

STUDENT E-NEWSLETTER



Visit Academic Advising on the Web

Please visit the [Advising homepage](#) to find the following information:

- Your assigned program advisor
- Advisor contact information
- Advising Syllabus with expectations of student and advisor
- FAQs on Advising services
- Free workshops!
- Student resources, learning styles, time management, organizational skills, general study skills



Join us on facebook!
Search for "NWTC Academic Advising"

Counseling/ Special Needs Services

Student Counseling has hired four new staff persons in the last year. Please visit the "[NWTC Counselors](#)" webpage to learn more about our staff.

In addition to providing individual counseling appointments, our therapists have created numerous workshops to assist students in developing the skills necessary to be successful in college. These workshops are presented in person at various times throughout the term. The workshops are also available to be viewed online. Please visit the "[LASSI Videos](#)" webpage to access this content.

The Special Needs Office will continue to provide reasonable accommodations to students with documented disabilities. Please feel free to connect with Mee Saykao or Sandy Barnick for further information about our department and services.

Students are taking advantage of the personal counseling that it offered to them through NWTC at no cost. Many students are struggling with depression, anxiety, family and relationship conflict, low motivation, alcohol or drug abuse problems, or attention issues. Students interested in seeing a counselor should call (920) 489-5444 to schedule an intake appointment.

Appointments

Appointments are preferred for advising/ counseling services. Please call (920) 498-5444 to schedule an appointment.

Top Five Things to Know from Enrollment Services

1. If you withdraw from a course, the amount of refund you are eligible for is based on the start date of your class. [Refund Policy](#)
2. If you are receiving financial aid, dropping a class may have an impact. Please check with a Financial Aid Advisor to review the consequences of dropping classes. [Contact Financial Aid](#)
3. From January 26, 2012 and beyond, an even exchange for spring 2012 classes must have the exact catalog number. An [Add/Exchange Form](#) is required to make the exchange.
4. You will not automatically be dropped from classes by not attending.
5. Students can officially withdraw from classes before 60% of the class has been completed; a Withdraw (W) grade will be posted. After the 60% date of the class, no withdrawals are allowed; students will get the grade earned.
If a student wishes to appeal the grade earned after the 60% date of class, he/she must provide documentation of extenuating circumstances. [Withdraw Form](#)

FREE Tutoring for Credit Students

NWTC credit students may request tutoring services FREE of charge! Learners MUST submit the **Tutoring Services Request** located on their **my.NWTC** page under the Student Center tab.

Small Group Tutoring

- Math Courses
- Accounting Courses
- CAD/ REVIT
- Writing Courses
- Computer questions related to all credit classes
- Mac Graphics
- Science Courses
- Nursing Courses
- Computer Courses

One-on-One Tutoring

Request one-on-one assistance by contacting nwtc.tutoring@nwtc.edu (Students are asked to attend Small groups sessions before requesting one-on-one assistance.)

Program-Specific Assistance Labs

NWTC will arrange program specific study groups. Instructors will ask strong students to lead group study group sessions.

Free Tutoring Services may be one of the Keys to Academic Success!

Questions? Contact us at nwtc.tutoring@nwtc.edu
Tutoring Office–Green Bay Campus–SC135

Writing Lab—Green Bay Campus

NWTC’s Writing Lab is available for students who need assistance with their writing skills. The Writing Lab is located in Room SC135 in the Student Center on the Green Bay campus. Students needing assistance are encouraged to bring in writing assignments from ANY credit courses they are enrolled in at NWTC.

Writing Lab Hours for SPRING 2012	
Monday	9:30-12:20pm
Tuesday	9:30-12:20pm; 4:30-7:20pm
Wednesday	9:30-12:20pm; 1:30-4:20pm
Thursday	11:30-2:20pm

Writing Lab staff will NOT correct writing errors. They will only highlight reoccurring sentence-level mistakes and offer resources and exercises to strengthen self-editing skills.

Math Lab—Green Bay Campus

Do you need some extra help in your math course? Math instructors are here to help! Please visit the Math Lab for ANY credited Math course.

Math Lab Location and Hours for SPRING 2012		
Tuesday	9-12:20pm	SC360
	2:30-6:30pm	AP102
Wednesday	9-1:00pm	SC360
Thursday	9-1:00pm	SC360
	3:00-7:00pm	AP102
Friday	9-1:00pm	SC360

You are Eligible for FREE Computer Assistance

Credit Students can sign up for **free** computer assistance by following the two easy steps below:

1. Submit a Request Form by clicking on the Tutoring Services Request link on your student portal (my.NWTC).
2. Stop in SC135 on the Green Bay campus during the following times:
 Monday-Thursday: 10 a.m. to 6 p.m.
 Friday: 10 a.m. to Noon
 - A tutor will be available to assist you with any computer question related to a credit class, including Blackboard.
 - Credit students seeking assistance for “study skills” and other general assistance, please complete a tutor form and you will be referred to a writing tutor.

NWTC
Shared Harvest
 FOOD CUPBOARD

We’re all in this together.
 Is money tight? Is your refrigerator empty?
 Is food too expensive?

Let us help.

It’s simple. NWTC Shared Harvest Food Cupboard provides nutritional food support for students in need. Just stop by Student Life and pick up your prepackaged bag. And when you’re back on your feet, donate food for someone else.

NWTC Shared Harvest Food
Cupboard Food Pickup Information

Student Life Office – Room SC 118
Monday – Thursday: 8:00 a.m.-7:00 p.m.
Friday: 8:00 a.m.-5:00 p.m.

For any additional information, please contact the Student Life Office (920) 498-5483.

Are You Eligible for Additional Funding?

