academic Probation does not reach the minimum GPA by the following evaluation point, the student will be Withdrawn from the program.
- For VA students: If you are withdrawn due to poor academics, a report will be submitted to the VA to terminate your VA Educational Benefits effective on the day of the evaluation. This may create a debt with the VA.

**NOTE: If, at any point, it is mathematically impossible for the student to regain good Academic standing by the end of the following evaluation point, that student will be withdrawn from the program.**

## **PROBATION APPEAL**

A student may appeal their Academic or Attendance probation by submitting a letter of explanation to Student Services along with any required supporting documentation within two (2) business days of their Probation. This appeal will be reviewed by Student Services and the Program Coordinator. In special circumstances, an Academic or Attendance Probation status may be lowered to Warning status. The decision will be made within one (1) week of receipt of the appeal and is final. Appeals for Academic standards will be limited to one (1) per program. Appeals for Attendance are limited to two (2) per program. The student must explain what has changed in their situation that will allow them to meet SAP requirements at the next evaluation.

## **RE-ENROLLMENT**

In the event a student has been dropped from the program for Academic and/or Attendance reasons and wishes to re-enroll, all policies and procedures concerning admission to the program set forth in this catalog apply, with the following additional provisions:

1. The student will receive credit for hours successfully completed during their initial enrollment in the program within one (1) year. These hours will count as attempted and earned hours toward their Academic and Attendance totals. Cosmetology students have five (5) years from their initial start date to return and complete the program.
2. Students will only be charged tuition & fees for the remaining hours needed for their program completion.
3. Students may apply for re-admission once per program.

The exception to the re-enrollment policy is for Public Safety, there will be no credit for hours completed.

### **MAKE UP HOURS**

Students may petition the Program Coordinator for make-up hours. If the Program Coordinator approves the make-up hours, they must be completed within the time frame established by the Program Coordinator. The student will be charged \$37 per hour of approved make-up time. This fee must be paid prior to the start of the make-up hours. Make-up time cannot exceed 5% of the total program hours. (example: 900 hours X 5% = 45 hours). All make-up hours must be made up in a structured environment. Make-up hours cannot be used to achieve perfect attendance or be banked for future absences.

### **EXTERNSHIP PLACEMENT**

A student may be eligible for an externship placement with the approval of the Program Coordinator. All required documentation must be completed and all tuition must be paid in full or a payment plan in place.

To participate in the Externship Program, students must demonstrate Satisfactory Academic Progress and meet all other requirements of the program including behavior. Medical program students must maintain a 100% attendance rate in their externship.

Please refer to the Student Externship Handbook for more information.

### **LEAVE OF ABSENCE POLICY**

The school may grant a student enrolled in a full time program no more than two (2) leaves of absence not to exceed 180 days in any \*12 month period, during which time the student is not considered to be withdrawn. Prior to a leave of absence, a student must submit a written, signed, and dated request (available from Student Services), stating the circumstances for the request. The request is approved or denied within five (5) school days and the student is notified in writing. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence if the institution documents its decision and collects the written request at a later date. Should further leaves of absence be needed, the request must be reviewed by the Program Coordinator and the Adult Education Director. The student will then be notified in writing of the approval or denial of their request for an additional leave.

No additional institutional charges will be generated during the leave. The time frame of the leave of absence will be deducted from the grace period for loan repayment. For example, a student who utilizes 59 days of leave, will have 59 days deducted from the 180 day grace period for loan repayment. Leave of absence days include ALL calendar days (weekends, holidays, non-scheduled class days).

Before returning from a leave of absence, the student must inform Student Services and schedule a meeting with the Program Coordinator to devise a plan of completion. If the student fails to return from an approved leave of absence, he/she will be considered officially withdrawn, and a calculation will be done of tuition owed or refund due to student based on the student's last day of attendance.

\*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

### **MAXIMUM TIMEFRAME TO COMPLETE**

Federal policy states that a student has 150% of the published length of the program to complete all required coursework. If a student is unable to complete within this time frame, he/she will be withdrawn from the program.

## RETURN OF FEDERAL FUNDS

Federal returns will be made within 45 days of the determination date. If a student has a federal loan, it is his/her responsibility to inform the loan servicer that he/she is no longer in school. It is also the student's responsibility to complete federal loan exit counseling online at <https://studentaid.gov>. A copy of an official letter of withdrawal including the final date of attendance is given to the student; a copy is also placed in the student file.

## SECTION IV – STUDENT CONSUMER INFORMATION DISCLOSURES

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements for institutions participating in Title IV programs. A disclosure requirement is information that WCCC is required to distribute or make available to students (and sometimes employees). A reporting requirement is information submitted to the U.S. Department of Education or other agencies. Disclosure and reporting requirements sometimes overlap.

The following is a list of the key disclosure and/or reporting requirements, along with a description of how and when this information is distributed and where it can be found.

Information	Description	Where Information Is Located
Academic Program	Each school must make available to all prospective and enrolled student’s information about the academic programs of the school, including: <ul style="list-style-type: none"> <li>• Current certificate programs and other educational and training programs</li> <li>• Instructional, laboratory, and other physical plant facilities that relate to the academic program</li> <li>• Faculty and other instructional personnel</li> </ul>	WCCC Student Handbook
Annual Security Report (ASR)	The Clery Act requires institutions that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. The ASR details the following items: <ul style="list-style-type: none"> <li>• Crime Statistics</li> <li>• Timely Warning and Emergency Notification</li> <li>• Emergency Response and Evacuation Procedures</li> <li>• Programs to prevent dating violence, domestic violence, sexual assault, and stalking Policy</li> <li>• Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking</li> </ul>	The most current WCCC Campus Safety and Security Report is located online at <a href="https://www.mywccc.org/Downloads/Campus%20Safety%20and%20Security%20Report%202021.pdf">https://www.mywccc.org/Downloads/Campus%20Safety%20and%20Security%20Report%202021.pdf</a>  A hard copy of the WCCC Campus Safety and Security Report is available in the main office at each campus.
Constitution Day	Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.	Each year WCCC instructors provide information about the US Constitution to each student.
Contact Info for Assistance in Obtaining Institutional or Financial Aid Info	Schools must make available to prospective and enrolled students, information regarding how and where to contact individuals designated to assist in obtaining institutional or financial aid information.	WCCC Student Handbook

<p>Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)</p>	<p>Schools must readily make available to current and prospective students the school's policies and sanctions related to copyright infringement, including:</p> <ul style="list-style-type: none"> <li>• A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities</li> <li>• A summary of the penalties for violation of federal copyright laws</li> <li>• The school's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system</li> </ul>	<p>WCCC Student Handbook</p>
<p>Disbursement for Books and Supplies</p>	<p>Disbursement of books and supplies policy for Title IV eligible students must be provided to students in the consumer disclosures.</p>	<p>All required Title IV authorizations are reviewed with students during their financial aid appointment.</p>
<p>Drug and Alcohol Abuse Prevention Program</p>	<p>Each school must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> <li>• Information on preventing drug and alcohol abuse</li> <li>• Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities</li> <li>• Descriptions of applicable legal sanctions under state, local, and federal law</li> <li>• Description of health risks</li> <li>• Description of available counseling, treatment, rehabilitation, or re-entry programs</li> <li>• Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions</li> </ul>	<p>WCCC Student Handbook</p>
<p>Employment Positions and Placement Rates Available</p>	<p>Schools must make available to current and prospective student's information regarding the placement in, employment of, and types of employment obtained by, graduates of the school's certificate programs.</p> <p>Schools must identify the source of the placement information, and any time frames and methodology associated with it.</p>	<p>WCCC Student Handbook</p> <p>The Placement Rate Disclosure is available online at <a href="https://www.mywccc.org/Downloads/PLACEMENT%20RATES%20FY17FY18FY19FY20.pdf">https://www.mywccc.org/Downloads/PLACEMENT%20RATES%20FY17FY18FY19FY20.pdf</a></p>
<p>Entrance Counseling for Student Loan Borrowers</p>	<p>Prior to the first disbursement, each school must provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities.</p>	<p>WCCC Student Handbook</p> <p>Entrance Counseling for Student Loan Borrowers can be completed at <a href="https://studentaid.gov/">https://studentaid.gov/</a>.</p>

Exit Counseling for Student Loan Borrowers	Each school must provide counseling to borrowers of loans under the Federal Direct Loan programs (other than consolidated or Parent PLUS loans) shortly before the student borrower ceases at least half-time study at the school.	WCCC Student Handbook Exit Counseling for Student Loan Borrowers is completed at <a href="https://studentaid.gov/">https://studentaid.gov/</a>
Facilities and Services Available to those with Disabilities	Each school must make available to prospective and enrolled student's information about facilities and services available to students with disabilities, including students with intellectual disabilities.	WCCC Student Handbook
Family Education Rights and Privacy Act (FERPA)	<p>Each school must annually provide a notice to all enrolled students about:</p> <ul style="list-style-type: none"> <li>• The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the Department of Education</li> <li>• Procedures for reviewing educational records and requesting amendment of records</li> <li>• If applicable, information about the school's policy regarding disclosures to school officials with a legitimate educational interest in the educational records.</li> </ul> <p>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</p> <ul style="list-style-type: none"> <li>• The types of information the school has designated as directory information</li> </ul> <p>The student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing.</p>	WCCC Student Handbook
Financial Aid Information	<p>Each school must make available to prospective and enrolled student's information about:</p> <ul style="list-style-type: none"> <li>• All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school</li> <li>• Terms and conditions of the Title IV, HEA loans</li> <li>• Criteria for selecting recipients and for determining award amount</li> <li>• Eligibility requirements and procedures for applying for aid</li> <li>• Methods and frequency of disbursements of aid</li> <li>• Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress</li> <li>• Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans</li> <li>• Procedures and forms by which students apply for assistance</li> <li>• Exit counseling information the school provides and collects.</li> </ul>	<p>WCCC Student Handbook</p> <p>All required information is discussed with the student during the financial aid appointment.</p> <p>Additional information can be found on the Department of Education's website at <a href="https://studentaid.gov/">https://studentaid.gov/</a>.</p>

Institutional Information (Miscellaneous)	Institutional information required by 34 CFR Sec 668.43 and other institutional information <ul style="list-style-type: none"> <li>• College Navigator website</li> <li>• Net Price Calculator</li> <li>• Retention Rates</li> <li>• Student Body Diversity</li> <li>• Textbook Information</li> <li>• Vaccination Policies</li> </ul>	WCCC Student Handbook
Misrepresentation	The Institution has several formal processes in place to ensure that <ul style="list-style-type: none"> <li>• The Institution does not misrepresent the nature of its educational program</li> <li>• The Institution does not misrepresent the nature of its financial charges</li> <li>• The Institution does not misrepresent the employability of its graduates</li> </ul>	WCCC Student Handbook
National Student Loan Data System (NSLDS)	Schools that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.	WCCC Student Handbook
Notice of Federal Student Financial Aid Penalties for Drug Law Violations	Each school must provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA.	WCCC Student Handbook WCCC Registration Form
Price of Attendance	Each school must make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest.	Students are given a program specific Federal Student Aid College Financing Plan during their financial aid appointment.
Principles of Excellence for Institutions Serving Service Members, Veterans, Spouses, and Other Family Members	In carrying out the principles of E.O. 13607, an institution commits to provide the College Financing Plan to veterans and service members before they decide to attend the institution. This might be accomplished most easily by providing the College Financing Plan to all students. An institution may make appropriate modifications by deleting items that are not relevant for particular groups of students.	WCCC Student Handbook  Students are given a program specific Federal Student Aid College Financing Plan at their financial aid appointment.
Refund Policy, Requirements for Withdrawals and Return of Title IV Financial Aid	Each school must make available to prospective and enrolled students information about: <ul style="list-style-type: none"> <li>• Any refund policy the school must comply with for the return of unearned tuition and fees or other refundable portions of costs paid to the school.</li> <li>• Requirements and procedures for official withdrawal</li> <li>• Requirements for Return of Title IV, HEA grant or loan aid</li> </ul>	WCCC Student Handbook



School and Program Accreditation, Approval, or Licensure	Each school must make available to prospective and enrolled students: <ul style="list-style-type: none"> <li>Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs</li> <li>Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</li> </ul>	WCCC Student Handbook
State Grant Assistance	Schools must inform all eligible borrowers enrolled in the school about the availability of and their eligibility for grant assistance from the state in which the school is located.	Information provided to all students during the Information Session.
Student Code of Conduct	This document provides a code of ethics and conduct that students are expected to follow while on campus or in attendance at a school sponsored function.	WCCC Student Handbook
Student Right-to-Know Act	Each school must annually make available to prospective and enrolled students the completion or graduation rate of certificate seeking, first-time, full-time, undergraduate students. The data are available by July 1 each year for the most recent cohort that has had 150% of normal time for completion by August 31 of the prior year.  If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the school. Completion or graduation rates are sorted by: <ul style="list-style-type: none"> <li>Gender</li> <li>Major racial and ethnic subgroup (as defined in IPEDS)</li> <li>Recipients of a Federal Pell Grant</li> <li>Recipients of Subsidized Loan who did not receive Pell Grant</li> <li>Students who did not receive a Pell Grant OR subsidized Loan</li> </ul>	WCCC Student Handbook  Detailed statistics and information is also available to prospective and current students through the College Navigator function of the National Center for Education Statistics (NCES) website at <a href="https://nces.ed.gov/collegenavigator/?q=Warren+County+Career+Center&amp;s=all&amp;zc=45036&amp;zid=0&amp;of=3&amp;ts=OH&amp;id=407832">https://nces.ed.gov/collegenavigator/?q=Warren+County+Career+Center&amp;s=all&amp;zc=45036&amp;zid=0&amp;of=3&amp;ts=OH&amp;id=407832</a>  Student and prospective students can also find information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions on the Department of Education College Scorecard website at <a href="https://collegescorecard.ed.gov/">https://collegescorecard.ed.gov/</a>
Transfer of Credit	Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of credit policies that include, at a minimum: <ul style="list-style-type: none"> <li>Any established criteria the school uses regarding the transfer of credit earned at another school</li> <li>A list of schools with which the school has established an articulation agreement</li> </ul>	WCCC Student Handbook  WCCC's Transfer of Academic Credit Policy is available online at <a href="https://www.mywccc.org/FinancialAid.aspx">https://www.mywccc.org/FinancialAid.aspx</a>
Voter Registration Form	Each school must: <ul style="list-style-type: none"> <li>Make a good faith effort to distribute a mail voter registration form to each student enrolled in a certificate program and physically in attendance at the school.</li> </ul>	Voter registration forms can be obtained from the Adult Education Office.

## SECTION V –STUDENT RECORDS/COMPLETION/PLACEMENT

### FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Under authority of the Family Education Right to Privacy Act, the district has established a policy for the release of student and/or graduate information:

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information. The Superintendent is responsible for the proper administration of student records in keeping with State law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A director, coordinator or other qualified school personnel must be present to explain any of the tests or other material. All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student." The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. By prior written consent;
2. As directory information and
3. Under other limited circumstances, as enumerated under administrative regulations. The following rights exist:
  1. The right to inspect and review the student's education records;
  2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
  3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
  4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. (See Administrative Regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. Student's name
2. Student's address
3. Telephone number(s)
4. Student's date and place of birth
5. Participation in officially recognized activities and sports
6. Student's achievement awards or honors

7. Student's weight and height, if a member of an athletic team
8. Major Field of study
9. Dates of attendance ("from and to" dates of enrollment)
10. Date of graduation

The above information is disclosed without prior written permission, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

## **PRINCIPLES OF EXCELLENCE**

WCCC, and any off-site campus locations, will comply with the Principles of Excellence (Executive Order 13607) following guidance set forth by the Department of Veteran Affairs, the Department of Education and the Department of Defense. WCCC currently complies with the Principles of Excellence in the following ways:

- Each veteran is provided a personalized College Financing Plan with all costs associated with a program prior to enrolling.
- Inform students who are eligible to receive Veterans education benefits of the availability and potential eligibility of Federal financial aid before packaging or arranging private student loans or alternative financing programs.
- Avoid fraudulent and unduly aggressive recruiting techniques as well as misrepresentations, payment of incentive compensation and failure to meet State authorization requirements.
- Obtain the approval of the institution's accrediting agency for new courses or program offerings prior to enrolling students.
- Accommodate service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.
- Align institutional refund policies with those under Title IV, which governs the administration of Federal student financial aid programs.
- Provide educational plans for all military and Veteran education beneficiaries.
- WCCC has a Student Services Office and Financial Aid Office designated to provide academic and financial advising.

## COMPLETION RATES

The *Student Right to Know Act* requires schools to disclose completion rate statistics for first-time, full-time students who completed within 150% of the normal time allowed for their program. For reporting purposes, full-time is defined as attending 24 hours per week or more. Because of this definition, not all programs are calculated in this metric. This information is for reporting purposes only and does not accurately represent total enrollment at WCCC. Rate = 87%

## RELEASE OF STUDENT RECORDS

### Student Records Access

All students shall have the right to review their records. Access must be provided within seven (7) calendar days after the request. Documents or records in the students' permanent file shall be available. The Adult Education Director/Designee shall be present during any review of the student records. Parents of dependent students may be allowed access to student records, but only if the student signs a release form giving them permission.

### Release of Student Records

Any person requesting a release of student records shall contact the Adult Education Director/Designee. The requestor must provide a request and a student release of information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student's file.

## TRANSCRIPTS

Students receive an official transcript in their Career Passport upon completion of their program. They may also request a transcript at any time during or after program completion. Transcript request forms are available in the WCCC Adult Education and Workforce Development office and online through the school's website.

Students may request transcripts online, in person or by phone. After completion of the program, the student must pay a processing fee of \$5.

If the student owes a balance to the WCCC, an "Unofficial" transcript can be released directly to another school.

**Note: Transcripts will not be released until all WCCC fees are paid. Financial aid requirements such as exit counseling must also be completed.**

## PLACEMENT AND FOLLOW-UP

Adult students enrolled in full-time programs as well as graduates of these programs will be assisted in placement activities in a variety of ways. Employability Skills such as creating a resume, participating in mock interviews, and online job searches are included in each program.

When a student obtains employment, either during training or following completion, the student is requested to provide the following information to the Program Coordinator, instructor or office personnel: employer name, address, phone number, immediate supervisor, job title, hourly wage, hours per week worked, and start date.

Throughout the year, students who completed or withdrew during the previous 12-month period are contacted by mail or phone to determine current employment status.

Students are encouraged to complete the Alumni Registry before completion of course/program. The registry can be completed by going to [www.mywccc.org/AlumniHome.aspx](http://www.mywccc.org/AlumniHome.aspx) ; select “Click Here to Register”. After registering initially, students should continue to update the Alumni Registry as needed.

### **CERTIFICATE OF COMPLETION**

A student is considered a “Completer” and will be awarded a certificate of completion if he/she has met the attendance and academic requirements, and completed all financial obligations. The academic and attendance requirements are 90% attendance and a grade of “C” in each required course as included on the student transcript. Cosmetology and Public Safety students are required to complete 100% of the scheduled hours of the program.

### **CAREER PASSPORTS**

The Career Passport is a portfolio containing formal documents and describes the marketable skills of the career technical student who has completed his/her program. It is designed to assist students in making the transition from school to work, job seeking and career planning by presenting skills and knowledge acquired while enrolled with WCCC.

To be eligible for a Career Passport, a student must satisfactorily complete his/her full time training program and meet all financial obligations to the school including Exit Counseling. These requirements must be met before the student’s completion date.

## **SECTION VI - STUDENT CODE OF CONDUCT**

Students learn best in an atmosphere of mutual acceptance and trust, one that promotes a safe and inclusive atmosphere conducive to student success. Rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law. In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order at WCCC. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others of their basic rights, creates a hostile environment for others or violates rules as stated in the Student Code of Conduct. The Student Code of Conduct applies for all locations of the WCCC: Main Campus, WCCC - Atrium Campus, Great Oaks Career Campuses – Electrical Power Line Mechanic Program and Upper Valley Career Center – Electrical Power Line Mechanic.

Each student is expected to:

- abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education
- abide by federal, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to staff and fellow students
- be prompt to school and attentive in classwork
- cooperatively work with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

Violation of the student code of conduct will result in temporary removal, written reprimand, and/or dismissal from the program.

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code which outlines the conduct for which a student may be removed from an activity, be suspended or expelled from school.

### **STUDENT DISCIPLINE CODE**

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action.

It is the school's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after a review of facts and/or special circumstances of the situation.

A behavior or specific action that may not be listed in the student discipline code, yet violates the discipline code, can be a cause of disciplinary action.

## CATEGORY A

Students behaving in a manner as described in Category A will be suspended from school for three school days and will be recommended to the Director of Adult Education for dismissal.

**FIREARMS:** A student shall not bring a firearm to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Firearm" means: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device; (See 18 U.S.C.A. Sections 921-924). "Destructive device" means: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine, or device similar to any of such devices. A student committing this violation will be expelled for a period of up to one calendar year. The Director of Adult Education will consider the recommendation for dismissal based on the following:

1. The student has not had a record of re- occurring discipline problems.
2. There are mitigating circumstances surrounding the offense that may indicate a suspension is sufficient disciplinary action

**KNIVES:** A student shall not possess, transmit, use, or conceal a look alike weapon, including but not limited to, a knife, gun, or a device that could be considered a look alike weapon.

## CATEGORY B

Students behaving in a manner as described in Category B will be suspended from school for three (3) school days and recommended to the Director of Adult Education for dismissal. The school may refer these cases to the proper legal authorities.

**ACADEMIC DISHONESTY:** A student shall not act or behave in a way that is consistent with cheating. All students must practice academic integrity.

**ARSON:** A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

**ASSAULT:** A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

**COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS:** A student shall not possess, use, transmit, conceal, or sell counterfeit controlled substances or related tools as defined in Amended House bill 535.

**DANGEROUS WEAPONS/OBJECT:** A student shall not bring a dangerous weapon/ object to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but is not limited to: a chain, club, metal knuckles, explosives, noxious irritation, poisonous gases, poison or firearm (not within the definition in Category A-1 Firearms) and any other items that could be considered a dangerous weapon or object capable of inflicting bodily injury.

**FALSE ALARMS:** A student shall not initiate an alarm for fire, impending bomb explosion, or other catastrophe without just cause.

**FIREWORKS AND EXPLOSIVES:** A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

**NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA:** A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs, alcoholic beverages, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

**UNAUTHORIZED ENTRY:** A student shall not enter a school building, or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

### **CATEGORY C**

Students behaving in a manner as described in Category C may be suspended from school for one to three school days. Serious and/or further violations may result in dismissal.

**DEFIANCE:** A student shall not refuse or otherwise fail to follow directives given by school personnel, nor shall the student refuse to identify himself/herself when asked.

**DESTRUCTION OF PROPERTY:** A student shall not cause or attempt to cause damage to school or private property.

**DISRESPECT:** A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

**DISRUPTION OF SCHOOL:** A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school.

**EXTORTION:** A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

**FIGHTING:** A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

**GROSS IMMORALITY:** No student shall commit any acts of gross immorality on school property or during school events. No student shall engage in sexual acts on school property or during school events. No student shall publish, distribute or possess obscene or pornographic material on school property or during school events.

**HARASSMENT:** A student shall not plan, encourage or engage in any harassment of another student or person. This may include, but not be limited to, physical, mental, and/or sexual harassment and domestic violence. All persons associated with this district are expected to conduct themselves at all times in a non-sexually harassing manner. Any person who engages in sexual harassment will be in violation of this policy. Prohibited sexual harassment includes, but is not limited to, slurs, stalking, verbal, non-verbal or physical conduct of a sexual or harassing nature.

**HAZING:** A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio Law.

**PLAGARIZING:** It is expected that all students deliver original work. Where others' ideas or words are used, citations must be included. Plagiarism of any kind will not be tolerated. There are civil and criminal penalties for violation of federal copyright laws.



**RECORDS:** A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

**SEARCH:** No student shall refuse, impede, hinder, obstruct, or otherwise interfere with search.

**STEALING:** A student shall not take or acquire the property of others without the consent of the owner.

### **CATEGORY D**

Students behaving in a manner as described in Category D may be suspended from school for one to three school days. Repeated violations may result in dismissal.

**CLASS DISRUPTION:** A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.

**FAILURE TO ATTEND SCHOOL:** A student shall comply with the established attendance procedures.

**PROFANITY/OBSCENITY:** A student shall not use profane or obscene language or gestures.

**RESTRICTED AREA:** A student shall not enter a closed or restricted area without administrative or staff approval.

**RULES/REGULATIONS OF STUDENT HANDBOOK POSTED SCHOOL STANDARDS:** A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.

**STUDENT AUTOMOBILES/PARKING LOT:** Use of the parking lot is a privilege. A student shall comply with the parking lot regulations.

**TARDINESS TO CLASS:** Students are expected to comply with established procedures.

**SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS:** A student shall not smoke or use tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking on school property in accordance with Chapter 3794 of the Ohio Revised Code. To report violations call 1-866-559-(OHIO) 6446.

**E-CIGARETTES:** The Board prohibits the use or possession of electronic cigarettes by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

**AIDING/ABETTING:** A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner will be disciplined according to the consequences given for the rule being violated by the other student.

**REPEATED VIOLATIONS OF SCHOOL RULES:** A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct

**SCHOOL PROPERTY:** School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to inspection and search at any time.

**STUDENT ACTIVITIES:** A student shall comply with the rules and regulations of said club, organization, department and/or school.

## **STUDENT CONDUCT COMPLAINT PROCEDURES**

Any student, faculty member, staff member or administrator may file a formal complaint against a student alleging a violation of the Student Code of Conduct. A formal complaint may be filed by using the online reporting form at [www.mywccc.org](http://www.mywccc.org) under topic "Campus Security", calling in at (866) 547-8362, or contacting Student Services.

All formal complaints will be referred to the Director of Adult Education, or his designee, for investigation, mediation and/or possible resolution. The Director, or his designee, will conduct an investigation and endeavor to complete the investigation within five (5) working days after the receipt of the complaint. If the investigation results in a determination that a violation occurred, the Director will schedule a conference with the parties involved, either separate or together, depending on the circumstances. The student will be notified in writing of the date, time and location of the Student Conduct Conference. Following the Student Conduct Conference, the Director, or his designee, will decide whether the student violated the Student Code of Conduct and determine disciplinary action, if any, up to and including dismissal.

The Director of Adult Education shall take action on the formal complaint within five (5) working days after the receipt of the complaint, or if a hearing is requested, within five (5) working days after the conclusion of the hearing. The action taken and the reasons for the action shall be written and copies sent to the aggrieved and the Superintendent.

### **COMPLAINT PROCEDURES**

When concerns or complaints arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or fellow student, nor should anyone fear reprisal for the proper expression of a legitimate concern. A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subject to an illegal rule or standard.

Any student having a complaint shall first discuss such complaint with the Student Services Coordinator within five (5) working days following the act or condition which is the basis of the complaint. If the discussion does not resolve the issue, the student may:

- a. Lodge a written complaint with the Director of Adult Education within five (5) working days following the act or condition which is the basis of the complaint. A standard complaint form is available upon request from Student Services or the Director's office. A copy of the form shall be filed in the student's permanent record.
- b. The student shall have a right to request a hearing before the Director of Adult Education. The student shall be advised in writing of the time, place, and date of the hearing.
- c. The Director of Adult Education shall take action on the written complaint within five (5) working days after the receipt of the complaint, or if a hearing is requested, within five (5) working days after the conclusion of the hearing. The action taken and the reasons for the action shall be written and copies sent to the student and the Superintendent. Final results shall be maintained in the student's permanent record.

If the action taken by the Director of Adult Education does not resolve the issue the student may: Appeal in writing to the Superintendent within five (5) working days from the receipt of the written memorandum of the Director of Adult Education's action. A hearing shall be conducted by the Superintendent within five (5) working days after the receipt of the request. The student shall be advised in writing of the time, place, and date of the hearing. The student shall have the right to be accompanied by a representative. The Superintendent shall take action on the appeal, or if a hearing is requested, within five (5) working days after the conclusion of said hearing. The action taken and the reasons for the action shall be written and copies sent to the student and the Director of Adult Education.

If a satisfactory solution is not reached in those levels of appeal, the student can address the issue to WCCC's accrediting agency, Council of Occupational Education (COE), 7840 Roswell Road, Building 300,

Suite 325, Atlanta, Georgia 30350, (770) 396-3898, or 1 (800) 917-2081, FAX (770) 396-3790. [www.council.org](http://www.council.org). COE will ask the student to verify that he or she has exhausted all local levels of appeal.

If, after contacting the school and the accreditor, your complaint still cannot be resolved, you have the right to contact the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215, (614) 387-1215; [www.ohiohighered.org](http://www.ohiohighered.org).

## **ADMINISTRATION OF STUDENT DISCIPLINARY CODE**

The Director of Adult Education, or designee, shall administer the student disciplinary code and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

WCCC utilizes a progressive discipline policy that begins at the instructor level and can escalate to the Adult Education Director, if needed. The discipline may include a verbal warning, written warning, probation with or without suspension, and/or student dismissal from school.

If a student commits a crime while under the school's jurisdiction, (s) he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

## **DISCIPLINE OPTIONS**

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, on school property, in a school vehicle, off school grounds immediately before or after school, on the way to or from school, at any school-sponsored activity on or off school grounds, a violation on the part of a student or any one or more of the rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, administrative conference, emergency removal, removal from a school vehicle, suspension from school, or dismissal from school.

## **DUE PROCESS RIGHTS**

Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal (over 24 hours) suspension, or expulsion. The administrator shall:

1. Give the student written notice of the intention to suspend and the reason(s) for the intended suspension.
2. Provide the student an opportunity to appear at the informal hearing before the designated administrator, superintendent or superintendent's designee, and challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. Provide the student the right to appeal to the Board of Education's designee and be represented.

## **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Director of Adult Education will make a decision whether or not to suspend. If a student is suspended, he/she will be notified, in writing within one day, of the reason for and the length of the suspension. A suspension for a period of two (2) days or more may be appealed by scheduling an appointment with the Superintendent within ten days after receipt of the suspension notice.

The appeal shall be conducted in a private meeting and the student may be represented. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the WCCC Board of Education. Within ten (10) days of the Superintendent's hearing, a letter addressed to the Board President must be delivered to the Superintendent's office.

When a student is suspended, he/she may make up work missed while on suspension without credit.

### **DISMISSAL FROM SCHOOL**

When a student is dismissed, the student will receive a formal letter of notification. Students being considered for dismissal may or may not be removed immediately.

A student has the right to appeal the decision in writing to the Superintendent of the WCCC, who will hold a formal hearing at the student's request and issue a written decision. The student has a right to representation at that hearing, and will be presented with the evidence supporting the dismissal. A decision of the Superintendent to uphold dismissal may be appealed to the WCCC School District Board of Education or Designee within ten calendar days after the student is in receipt of the decision. The student has a right to request a hearing before the Board of Education/Designee, and may have representation present during that hearing. The Board/Designee may vacate, uphold or otherwise modify the decision.

### **PERMANENT EXCLUSION**

When a student is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- any possession or involvement with a deadly weapon
- drug trafficking
- murder, manslaughter, assault or aggravated assault
- certain sexual offenses
- complicity in any of the above crimes

This process is formal and will usually follow a dismissal and the proper notification to the student. WCCC makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
1. is obscene to minors, libelous, indecent or vulgar
  2. advertises any product or service not permitted to minors by law
  3. intends to be insulting or harassing
  4. intends to incite fighting or presents a likelihood of disrupting school or a school event
- B. Materials may not be displayed or distributed during class periods or during passing times between courses. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **SECTION VII – ALCOHOL AND DRUGS**

In accordance with the Drug-Free Schools and Community Act of 1989, Public Law 101-226, WCCC seeks to establish a drug-free learning environment. The harmful effects of nonprescription drugs and alcoholic beverages are well-documented: drowsiness, disorientation, poor perception of time and distance, fatigue, loss of appetite, depression, aggressive tendencies, respiratory dysfunction and an altered ability to learn and remember information.

Student participation in the possession, use, or distribution of alcohol is expressly forbidden on campus or during school-related activities. The possession, use or distribution of illegal drugs or the illegal use or distribution of prescription drugs is also expressly forbidden on campus or during any school-based activities. There are no exceptions to these rules. Furthermore, anyone thought to be under the influence of drugs or alcohol while on campus will be removed from the school and enrollment privileges or employment could be permanently suspended. Students suspended under this policy may be reinstated if they complete a drug/alcohol rehabilitation program, such as Alcoholics Anonymous or The Community Center on Alcoholism/Drug Abuse of Warren/Clinton County. WCCC is required to notify current/prospective students and employees of the federal legal sanctions associated with the possession or trafficking of a controlled substance.

There are numerous legal sanctions under local, state and federal laws, which can be used to punish violators. The federal sanctions may be seen in the financial aid section of the WCCC Student Consumer Handbook. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

Readmission or re-employment will depend on the circumstances, mitigating factors and possibly the successful passing of two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria established by the U.S. Dept. of Education to determine whether or not a student may be eligible to regain eligibility of Federal funds. Any crimes committed on campus regarding drugs or alcohol will be reported to the Clearcreek Township Police Department or other local law authorities.

### **MEDICAL MARIJUANA**

The Federal Government regulates drugs through numerous laws, including the Controlled Substance Act, the Drug Free Workplace Act, and the Drug Free Schools & Communities Act as listed under the Drug-Free Schools and Campuses Regulations (EDGAR Part 86). These laws do not recognize the difference between medicinal and other uses of marijuana, which is classified as a Schedule I drug under the Controlled Substances Act. Schools must abide by and certify compliance with all federal laws and regulations in order to be eligible to receive federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs). Students who violate this policy may be subject to federal penalties.

### **SUBSTANCE ABUSE ASSISTANCE**

If you or someone you know would like help with a substance abuse problem, contact the Student Services Coordinator at (513) 933-3959. A counselor is available to assist students with a more targeted or intensive counseling. Treatment and rehabilitation are available through the following agencies and centers:

- Solutions Community Counseling & Recovery Center: Warren County Office – (800) 932-3366; Lebanon Main Office – (513) 228-7800; 975 Kingsview Dr. Lebanon, Ohio 45036
- Butler Behavioral Health, Lebanon Counseling Center: (513) 896-7887; 212 Cook Road, Lebanon, OH
- Salvation Army Adult Rehabilitation Center: Cincinnati – (513) 351-3457 and Dayton – (937) 979-1135

- Warren County Outpatient Assistance: (513) 932-4337
- Alcoholics Anonymous: (513) 423-0102; 20 South Breiel Blvd, Middletown, Ohio
- Warren County Dept. of Family Services: (513) 695-1420; 416 South East Street, Lebanon, Ohio 45036
- SAMHSA-Substance Abuse Mental Health Services Administration: (800) 662-4357; (800-662-HELP)
- Alcoholism and Drug Abuse Hotline: (800) 252-6465. (Open 24 hours)

### **Web Resources:**

- The Ohio Dept. of Mental Health and Addiction Services: (<http://mha.ohio.gov>) (877) 275-6364;
- Ohio Addiction Recovery Center: <http://www.ohioarc.com>; 866-563-4571
- Warren County United Way Community Resource Directory: “First Call For Help” (Available in Student Services Office or call (513) 695-4636)

## **ADVICE FOR INSTRUCTORS**

Be vigilant! Be aware of your students’ behavior and report signs of emotional or mental difficulties. Also, be alert for signs of domestic violence or substance abuse. Early intervention may help the student avoid a destructive pattern or event. Note such signs as:

- Inability to concentrate
- Bruising
- Poor attendance
- Extreme nervousness
- Dilated pupils
- Outbursts of anger
- Depression

*Watch or review online video “See the Signs. Speak Out” at <http://odvn.org/home-speakout>. Contact Student Services or the Campus Security Authority on Duty if you observe any of these warning signs. Immediately report any suspicion of substance abuse.*

Warren County Sex Offender Registration Information: Warren County Sheriff’s Office ([www.sheriffalerts.com](http://www.sheriffalerts.com))

In accordance with Ohio law, the Ohio Attorney General’s Office maintains the electronic sex offender registration network (“eSORN”) registry. The registry contains information about currently published sex offenders and child victim offenders (collectively “Offenders”) residing in the State of Ohio, as provided by the local sheriff’s offices responsible for registering the offenders.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student’s consent. Students are provided lockers/desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

## **SECTION VIII – TECHNOLOGY**

### **COMPUTER ACCESS OR COPYING**

Students have access to the internet. The WCCC Technology Department issues unique and secure log-in credentials by e-mail to each student. Student e-mail addresses are submitted on the registration form and entered into the student database.

It is illegal to access another's computer account without permission. Permission to access another's account must be in writing and must include the instructor's signature as authorization. Entering and/or reproducing any information that is not directly related to the instructional assignment is strictly prohibited. It is the policy of the district that a student cannot interfere with the operation of school business. Unauthorized access, entering unauthorized information, and/or reproducing unauthorized information/material falls under this policy. Students are not permitted to bring, install, or use unauthorized software for use on any school computer.

All students using computers with internet access must sign the Computer Network and Internet Agreement regarding proper computer and internet use.

### **COMPUTER NETWORK AND INTERNET (ACCEPTABLE USE AND INTERNET SAFETY)**

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program. Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to Minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

All students must read the Acceptable Use and Internet Safety Policy and submit a properly signed agreement form prior to the start of class. Staff are asked to sign an agreement each year after reviewing the policies and regulations of the District.

#### **SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess cost and attorney's fees. For details, see Title 17, United States Code, Sections 504 and 505.



## SECTION IX – FULL & PART TIME PROGRAMS

All Program prices are subject to change.

### FULL-TIME PROGRAMS

#### ADVANCED MANUFACTURING TECHNOLOGY

Location: WCCC - Main Campus

Tuition: \$7,839

Supplies: \$1,011

Monday thru Thursday, 5:30 PM – 9:30 PM

Program Length: 900 clock hours / 13 months

Theory Hours: 490 / Lab Hours: 410

#### Course Description:

The program prepares students for entry-level employment in fields that require hands-on skills in industrial electrical and fluid power systems. Skills gained are needed in the manufacture, troubleshooting, and/or maintenance of equipment and components used in a variety of manufacturing systems. Classroom and hands-on training units of study include electrical circuitry, industrial electrical wiring, motor controls, programmable logic control programming and troubleshooting, fluid power circuitry, fluid power systems and components, pneumatic systems technology, and MIG welding processes. Additional training is provided in OSHA safety, technical mathematics, blueprint reading and dimensional metrology.

#### Certifications:

- WCCC Competency Certifications in: Industrial Electrical Motor Controls, Programmable Logic Controllers, FANUC Robotics programming and Hydraulic and Pneumatic Systems.
- MSSC Certified Production Technician
- MSSC CPT Manufacturing Processes & Production
- MSSC CPT Maintenance Awareness
- MSSC CPT Quality Practices & Measurement
- MSSC CPT Safety
- OSHA 10-hour General Industry Certification
- Heartsaver First Aid CPR AED Certification
- WCCC Certificate of Program Completion

CAREER-TECHNICAL INSTRUCTIONAL MODULES	THEORY	LAB
OSHA Safety	10	0
MSSC Safety Module	20	4
First Aid/CPR	4	4
AC/DC Electrical Learning Systems	14	14
Electric Relay Control Learning System	8	8
Basic Electric Machines Learning System	20	20
Electric Motor Control Learning	20	20
Power and Control Electronics Learning System	20	20
PLC Learning System	30	30
PLC Combine Troubleshooting Learning System	24	24
Robotics and Computer Programming	20	24
Pneumatic Learning System	18	18
Pneumatic Troubleshooting Learning System	18	18
Electro-Fluid Power Learning System	18	18
Controls Technology Learning System	14	14
Intermediate Hydraulics Learning System	10	10
Hydraulic Troubleshooting	20	20
Mechanical Drives I Learning System	16	16
Mechanical Drives II Learning System	16	16
Mechanical Drives III Learning System	16	16
ARC Welding I	17	17
MIG Welding I	17	17

Blue Print Reading	6	6
Precision Gauging Learning System	6	6
Computer Aided Design I Learning	6	6
CNC Machine Tool Learning System	24	24
Lean Manufacturing	8	4
MSSC Manufacturing Processes and Production	20	4
MSSC Quality Practices and Measurements	20	4
MSSC Maintenance Awareness	20	4
Career Readiness	10	4
<b>TOTAL</b>	<b>490</b>	<b>410</b>

## COSMETOLOGY

Location: WCCC - Main Campus

Tuition: \$14,881

Supplies: \$1149

Monday thru Thursday, 10 AM – 5:30 PM

Program Length: 1500 clock hours / 58 weeks

Theory Hours: 428/ Lab Hours: 1072

### Course Description:

The program is designed to prepare students to take the Ohio State Board of Cosmetology and Barbering exam for licensure. The 1500 clock hour Basic Cosmetology Program includes both theory classes and practical lab experiences in the school's Cosmetology Salon. Students practice with manikins, each other, and gain real work experience with individual clients and by participating in community service projects. Students will learn the art of hairstyling, including haircuts, style, color, etc., as well as how to perform facials, manicures and pedicures. Students also improve their skills by completing a 300 clock hour externship experience in a local salon, spa or other commercial setting. Program completers are eligible to take the State Board of Cosmetology licensure examination. The WCCC Cosmetology program is a Milady CIMA school. The Milady CIMA approach to education includes the latest information and trends in Cosmetology.

### Certifications:

- Program completers are eligible to take the Ohio State
- Board of Cosmetology and Barbering licensure exam.
- WCCC Certificate of Program Completion
- Heartsaver First Aid CPR AED Certification



CAREER-TECHNICAL INSTRUCTIONAL MODULES	THEORY	LAB
Infection Control & Principles/Practices	39	60
Properties of the Hair & Scalp	46	72
Hair Procedures & Practices	100	315
Chemical Procedures & Practices	98	350
Manicure & Pedicure Procedures & Practices	40	92
Skin Care Procedures & Practices	47	70
Artificial Lashes/Extensions	4	7
Facial Make-Up & Brow Tinting	6	11
Salon Operations & Communication Skills	37	70
Cosmetology Laws & Rules	10	25
Human Trafficking	1	0
<b>TOTAL</b>	<b>428</b>	<b>1072</b>

## CYBERSECURITY AND NETWORKING

Location: WCCC - Main Campus

Tuition: \$10,770

Supplies: \$2,730

Monday thru Thursday, 6 PM – 10 PM

Program Length: 640 clock hours / 10 months

Theory Hours: 317 / Lab Hours: 323

**Course Description:**

This full-time program prepares the student for a career working with computer and networking systems. The program's curriculum includes: IT Fundamentals; Supporting Office Suites; understanding and configuring network and firewall protocol; Visual Basic and Shell programming; basic Cybersecurity and Cloud computing concepts, Virtualization and Remote Access. In addition, the program covers a wide range of CompTIA® certifications with additional certifications in Windows Configuration, Linux, and the Cisco Certified Network Associate (CCNA). Professional development class will also help prepare the student with resume writing and interviewing skills.

**Required Prior to Enrollment:**

- Pass FBI/BCI background check

**Certifications:**

- CompTIA A+ Certification (2 part)
- CompTIA Security+ Certification
- CompTIA Network+ Certification
- CompTIA Server+
- CompTIA IT Fundamentals
- Cisco Certified Network Associate (CCNA 2 part)
- WCCC Certificate of Completion

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY</b>	<b>LAB</b>
Professional Development	10	18
Cisco Certified Network Associate (Part 1)	33	23
Programming Logics	22	34
Cisco Certified Network Associate (Part 2)	33	23
CompTIA Network+ Certification	28	28
CompTIA Security+	25	31
CompTIA Server+	28	28
Windows Configuration	27	27
IT Fundamentals	28	28
CompTIA A+ Hardware	28	28
CompTIA A+ Software	28	28
LPI Linux Essentials	27	27
<b>TOTALS</b>	<b>317</b>	<b>323</b>

**ELECTRICAL POWER LINE MECHANIC**

Location: WCCC - Main Campus

Tuition: \$12,800

Supplies: \$3,800

Mon thru Thurs, 10 AM – 4 PM **OR** 4 PM – 10 PM

Program Length: 900 clock hours / 10 months

Theory Hours: 275 / Lab Hours: 625

Location: Upper Valley CTC

Tuition: \$11,300

Supplies: \$3,800

Mon thru Thurs, 10 AM – 4 PM

Program Length: 900 clock hours / 10 months

Theory Hours: 275 / Lab Hours: 625

**Course Description:**

The Electrical Power Line Mechanic program provides instruction in installing, maintaining, and repairing electric distribution lines, driving commercial motor vehicles (CMV), workplace safety, and employability skills for jobs in the electric utility industry. Although the primary focus is the electric utility industry, many of the skills taught in the program transfer directly to the telecommunications industry (e.g., job safety, pole climbing, driving CMVs, operating bucket trucks, equipment installation and maintenance, teamwork, etc.). Students receive 120 hours of instruction to prepare for State commercial driver's license (CDL) testing.

**Admission Requirements:**

- High school diploma or General Education Development (GED) certificate

- 18 years of age
- WorkKeys® Assessment Requirements
  - Applied Math (3)
  - Graphic Literacy (4)
  - Workplace Documents (4)
- Basic Computer skills
- Valid driver's license (no restrictions)
- Physically able to climb utility poles and ladders

**Certifications:**

- Heartsaver First Aid CPR AED Certification
- OSHA 10-hour (Construction Industry)
- Commercial Driver's License (CDL), A Class
- Class D Level Certification for Pole Climbers (AEP)
- WCCC Certificate of Program Completion

<b>Course Topics and Training Modules</b>	<b>Theory</b>	<b>Lab</b>
<b>Utility System Overview (D-101)</b>	2	0
<b>Employer Policies &amp; Procedures</b>		
• Safety Policy and Personal Responsibility (D-102)	2	0
• Job Requirements & Expectations (D-103)	5	0
• Guides and Reference Sources (D-104)	3	0
• Personal Protective Equipment (D-105)	6	6
<b>Preparation and Pole Climbing Basics</b>		
• Selection of Body Belt and Climbers (D-106)	3	1
• Sharpen Gaffs (D-107)	2	0
• Stretching and Flexibility (D-108)	2	0
• Butt Testing Wood Poles (D-109)	3	5
• Learning to Climb Poles (15' height) (D-110)	14	34
<b>Knot Tying and Handlines</b>		
• Basic Knots and Splices (D-111)	3	3
• Use of Handlines (D-112)	2	4
<b>Hardware, Conductors and Transformers</b>		
• Identify Pole Line Material (D-113)	4	2
• Conductor Material (D-114)	3	3
• Transformer Material (D-115)	3	3
<b>Chain Saw Operation (D-116)</b>	2	4
<b>Specialty Tools (D-117)</b>	4	2
<b>Insulating Protective Equipment (D-118)</b>	4	2
<b>Pulling Tools (D-119)</b>	4	8
<b>Ladders</b>		
• Set Up of Ladders (D-120)	2	22
<b>Work Area Protection</b>		
• Barricade Digger-Derrick or Bucket Truck (D-121)	4	8
<b>Bucket Rescue</b>		
• Bucket Rescue from the Ground (D-122)	6	42
<b>Firefighting (D-123)</b>	3	0
<b>EPLM D-100 Final Exam (D-100 FE)</b>	1	0
<b>Job Safety Briefing (D-201)</b>	3	0
<b>Pole Climbing (40' height) (D-202)</b>	12	30
<b>Identify Circuits (D-203)</b>	1	2
<b>Low and High Voltage Test Equipment</b>		
• Check Voltage & Continuity with Multi-meter (D-204)	2	4

• Low Voltage Test Equipment (D-304)	4	8
• High Voltage Detectors (D-305)	4	12
<b>Outdoor Lighting Installation</b>		
• Make Up and Install Outdoor Lights (D-205)	2	10
<b>Framing for Transformer Installation</b>		
• Install Cross Arm (D-206)	4	12
• Install Cut-out, Arrestor Bracket and Cluster Mount (D-207)	4	8
<b>Installing Protective Grounds</b>		
• Prepare Grounds for Use (D-208)	1	3
• Install Grounds on Distribution Line (D-306)	2	22
<b>Preparing and Splicing Conductors</b>		
• Adjust Crimping Tools (D-209)	2	2
• Identify and Use Different Types of Cutters (D-210)	2	4
• Splice Conductor on Ground (D-211)	2	4
• Splice Overhead Service Cable (D-212)	1	5
<b>Set Up and Operate Digger-Derrick</b>		
• Operate Truck Mounted Winch and Auxiliary Capstan (D-213)	2	10
• Install and Operate Capstan Hoist (D-214)	1	3
• Load and Unload Poles (D-219)	2	46
• Set Up and Operate Digger-Derrick (D-318)	2	22
<b>Pole Top Rescue</b>		
• Pole Top Rescue (D-215)	2	22
• Pole Top Rescue (D-307)	1	23
<b>Position and Operate Bucket Truck (D-216)</b>	4	32
<b>Pole Pullers</b>		
• Operate Mechanical or Hydraulic Pole Puller (D-220)	1	2
<b>URD Materials and Equipment (D-221)</b>	2	2
<b>Wire Grips</b>		
• Select and Install Wire Grip (D-222)	1	3
<b>Hydraulic Tools</b>		
• Operate Hydraulic Tools (D-223)	1	2
<b>Service and Meter Installation</b>		
• Read kWh Meter (D-224)	2	4
• Install Overhead Service (D-310)	2	12
• Install Socket Meters (D-311)	1	3
<b>EPLM D-200 Final Exam (D-200 FE)</b>	1	0
<b>Safety First (D-301)</b>	2	0
<b>Basic Electricity (D-303)</b>	4	0
<b>Cover Secondary (D-309)</b>	2	16
<b>Underground Service Installation</b>		
• Install and Tag Direct Burial Cable (D-312)	6	6
• Install and Make Service Connection (D-313)	2	4
<b>Locate and Repair UG Secondary</b>		
• Use Secondary Fault-Finding Equipment (D-314)	6	6
• Splice URD Service (D-315)	1	3
<b>Patrol Lines for Damage (D-317)</b>	2	2
<b>Identify and Install Anchors (D-319)</b>	2	26
<b>Terminating Hi-Voltage URD Cable</b>		
• URD Hi-Voltage Cable Components (D-3001)	2	0
• Install Hi-Voltage Cable Termination (D-3002)	3	3
• Install URD Elbow (D-3003)	2	4
• Set Pad and URD Transformer (D-3004)	3	0

<b>Locate and Repair UG Primary Faults</b>		
• Troubleshoot URD Lines (D-3005)	3	0
• UG Primary Fault Locating (D-3006)	2	0
• Test and Install Grounding Elbow (D-3007)	6	6
• Splice Primary URD (D-3008)	4	2
<b>EPLM D-300 Final Exam (D-3000 FE)</b>	1	0
<b>CPR/First Aid</b>	6	2
<b>OSHA 10-Hour (Construction Industry)</b>	10	0
<b>CDL Class A</b>	40	80
<b>EPLM Career Readiness</b>	8	4
<b>TOTAL</b>	<b>275</b>	<b>625</b>

## HEATING, VENTILATION AND AIR CONDITIONING

Location: WCCC - Main Campus

Tuition: \$7,358

Supplies: \$2,142

Monday thru Thursday, 5:30 PM – 9:30 PM

Program Length: 600 clock hours / 10 months

Theory Hours: 406 / Lab Hours: 194

### Admission Requirements:

- Physically able to perform heavy lifting

### Course Description:

Upon successful completion of the WCCC's HVAC training program, the successful graduate will possess the necessary skills for entry level positions in companies that install, operate, troubleshoot and service light commercial and domestic air conditioning, refrigeration, and heating equipment in private homes, office buildings, factories and other facilities. Through classroom and "hands on" training, students will gain knowledge and practice skills necessary to equip them for success in the HVAC field. Subjects studied and applied include Basic Electricity; Electric Motors; Wiring Circuits; Basic Electronics; Pipe and Tubing; Technical Math; Refrigeration Cycle; Heating Controls; Air Conditioning Controls; Gas Heating; Electric Heating; Oil furnaces; Heat Pumps; Load Calculations; EPA 608 and 410A Certification test, and the NATE (North American Technician Excellence) Universal Certification test will be given to students before the program is completed.

### Certifications:

- EPA Section 608 Certification
- NATE (North American Technician Excellence) Universal or Industry Competency Exam (ICE-Residential) for HVAC Technicians
- OSHA 10-hour General Industry Safety Certification
- Heartsaver First Aid CPR AED Certification
- WCCC Certificate of Program Completion

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY</b>	<b>LAB</b>
OSHA Safety	10	0
Career Readiness	14	0
CPR/First Aid Healthcare Provider	4	4
Basic Computer Skills	12	4
Basic Safety (NCCER Core-Module 1)	8.5	4
Introduction to Construction Math (NCCER Core-Module 2)	10	0
Introduction to Hand Tools (NCCER Core-Module 3)	10	10
Introduction to Power Tools (NCCER Core-Module 4)	10	10
Introduction to Construction Drawings (NCCER Core-Module 5)	10	5
Introduction to Basic Rigging (NCCER Core-Module 6)	7.5	6
Basic Communication Skills (NCCER Core-Module 7)	7.5	2
Introduction to Basic Employability	7.5	0
Introduction to Materials Handling	5	2.5
Introduction to HVAC (NCCER Level 1 Module 1)	7.5	0

Trade Math (NCCER Level 1 Module 2)	10	5
Basic Electricity (NCCER Level 1 Module 3)	12.5	8
Introduction to Heat (NCCER Level 1 Module 4)	15	10
Introduction to Cooling (NCCER Level 1 Module 5)	30	13
Air Distribution Systems (NCCER Level 1 Module 6)	15	10
Basic Copper and Plastic Piping Practices (NCCER Level 1 Module 7)	10	3.5
Soldering and Brazing (NCCER Level 1 Module 8)	10	7
Basic Carbon Steel Piping Practices (NCCER Level 1 Module 9)	10	7
Alternating Current (NCCER Level 2 Module 1)	10	7
Fiberglass and Fabric Duct Systems (NCCER Level 2 Module 10)	7.5	0
Commercial Airside Systems (NCCER Level 2 Module 11)	12.5	0
Air Quality Equipment (NCCER Level 2 Module 12)	5	0
Introduction to Hydronic Systems (NCCER Level 2 Module 13)	12.5	0
Compressors (NCCER Level 2 Module 2)	12.5	8
Refrigerants and Oils (NCCER Level 2 Module 3)	12.5	8
Leak Detection, Evacuation, Recovery, and Charging (NCCER Level 2 Module 4)	30	12
Metering Devices (NCCER Level 2 Module 5)	12.5	10
Heat Pumps (NCCER Level 2 Module 6)	20	17
Basic Maintenance (NCCER Level 2 Module 7)	20	16
Chimneys, Vents, and Flues (NCCER Level 2 Module 8)	5	0
Sheet Metal Dust Systems (NCCER Level 2 Module 9)	10	5
<b>TOTAL</b>	<b>406</b>	<b>194</b>

### WELDING TECHNICIAN/AWS CERTIFIED

Location: WCCC - Main Campus

Tuition: \$8,055

Supplies: \$1,445

Monday thru Thursday, 5:30 PM – 9:30 PM  
 Program Length: 600 clock hours / 10 months  
 Theory Hours: 288 / Lab Hours: 312

### Admission Requirements:

- Physically able to perform heavy lifting

### Course Description:

This 600 clock hour program correlates to the American Welding Society's Guide for Training and Qualification of Welding Personnel – Entry Level Welder. The American Welding Society standards were created in accordance with the rules of the American National Standards Institute and are a means of conveying knowledge and skills identified by the industry as essential to the job performance of entry-level welding. Fees include tuition, textbooks, apparel, tools, American Welding Society certification, OSHA 10-hour General Industry, and American Heart First-Aid/CPR.

### Certifications:

- American Welding Society (AWS) D1.1 Structural Certifications in MIG and ARC processes
- OSHA 10-hour General Industry Safety Certification
- Heartsaver First Aid CPR AED Certification
- WCCC Certificate of Program Completion

CAREER-TECHNICAL INSTRUCTIONAL MODULES	THEORY	LAB
ARC Welding I	18	18
ARC Welding II	10	26
ARC Welding III	10	26
ARC Welding IV	14	26
Blueprint Reading/Schematics	36	0
Dimensional Measuring	16	20
MIG Welding I	18	18

MIG Welding II	10	26
MIG Welding III	10	26
MIG Welding IV	14	26
OSHA Safety	10	0
CPR/First Aid/AED	4	4
Basic Computer Skills	16	0
Technical Mathematics	36	0
TIG Welding I	18	18
TIG Welding II	10	26
TIG Welding III	10	26
TIG Welding IV	14	26
Career Readiness	14	0
<b>TOTAL</b>	<b>288</b>	<b>312</b>

### PART-TIME MEDICAL PROGRAMS

#### DENTAL ASSISTING

Location: WCCC - Atrium Campus  
 Tuition: \$1,728  
 Supplies: \$1,747

Monday thru Thursday, 4 PM – 9:30 PM  
 Program Length: 433 clock hours / 5 months  
 Theory Hrs: 210.5 / Lab Hrs: 182.5 / Clinical Hrs: 40

#### Course Description:

The Dental Assisting program prepares students for a career in the dental field. Dental Assistants help to increase the efficiency of the dentist in the delivery of oral health care. Learn to assist at chairside during operative and specialty procedures, understand x-ray processes, fabricate basic types of impression materials, and identify and use basic types of dental and lab equipment. Students prepare to take exams for Licensed Ohio Dental Radiographer, Registered Dental Assistant Certification Exam (RDA) with AMT, and Dental Assisting National Board (DANB). Students will complete a 40-hour externship experience in a local dental facility as part of the program.

#### Required Prior to Externship:

- Pass FBI/BCI background check
- Required immunizations: Physical with TB (one-step) skin test, Hepatitis B Series

#### Certifications:

- Registered Dental Assistant (RDA)
- Licensed Ohio Dental Radiographer
- Dental Assisting National Board Exam (DANB)\*\*
- BLS Provider Card
- WCCC Certificate of Program Completion

\*\*Eligible when employed: not included in fees



CAREER-TECHNICAL INSTRUCTIONAL MODULES	THEORY	LAB	CLINICAL
<b>DENTAL TECHNOLOGY</b>			
Intro to Dentistry & Dental Assisting	26	0	
Employability Skills	10	10	
Principle & Techniques of Disinfection, Instrument Processing & Sterilization	8.5	8.5	
General Dentistry	5	5	
Dental Restorative Materials	10	15	
Dental Laboratory Materials & Procedures	40	40	
Dental Specialties	11	11	
<b>DENTAL RADIOGRAPHY</b>			
Dental Radiography Equipment & Radiation Safety	4	10	



Dental Radiography	4	10	
Intra-Oral Imaging	10	15	
Extra-Oral Imaging	10	2.5	
<b>ORAL DIAGNOSIS &amp; TREATMENT PLANNING</b>			
Preventive Dentistry	5	5	
Oral Diagnosis & Treatment	10	10	
<b>DENTAL OFFICE TECHNOLOGY</b>			
Dental Office Technology	36	36.5	
Cultural Diversity in Dental Offices	20	0	
BLS Healthcare Provider/First Aid	1	4	
<b>TOTAL</b>	<b>210.5</b>	<b>182.5</b>	<b>40</b>

### MEDICAL ASSISTANT

Location: WCCC - Atrium Campus  
Tuition: \$1,611  
Supplies: \$1,714

Monday thru Thursday, 5 PM – 9:30 PM  
Program Length: 475 clock hours / 5 months  
Theory Hours: 237.5 / Lab Hours: 237.5

#### Course Description:

Medical Assistants perform administrative and clinical procedures in ambulatory settings such as physician's offices and clinics, hospitals, insurance billing agencies, laboratories and emergency rooms. Curriculum units include (but are not limited to) pharmacology, clinical procedures, anatomy and Physiology, medical math, medical coding, medical ethics, and much more. Students are required to complete a 160-clock hour unpaid externship as part of the 475-clock hour course. The externship is scheduled after all course work is completed.

#### Required Prior to Externship:

- Pass FBI/BCI background check
- Required immunizations: Physical with 2-step TB test, Hepatitis B Series, 2-MMR and flu vaccines, Tetanus and Varicella (chicken pox)



#### Certifications:

- Certified Clinical Medical Assistant (CCMA)
- BLS Provider Card
- WCCC Certificate of Program Completion

CAREER-TECHNICAL INSTRUCTIONAL MODULES	THEORY	LAB
BLS Healthcare Provider/First Aid	2.5	2.5
Medical Terminology	30	0
SimChart with NHA	30	0
Medical Math	30	0
Employability	15	5
Pharmacology	20	10
Cultural Diversity	20	0
Phlebotomy	15	15
EKG	15	15
Medical Assisting I, II & III	60	30
Externship	0	160
<b>TOTALS</b>	<b>237.5</b>	<b>237.5</b>

### PHLEBOTOMY TECHNICIAN

Location: WCCC - Atrium Campus  
Tuition: \$1,991  
Supplies: \$294

Tuesday & Thursday; 6 PM – 10 PM  
Program Length: 170 clock hours / 3 months  
Theory Hrs: 45 / Lab Hrs: 45 / Clinical Hrs: 80

**Course Description:**

The Phlebotomy Technician's primary role is to collect blood for accurate and reliable test results. A phlebotomist can work in diverse health care settings and with all levels of health care professionals, from the physician to support staff. This course will provide the phlebotomy student with a working knowledge of collecting blood while emphasizing patient safety, quality assurance, universal and standard precautions.

In addition to the coursework, students must complete a 80-hour unpaid externship. The externship is scheduled after all coursework is completed.

**Required Prior to Externship:**

- Pass FBI/BCI background check
- Required immunizations: Physical with 2-Step TB, Hepatitis B Series, 2-MMR vaccines, flu vaccine, Tetanus and Varicella (chicken pox)

**Certifications:**

- Phlebotomy Technician (CPT)
- BLS Provider Card
- WCCC Certificate of Program Completion

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY</b>	<b>LAB</b>
Introduction to Phlebotomy	2	2
Health Care Structure	4	0
Safety	2	4
Infection Control	2	4
Medical Terminology	2	2
Human Anatomy and Physiology	2	2
Circulatory, Lymphatic, and Immune Systems	2	2
Venipuncture Equipment	2	4
Routine Venipuncture	2	4
Dermal Puncture	2	4
Venipuncture Complications	3	1
Blood Collection in Special Populations	2	2
Arterial Blood Collection	2	2
Special Collections and Procedures	2	2
Special Nonblood Collection Procedures	2	2
Speciman Transport, Handling and Processing	2	4
Quality Phlebotomy	4	0
Legal Issues in Phlebotomy	4	0
Point-of-Care Testing	2	4
Externship	0	80
<b>TOTAL:</b>	<b>45</b>	<b>125</b>

**STATE TESTED NURSING ASSISTANT**

Location: WCCC - Atrium Campus

Tuition: \$569

Supplies/Testing Fee: \$176

Monday thru Thursday; 9 AM – 3:30 PM  
 Monday thru Thursday evening 4 PM – 9:30 PM  
 Program Length: 76 clock hours / 1 month  
 Theory Hrs: 30 / Lab Hrs: 30 / Clinical Hrs: 16

**Course Description:**

The Nursing Assistant program prepares students with the knowledge and skills necessary to provide appropriate care for the elderly and seriously ill patients in nursing homes, hospitals and home care settings. Successful completion of this program qualifies you to sit for the state certification written and skills exam. The 76-clock hour STNA program includes 60 hours of classroom lecture and laboratory practice along with 16 hours of supervised clinical experience. 100% attendance is required. Upon

satisfactory completion of the course, the student will be scheduled to take the STNA Certification exam. Attendance is mandatory for all 76 clock hours of the program.

**Admission Requirements:**

- Current physical, with 2-Step TB test

**Certifications:**

- State Tested Nursing Assistant (STNA)
- WCCC Certificate of Program Completion

CAREER-TECHNICAL INSTRUCTIONAL MODULES	THEORY	LAB	CLINICALS
Nurse Assistant Orientation	5	0	
Project Professional Image	5	0	
Demonstrate Familiarity with Clinical Facility	0	5	
Follow Facility Policies	0	5	
Identify Evacuation Procedures	5	0	
Identify the Rules and Responsibilities of the Health Care Team	5	0	
Identify State and Federal Nurse Assistant Requirements	5	0	
Identify the Spiritual and Cultural Aspects of Resident/Client Care	5	0	
Describe the Resident/Client Care-Planning Process	0	5	
Demonstrate Knowledge of Health Care Settings	0	5	
Demonstrate Knowledge of the Basic Anatomy of Body Systems	0	5	
Demonstrate Knowledge of the Basic Physiology of Body Systems	0	5	
Clinicals	0	0	16
<b>TOTAL:</b>	<b>30</b>	<b>30</b>	<b>16</b>

**STATE TESTED NURSING ASSISTANT – Hybrid Option**

Location: WCCC - Atrium Campus

Monday thru Thursday; 9 AM – 3:30 PM  
 Monday thru Thursday evening 4 PM – 9:30 PM  
 Program Length: 82 clock hours / 1 month  
 Theory Hrs: 44 / Lab Hrs: 22 / Clinical Hrs: 16

Tuition: \$396

Supplies/Testing Fee: \$529

**Course Description:**

The HYBRID Nursing Assistant program prepares students with the knowledge and skills necessary to provide appropriate care for the elderly and seriously ill patients in nursing homes, hospitals and home care settings. Successful completion of this program qualifies you to sit for the state certification written and skills exam. The 82-clock hour STNA program includes 40 hours of online, asynchronous learning monitored by the class instructor. A specific time frame is given to complete the 40 hour portion prior to the in person 22 lab hours. The class ends with 16 hours of supervised clinical experience. 100% attendance is required. Upon satisfactory completion of the course, the student will be scheduled to take the STNA Certification exam. Attendance is mandatory for all 82 clock hours of the program.

**Admission Requirements:**

- Current physical, with 2-Step TB test

**Certifications:**

- State Tested Nursing Assistant (STNA)
- WCCC Certificate of Program Completion

CAREER-TECHNICAL INSTRUCTIONAL MODULES	THEORY	LAB	CLINICALS
Orientation and Overview	1	0	0
Admissions	1	0	0
Vital Signs and Physical Exam	1	0	0
Overview of Injuries, Surgery and Musculoskeletal Disorders	1	0	0
Wound Care and Infection Control	2	0	0

Positioning, Rehabilitative and Restorative Care	1	0	0
Bed Baths, Transfers and Discharges	1	0	0
Care Plan and Documentation	1	0	0
Reporting and Recording Objective and Subjective Information	1	0	0
Respiratory Support	1	0	0
Supporting Cardiovascular Care	1	0	0
Supporting Care for Cancer	0.5	0	0
Care for Bedridden Resident	0.5	0	0
Hospice and Palliative Care	1	0	0
Emergency Care and End of Life	0.5	0	0
Working with Challenging Residents	0.5	0	0
Living with HIV	0.5	0	0
Grooming	0.5	0	0
The Compromised Immune System	1	0	0
Restraints and Residents' Rights	1	0	0
Introduction to Diabetes and Obesity	2	0	0
Foot Care, Exercise and Range of Motion, Hearing and Visual Impairments, Pressure Ulcers	2	0	0
Morning, Afternoon and Night	1	0	0
Revising the Care Plan	1	0	0
Assisted Living and Resident Sexuality	1	0	0
Working with Depressed Resident	1	0	0
Toileting, Bathing, Catheter Care, Skin, and Nails	1	0	0
Mealtimes	1	0	0
Rehabilitative and Restorative Care	2	0	0
Dementia and Alzheimer's Disease	3	0	0
Additional Care for Bladders and Bowels	1	0	0
Death	1	0	0
Introduction to Developmental Disabilities	1	0	0
Urinary System	1	0	0
Suspected Abuse, Reporting Abuse	1	0	0
Introduction to Reproductive System	1	0	0
Pain, Shift Change, Wound Care, and Infection Control	1	0	0
Lab/Skills	0	22	0
State Testing Review Sessions	4	0	0
Clinicals	0	0	16
<b>TOTAL:</b>	<b>44</b>	<b>22</b>	<b>16</b>

### PART-TIME PUBLIC SAFETY PROGRAMS

#### EMERGENCY MEDICAL TECHNICIAN (EMT)

Location: WCCC - Main Campus  
Tuition: \$2000

Mon & Wed; 6 PM – 10 PM; Sat 8 AM – 5 PM  
Program Length: 160 clock hours  
Theory Hours: 100 / Lab Hours: 60

#### Course Description:

The course includes the academic and practical skills needed to prepare students to take the National Registry of EMT Certification test. A minimum of ten hours of clinical experience in a hospital and on a life squad is not included in hours.

#### Admission Requirements:

- Recent TB test, Hepatitis B and MMR immunizations or titer and flu shot
- Ohio BCI Background Check

**Certifications:**

- NREMT Basic Certification
- WCCC Certificate of Completion
- BLS Provider Card

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY</b>	<b>LAB</b>
EMS Systems, Work Safety and Wellness	3	0
Glove Donning and Removal	0	1
Medical, Legal, Ethical and Communication and Documentation	3	0
Run Reports	0	1
Lifting, Moving and Transferring Patients	2	2
BLS Resuscitation	2	2
Medical Term, Medical Overview, Principles of Pharmacology	4	0
Monitor, Stair Chair, Patient Assessment, Blood Pressure	0	4
Patient Assessment & IV Set up	3	1
Respiratory Anatomy, Airway Management	3	0
Oxygen Administration, Suctioning	0	1
Respiratory Emergencies, CPAP	3	1
Cardiology Anatomy, Cardiology Emergencies	4	0
Shock Anatomy, Shock, Review Respiratory/Cardiology Emergencies	4	0
12 Lead Placement, Extraglottic devices, Multi Lumin Devices, BP	0	4
Trauma Overview, Section 1 Skill Review	2	2
Trauma Exam How To Do	0	1
Soft Tissue Anatomy/Trauma	3	0
Trauma Assessment (Soft Tissue Injuries) Bleeding Control	0	1
Neurological Anatomy, Head and Spine Trauma	3	0
Back Board/C Collar, Helmet Removal	0	1
Chest Trauma, Vehicle Extrication	4	0
Trauma assessment, BB, Extrication, CPR, AED, KED	0	4
Face and Neck Trauma	3	0
Trauma Assessment (Head Injury/Paralysis)	0	1
Anatomy Abdominal, Genitourinary Trauma	3	0
Trauma Assessment Eviscerations	0	1
Musculoskeletal Anatomy, Orthopedic Trauma	3	0
Traction Splinting, Splinting	0	1
Neurological Emergencies; Section 2 Review	2	2
Section 2 Exam (Medical Assessment, Traction Splinting, Bleeding Control, BVM)	0	5
Gastrointestinal Anatomy/Emergencies, Gynecology Anatomy Emergencies	3	1
Obstetrics and Neonatal	3	1
Pediatrics	4	0
Endocrine Anatomy/Emergencies, Hematological Emergencies	3	1
Psychiatric Emergencies	4	0
KED, CPR/AED, Backboard, Medical Assessment (Diabetic/Allergy)	0	4
Immunological Emergencies, Infectious Disease, Trauma Assessment	3	1
Environmental Emergencies (Assessment)	3	1
Geriatric Emergencies, Life Span	2	2
Section 3 Exam, Assessment (Medical/Trauma)	3	1
Incident Management	4	4

Patients with Challenges	2	2
Transport Operations, Team Approach, Medical Assessment	2	2
Final Review	4	0
Registry Practice	6	4
<b>TOTAL</b>	<b>100</b>	<b>60</b>

## **FIREFIGHTER I**

Location: WCCC - Main Campus

Tuition: \$2185

Mon & Wed; 6 PM – 10 PM; Sat 8 AM – 5 PM

Program Length: 176 clock hours

Theory Hours: 81 / Lab Hours: 95

### **Course Description:**

The Firefighter I course is designed to give new firefighters the practical and cognitive training needed to operate safely and effectively on the fire ground. The course includes firefighter training, hazardous materials awareness and operations level training, and training on the Sixteen Life Safety Initiatives. In addition to the Firefighter I course, students are required to complete a First Aid/CPR course, an Emergency Vehicle Operations course and training on the National Incident Management System (NIMS), to be eligible for Firefighter I certification in the State of Ohio.

### **Admission Requirements:**

- A medical statement of fitness from a physician.
- All personal protective equipment is required and is available for rent if needed.

### **Certifications:**

- State Level 1 Firefighter Certification (upon successful exam completion)
- WCCC Certificate of Completion
- BLS Provider Card

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY</b>	<b>LAB</b>
Orientation and History of the Fire Service	3	0
Firefighter Health and Safety	5	3
Fire Service Communications	2	1
Building Construction	3	0
Fire Behavior	4	0
Personal Protective Equip & Self-Contained Breathing Apparatus	4	6
Portable Fire Extinguishers	2	3
Ropes and Knots	2	4
Search & Rescue	2	4
Firefighter Survival	2	4
Forcible Entry	3	5
Ladders	2	8
Ventilation	3	5
Water Supply	2	4
Fire Hose and Streams	4	831
Fire Suppression – Structure Fires	3	10
Fire Suppression – Vehicle Fires	1	4
Fire Suppression – Wildland/Ground Cover Fires	1	2
Fire Suppression – Control Building Utilities/Energized Utility Fires	1	1
Salvage and Overhaul	2	3
Vehicle Rescue and Extrication	2	4
Analyzing the Incident	8	0
Action Options and Response Objectives; Personal Protective Equipment, Product Control and Decontamination	8	8
16 Life Safety Initiatives	4	0

EVOC	8	8
<b>TOTAL</b>	<b>81</b>	<b>95</b>

**FIREFIGHTER II TRANSITION**

Location: WCCC - Main Campus  
Tuition: \$1710

Tuesday & Thursday; 6 PM – 9 PM  
Program Length: 84 clock hours  
Theory Hours: 40 / Lab Hours: 44

**Course Description:**

The Firefighter II Transition course prepares the Level 1 firefighter to take the State Firefighter Level 2 Certification test. Level 2 Certification is required to become a full time paid (career) fighter.

**Admission Requirements:**

- Must have a current and valid State of Ohio Firefighter I certificate
- A medical statement of fitness is required
- All personal protective equipment is required (available for rent if needed)

**Certifications:**

- State Level 2 Firefighter Certification (upon successful exam completion)
- WCCC Certificate of Completion
- BLS Provider Card

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY</b>	<b>LAB</b>
Orientation and History of the Fire Service	1	0
Incident Command System/Scene Operations	1	2
Firefighter Health and Safety	2	0
Fire Service Communications	2	2
Building Construction	2	0
Fire Behavior	2	0
Personal Protective Equip & Self-Contained Breathing Apparatus	2	2
Portable Fire Extinguishers	1	0
Ropes and Knots	1	0
Search & Rescue	1	3
Firefighter Survival	1	3
Scene Lighting and Portable Power	1	1
Forcible Entry	1	0
Ladders	1	0
Ventilation	1	0
Water Supply	1	0
Fire Hose and Streams	2	5
Fire Suppression – Vehicle Fires	1	0
Advanced Fire Suppression – Coordinate an Interior Fire Attack	2	6
Advanced Fire Suppression – Foam Operations	2	2
Advanced Fire Suppression – Gas Cylinder/Flammable Liquid Fire Attack	3	7
Vehicle Rescue and Extrication	2	4
Technical Rescue Support	.5	.5
Fire Origin and Cause Determination	1.5	.5
Fire Protection Systems	3	0
Fire and Life Safety Programs	2	6
<b>TOTAL</b>	<b>40</b>	<b>44</b>

**VOLUNTEER FIREFIGHTER**

Location: WCCC - Main Campus  
Tuition: \$530

Mon & Wed; 6 PM – 10 PM; Sat 8 AM – 5 PM  
Program Length: 36 clock hours

**Course Description:**

The Volunteer Firefighter course is the basic entry course for persons joining volunteer or combination fire departments.

**Admission Requirements:**

- All personal protective equipment is required (available for rent if needed)

**Certifications:**

- Volunteer Firefighter Certification
- WCCC Certificate of Completion

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY (minutes)</b>	<b>LAB (minutes)</b>
The Fire Service (Organization, History, Mission & Safety)	70	0
Communications	20	10
Fire Behavior	50	0
Building Construction	40	0
Personal Protective Equipment	50	90
Self-Contained Breathing Apparatus	60	120
Response Safety	30	20
Forcible Entry	60	120
Firefighter Survival	40	10
Ground Ladders	60	180
Search & Rescue	40	0
Hoseline Deployment	120	240
Horizontal Ventilation	50	90
Overhaul	30	0
Salvage	30	60
Water Supply	60	120
Portable Fire Extinguishers	40	90
Scene Safety	20	20
Ropes and Knots	30	90
<b>TOTAL MINUTES</b>	<b>900</b>	<b>1260</b>
<b>TOTAL HOURS</b>	<b>15</b>	<b>21</b>

**FIRE SAFETY INSPECTOR**

Location: WCCC - Main Campus

Tuition: \$550

Tuesday - Friday; 8 AM – 4 PM

Program Length: 80 clock hours

Theory Hours: 52.5 / Lab Hours: 27.5

**Course Description:**

The Fire Safety Inspector program prepares you to sit for the State required exam.

**Admission Requirements:**

- Must have a current and valid State of Ohio Firefighter I certificate

**Certifications:**

- Fire Safety Inspector

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY</b>	<b>LAB</b>
Review ORC and OAC	3	0
Ohio Duties and Authority	1.5	0
Schools -Lockdown, Evacuation, Planning	1.5	0



Duties, Legal Guidelines, and Authority	1	0
Codes, Standards, Complaint Procedures, and Permits	2	.5
Fire Behavior	3	0
Construction Types and Occupancy Classifications	3	1
Building Construction	4	0
Building Components	4	0
Means Of Egress	3.5	3
Site Access	1	1
Fire Hazard Recognition	3	5
Hazardous Material	4	0
Water Supply Distribution Systems	1.5	2
Water-Based Fire Suppression Systems	2.5	2.5
Special-Agent Fire Extinguishing Systems and Portable Extinguishers	2.5	4
Fire Detection and Alarm Systems	2.5	3
Plans Review and Field Verification	2	1
Inspection Procedures, Complex Complaint Management, and Emergency Planning and Preparedness	2	1.5
Ohio Fire, NFPA Fire Codes, Ohio Building Code/ Final	5	3
<b>TOTAL</b>	<b>52.5</b>	<b>27.5</b>

### **FIRE INSTRUCTOR**

Location: WCCC - Main Campus  
Tuition: \$650

Monday - Friday; 8 AM – 4 PM  
Program Length: 60 clock hours  
Theory Hours: 50 / Lab Hours: 10

### **Course Description:**

The Fire Instructor course prepares the candidate for the State of Ohio Instructor Certification.

### **Admission Requirements:**

- Possess a current firefighter certificate in good standing
- In the last seven (7) years have at least five (5) years experience as a certified firefighter
- Pass the Instructor knowledge exam at the Firefighter II Level
- Comply with rule OAC 4765-20-6(A)(6) to (A)(12)

### **Certifications:**

- Fire Instructor

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY</b>	<b>LAB</b>
Instruction of Adult Students and Basic Teaching Techniques	40	0
Instructional Methods Examination	2	0
Fire Service Training Module	4	0
Live Fire Training Awareness Module	4	0
Supervised Teaching	10	0
<b>TOTAL</b>	<b>60</b>	<b>0</b>

### **EMS INSTRUCTOR**

Location: WCCC - Main Campus  
Tuition: \$650

Monday - Friday; 8 AM – 4 PM  
Program Length: 60 clock hours  
Theory Hours: 50 / Lab Hours: 10

### **Course Description:**

The Fire Instructor course prepares the candidate for the State of Ohio Instructor Certification.

**Admission Requirements:**

- Possess a current EMS certificate EMT-B, EMT-I, EMT-P, RN or PA in good standing
- In the last seven (7) years have at least five (5) years experience as a EMT-B, EMT-I, EMT-P, RN or PA
- Pass the Instructor knowledge exam at the level of certification with the last three (3) years
- Comply with rule OAC 4765-20-6(A)(6) to (A)(12)

**Certifications:**

- EMS Instructor

<b>CAREER-TECHNICAL INSTRUCTIONAL MODULES</b>	<b>THEORY</b>	<b>LAB</b>
Instruction of Adult Students and Basic Teaching Techniques	40	0
Instructional Methods Examination	2	0
EMS Training Module	8	0
Supervised Teaching	10	0
<b>TOTAL</b>	<b>60</b>	<b>0</b>

**ROPE RESCUE TECHNICIAN**

Location: WCCC - Main Campus  
 Tuition: \$425

Tuesday - Thursday; 8 AM – 4 PM  
 Program Length: 32 clock hours  
 Theory Hours: 8 / Lab Hours: 24

**Course Description:**

The module begins with classroom instruction and then intensive hands-on application following NFPA 1006 Standard for Technical Rescue Personnel Professional Qualifications. This course combines the rope operations and rope technician courses. PPE requirements will be sent out prior to the start of the class.

**Certifications:**

- WCCC Certificate of Completion

**CONFINED SPACE RESCUE**

Location: WCCC - Main Campus  
 Tuition: \$425

Tuesday - Thursday; 8 AM – 4 PM  
 Program Length: 24 clock hours  
 Theory Hours: 8 / Lab Hours: 16

**Course Description:**

Work in confined spaces, high and low angle, and hazardous environments. Practic atmospheric monitoring and confined space equipment overview. The student will be involved in challenging simulated rescue evolutions.

**Admission Requirements:**

- Proof of successful completion of Rope Rescue is a pre-requisite for this program.

**Certifications:**

- WCCC Certificate of Completion

**SWIFT WATER RESCUE**

Location: WCCC - Main Campus  
 Tuition: \$425

Tuesday - Thursday; 8 AM – 4 PM  
 Program Length: 40 clock hours  
 Theory Hours: 8 / Lab Hours: 32

**Course Description:**

The technician course will continue to develop and practice technical water and rope rescue skills throughout the day. The scenario-based class places emphasis on self-rescue and hazard avoidance, and

other objectives include hydrology, recognizing and avoiding hazards and obstacles, effectively using basic rescue equipment, setting up basic rope systems, controlling in-water contact rescues, extrication, site control and scene management as well as understanding the common terminology related to all swift water rescue deployments.

**Admission Requirements:**

- Proof of successful completion of Rope Rescue is a pre-requisite for this program.

**Certifications:**

- WCCC Certificate of Completion

**VEHICLE MACHINERY RESCUE**

Location: WCCC - Main Campus  
Tuition: \$425

Tuesday - Thursday; 8 AM – 4 PM  
Program Length: 32 clock hours  
Theory Hours: 8 / Lab Hours: 24

**Course Description:**

The class will help develop the knowledge needed to the technician level. Students will be placed in several extrication scenarios that will test even the most skilled. Students will use hand tools; Hydraulic tools, and power tools, and a host of cutting tools.

**Admission Requirements:**

- Proof of successful completion of Rope Rescue is a pre-requisite for this program.

**Certifications:**

- WCCC Certificate of Completion

**TRENCH RESCUE TECHNICIAN**

Location: WCCC - Main Campus  
Tuition: \$425

Tuesday - Thursday; 8 AM – 4 PM  
Program Length: 32 clock hours  
Theory Hours: 8 / Lab Hours: 24

**Course Description:**

This course is designed for technical rescue team members who respond to trench and/or excavation accidents. This course is taught to OSHA Standard CFR 1926 and NFPA Standards 1670 and 1006, 2011 edition. This course trains responders to the Operations level. Topics in the course include development of protective systems, access and disentanglement of victims in trench or excavation collapses in straight trenches and T trenches

**Admission Requirements:**

- Proof of successful completion of Rope Rescue is a pre-requisite for this program.

**Certifications:**

- WCCC Certificate of Completion

**STRUCTURAL COLLAPSE**

Location: WCCC - Main Campus  
Tuition: \$425

Tuesday - Thursday; 8 AM – 4 PM  
Program Length: 32 clock hours  
Theory Hours: 8 / Lab Hours: 24

**Course Description:**

This course will instruct students to shore and perform victim rescue in structural collapse of buildings and other types of structures.

**Admission Requirements:**

- Proof of successful completion of Rope Rescue is a pre-requisite for this program.

**Certifications:**

- WCCC Certificate of Completion

**WIDE AREA SEARCH**

Location: WCCC - Main Campus

Tuition: \$425

Tuesday - Thursday; 8 AM – 4 PM

Program Length: 24 clock hours

Theory Hours: 8 / Lab Hours: 16

**Course Description:**

The participants will learn how to prepare for a wide area search incident locating a missing person and how to operate as a search asset at

**Admission Requirements:**

- Proof of successful completion of Rope Rescue is a pre-requisite for this program.

**Certifications:**

- WCCC Certificate of Completion

**APPENDIX A-FEDERAL PENALTIES AND SANCTIONS  
FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

21.U.S.C. 884(a)

1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1,000.00, but not more than \$100,000.00 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined \$2,500.00, but not more than \$250,000.00 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00, but not more than \$250,000.00 or both.

Special sentencing provisions for possession of crack cocaine; Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both.

- 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams.
- 2<sup>nd</sup> conviction and the amount of crack possessed exceeds 3 grams
- 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

22.U.S.S. 853(a) (2) and 881(a) (7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack).

21.U.S.C.881(a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21.U.S.C.884a

Civil fine of up to \$10,000.00 (Pending adoption of final regulations.

21.U.S.C.853a

Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1<sup>st</sup> offense, up to 5 years for 2<sup>nd</sup> and subsequent offenses.

18.U.C.933(g)

Ineligible to receive or purchase a firearm. Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal Agencies.

## APPENDIX B-STATE LAWS, PENALTIES AND SANCTIONS FOR DRUG OFFENSES

- [2925.02 Corrupting another with drugs.](#)
- [2925.03 Trafficking, aggravated trafficking in drugs.](#)
- [2925.04 Illegal manufacture of drugs - illegal cultivation of marihuana - methamphetamine offenses.](#)
- [2925.041 Illegal assembly or possession of chemicals for manufacture of drugs.](#)
- [2925.05 Funding, aggravated funding of drug or marihuana trafficking.](#)
- [2925.06 Illegal administration or distribution of anabolic steroids.](#)
- [2925.09 Unapproved drugs - dangerous drug offenses involving livestock.](#)
- [2925.11 Possession of controlled substances.](#)
- [2925.12 Possessing drug abuse instruments.](#)
- [2925.13 Permitting drug abuse.](#)
- [2925.14 Drug paraphernalia.](#)
- [2925.22 Deception to obtain a dangerous drug.](#)
- [2925.23 Illegal processing of drug documents.](#)
- [2925.24 Tampering with drugs.](#)
- [2925.31 Abusing harmful intoxicants.](#)
- [2925.32 Trafficking in harmful intoxicants - improperly dispensing or distributing nitrous oxide](#)
- [2925.33 Possessing nitrous oxide in motor vehicle.](#)
- [2925.36 Illegal dispensing of drug samples.](#)
- [2925.37 Counterfeit controlled substance offenses.](#)
- [2925.38 Notice of conviction of professionally licensed person sent to regulatory, licensing board or agency](#)
- [2925.55 Unlawful purchase of pseudoephedrine product.](#)
- [2925.56 Unlawful sale of pseudoephedrine product.](#)
- [2925.57 Illegal pseudoephedrine product transaction scan.](#)
- [2925.58 Unlawful sale of pseudoephedrine product to minor - affirmative defense.](#)

## FACULTY

### BOARD OF EDUCATION

President: Peggy Phillips, Kings Local School District  
Vice President: Bobbie Grice, Little Miami Local School District  
Lisa Babb, Springboro Community School District  
David Barton, Wayne Local School District  
Amanda Garrett, Wayne Local School District  
Mike Lane, Lebanon City School District  
Lori Raleigh, Franklin City School District

### ADMINISTRATIVE STAFF

Superintendent: Joel King  
Treasurer: Cathy McMonigle  
Main Campus Director: Mike Hart  
Atrium Campus Director: Kim Gambill  
Adult Education Director: Kimberly Gates  
Asst Adult Education Director: David Herring

### COORDINATORS

Doug Dobbins Advanced Manufacturing Program Coordinator  
Karen Karnes Aspire/ESOL/GED Coordinator  
Wright State University; BS in Biology  
Yan Krayterman IT, Cybersecurity and Cloud Computing Programs Coordinator  
Dr. Teresa Orloff Medical Program Coordinator  
University of Cincinnati / Miami University: Ed. D/BS/MAT; CPT  
Josh Pirk Public Safety Services Coordinator  
Jessica Rogers Cosmetology Program Coordinator;  
Advanced Cosmetologist/Cosmetology Instructor; Cosmetology and Barber  
Board  
John Sullivan Electrical Power Line Mechanic Coordinator  
University of Phoenix: Associates in Business  
Gina Wright Financial Aid Coordinator  
University of Cincinnati: Associates in Office Administration

### FULL-TIME SUPPORT STAFF

Marsha Sowards Administrative Assistant to the Director of Adult Education  
Angel Bradford Adult Education Secretary  
Registrar / COE Liaison

### PART-TIME SUPPORT STAFF

Jessie Abshire WCCC – Main Campus Evening Secretary  
Ann Jacobs Adult Education Secretary

### FULL-TIME FACULTY

Gail Eppley Ohio State Apprenticeship Council: Journeyman Lineman

## ADJUNCT FACULTY

Ian Baker	Welding Instructor
Kim Banks	Associate Degree of Applied Science in Nursing – Galen College of Nursing; Bachelor Degree in Nursing – Kettering College of Medical Arts
Cory Barney	EMT Instructor, Fire I & Fire II Instructor
Jason Beckett	Fire
Alexander Beltran	EMT Instructor, Fire I & Fire II Instructor
Jerry Black	Enright State University; MS Computer Science
David Blue	Capella University: MBA/Project Management
Robert Booth	Welding/AWS Certification
Mary Bowermaster	Kettering College: Nursing Assistant II; WCCC: CPT
Carrie Bowman	RETS: MA; CCMA with NHA
Brooke Brabson	Cosmetology Instructor
Marc Brinker	EMT Instructor, Fire I & Fire II Instructor
Greg Brooks	High School Diploma; Fire
Michael Burden	EMT Instructor, Fire I & Fire II Instructor
Donna Clark	EMT Instructor
Walter Cook	University of Cincinnati: Fire
Shannon Deye	EMT Instructor, Fire I & Fire II Instructor
Christine Duncan	High School Diploma; MSSC CPT; MSSC Master Instructor
Jo Ann Duncan	Eastern Kentucky University: Science/Biology; University of the Cumberlands: Medical Technology; Good Samaritan Hospital School Medical Technology: Medical Technology
Allen Dunn	RETS Technical Center – HVAC/Refrigeration Technician
Ardell H. DuPaty Jr	MBA Information Security – Keller Graduate School of Management; BS Information Technology Management – Trident University
Richard Elliott	Bachelor of Science – Information and Computer Science; Information Technology Instructor
Jason Faulkner	Miami Valley Career Technology Center: Data Processing
Paul Felder	Fire
Kim Fladung	University of Cincinnati: AAS Fire Science Technology
Jeff Fleming	EPLM Instructor, IBEW Journeyman Lineman
Trevor Frodge	EMT Instructor, Fire I & Fire II Instructor
Linda Gillum	Kent State University: BS in Education; Walden University: MS in Math Education
Jason Graham	EMT Instructor, Fire I & Fire II Instructor
Jonathan Granby	Fire I & Fire II Instructor
Karen E. Haas	Wright State University: B.S. in Education
Michael Hannigan	Sinclair Community College: Fire Administration
Claude (Art) Harden	Southern Technical Institute Marietta, GA: Bachelor Degree Civil- Engineering Technology
Lisa Harrison	Marion University, BSN
William Harrison	Fire; EMS Certification
Doug Herkes	Information Technology Instructor
William Hertel	Fire I & Fire II Instructor
Chuck Higgins	Miami University: AS in Computer Information Technology, BS in Electromechanical Engineering Credential Certifications: Fanuc Handlingpro Programming, Fanuc C.E.R.T. Instructor, Fanuc CNC Programming Allen Bradley PLC Basic Operation, Parker Hydraulics, Yaskawa Basic Programming
Kristine Holbrook	EMT Instructor, Fire I & Fire II Instructor
Sarah Hostetter	High School Diploma; Certified Welder
Savannah Jacobs	Cosmetology Instructor; Cosmetology and Barber Board



Michael Jameson	Fire
Stephen Jensen	Fire
Jason Jewett	EMT Instructor, Fire I & Fire II Instructor
Jonathan Johnson	Cosmetology Instructor
Steven Johnson	Ohio State University: BS
Edward Jolley	Hocking College – Construction Management; Facilities Maintenance Instructor
Aaron Jones	High School Diploma; EPA Licensed HVAC Technician
William Korb	Fire I & Fire II Instructor
Sara Lee	University of Dayton: BA Health Education
William Liddy	Ohio State Apprenticeship Council: Journeyman Lineman
Michael Lolli	EMT Instructor, Fire I & Fire II Instructor
Chris Luebbe	Fire I & Fire II Instructor
Shawna Lynch	EMT Instructor
Steven Mason	Wilmington College: Bachelor of Science
Linda McBride	Hiram College: Bachelor of Arts in History
Austin Mellendorf	Fire I & Fire II Instructor
Colin Mellendorf	Fire I & Fire II Instructor
Linda Michael	Earlham College/University of Cincinnati: BA / MED
Mark Miller	Fire I & Fire II Instructor
Eric Moncrief	Fire I & Fire II Instructor
Bradley Niehaus	Fire I & Fire II Instructor
Justin Null	University of Cincinnati: Fire Science Technology
Gregory Ortel	Sinclair Community College: Fire Science
Jeffrey Osborne	High School Diploma; MSSC CPT+; MSSC CPT Master Trainer
Patrick Palmer	CPR Instructor
Theodore Parks	EMT Instructor, Fire I & Fire II Instructor
Joshua Pirk	Fire I & Fire II Instructor
Levetra Radford	Cosmetology Instructor
Bart Richards	High School Diploma; EPA Licensed HVAC Technician
John Rose	Fire I & Fire II Instructor
Linda Rudduck	Cosmetology Instructor
Timothy Salas	Fire I & Fire II Instructor
Emily Sharpe	Cosmetology Instructor
Michael Snyder	Fire I & Fire II Instructor
Ronald Stenger	EMT Instructor, Fire I & Fire II Instructor
Zane Swank	Welding Instructor
Michael Thompson	Edison Community College: Electrical/Electronics; Sinclair Community College: Electrical/Electronics
Holly Todd	Scarlet Oaks Career Center: Dental Assisting; Northwestern University: Pedorthic Certification; University of Cincinnati: General Studies
Joseph Tucker	EMT Instructor, Fire I & Fire II Instructor
Dennis Waldbillig	Great Oaks – Certificate; Fire
Debra Walker	High School Diploma; Fire
Jason Witte	EMT Instructor, Fire I & Fire II Instructor
Anne Wood	Purdue U. /Clark State Comm. College: Associate. Economics and Finance /Associate in EMS Technology
Joseph Zengel	Advanced Manufacturing Instructor