WIA is a Federal Program, designed to assist displaced, dislocated, adult and youth enter into occupations that are in demand in their geographical areas. WIA services include career guidance, job search assistance, and funding for occupational training.

Adult and Older Youth: For individuals who are unemployed or underemployed and who meet an income limit.

Dislocated Workers: For displaced homemakers, individuals who are laid off without a re-call date, notified of a lay off or facility closing, or are self-employed but a victim of economic downturn.

For more information, contact your local Job Center or the Student Support Services office in SC140 at 498-6258.

ATTENTION! PLEASE READ

Do You Meet Satisfactory Academic Progress for Financial Aid?

Satisfactory Academic Progress (SAP) Northeast Wisconsin Technical College (NWTC) monitors all credits for all students, whether or not the student has received financial aid. The standards below will be applied after the student's first semester of enrollment and each subsequent semester

- 1. Grade Point Average (GPA):** Students must maintain a minimum cumulative GPA of 2.0.
- 2. Completion Rate (PACE):** Students are required to maintain an overall completion rate of 67 %. The completion rate is calculated by dividing the cumulative number of credits successfully completed by the cumulative number of credits attempted. Attempted credits include all credits taken at NWTC regardless of whether the student received financial aid or not and any transfer credits accepted. Attempted credits include those credits for which the following grades were received, W, I, IP, NS, F.
- 3. Maximum Time-Frame:** Students are expected to complete their degree/diploma program within a maximum timeframe for financial aid purposes. Federal regulations stipulate that the maximum timeframe is 150% of the published credit requirement of each eligible program. Students are only eligible to receive financial aid until their cumulative attempted credits plus any transfer credits accepted equals 150% of the required credits for their degree/diploma. Once a student has reached the maximum timeframe they are no longer eligible to receive financial aid. Credits are counted starting with the semester the student first enrolled at NWTC even those semesters for which financial aid was not received. Students who reach the maximum time frame are immediately suspended from financial aid eligibility.

Program	Credits Required for Graduation	Total Fundable Credits
Accounting	68	102
Medical Assistant	32	48

For more information, visit [Satisfactory Academic Progress](#) policy website and [Satisfactory Progress Q&A](#).

Be a part of Dream Catchers!

NWTC designed a success plan with an overarching goal of improving the completion rate of all academic programs. NWTC is focused on developing a model for systemic institutional change in which program faculty and staff, including advisors, admissions and other support services, will work as a collaborative team focusing on student services, learning support services and teaching and learning in the classroom, a systems approach.

The interventions planned for the first six pilot programs in SPRING 2012 will be expanded in year two with additional interventions. By continually adding programs each semester, all NWTC academic programs will be included.

Advising

Students accepted into the pilot programs are required to meet with an academic advisor to review their program requirements.

LASSI

Students complete the Learning and Study Strategies Inventory. The LASSI is a learner profile tool to help students become aware of how they study and learn, and helps us to better place students for success in coursework

Course Placement/Pre-req and benchmark!

Placement in General Studies classes will be determined for each student based on test scores on the College's placement assessment (ACCUPLACER) or using past assessment scores that have been submitted to NWTC. If your testing was waived at the time of application, you will still be required to test on the Accuplacer in order to take General Studies courses. For students not meeting the course specific proficiency requirements, an individual pathway for success will be established.

For more information, please contact Enrollment Services at (920) 498-5444 or (888) 385-6982 or contact your assigned program advisor.

Hiring Student Ambassadors

Student Life is seeking ambassadors for trades, community and regional learning, general studies, and health. Pay is \$9.60 per hour. Currently eight student ambassadors have been hired for this academic year. Student Ambassadors are trained to assist in events on campus, provide campus tours and in general to be positive representatives of NWTC for prospective and new students. Our goal is to have 2 ambassadors per academic division.

For more information and a job description, please check out the [Job Listings](#) on the NWTC website.

Greetings from Career Services!

Our goal is to make you shine...we can provide you with:

- job search assistance
- resume critique
- mock interview
- career planning
- portfolio development
- much, much more!

It's never too soon to begin your job search journey! Visit us in Room SC235 in the Student Center on the Green Bay campus or call us at 498-6250 for assistance.

MARK YOUR CALENDARS

NWTC Fashion Show

Tuesday, March 20, 2012, 11am-1pm, Commons
Featuring your instructors and other NWTC "Stars."
Highlighting appropriate work attire on a runway!

NWTC Career Fair

Tuesday, March 27, 2012, 11am-2pm, Commons
Network with Area Employers!
More information will be available soon.

Sign up today for access to Wisconsin Tech Connect!

Wisconsin Tech Connect!

Find out what skills employers in your field are looking for. Have job postings sent right to your e-mail inbox.

Upload your resume – when an employer posts a job that matches your program of study, your uploaded resume will automatically appear in the employer's Resume Bank for that job posting.

If you are a program student, visit Career Services website at www.nwtc.edu, click on Explore Careers to register or call 498-6250 with questions.

Student Support Services

The Plus 50 Program is part of a nationwide effort to better serve adults who are not traditional college age. At 78 million strong, the baby boomer generation is bringing a surge of older students to campus. Some people are looking to start a new career, re-enter the workforce or to update their skills. Others are looking for classes for personal enrichment; or to just have more fun!

The initiative involves offering more college courses and services that better meet the needs of students who are age 50 and over. This includes assessment, advising, flexible and accelerated courses, tutoring, credit for prior learning and experience, career services and a "go to" person for information and support.

The Nontraditional Occupation Program is a support program offered to students who are in a program that employs 25 percent or less of a specific gender. The program offers workshops and meetings to support the needs of the NTO students. If you are a student interested in learning more about this program, please contact Student Support Services in SC140 in the Student Center on the Green Bay campus or call (920) 498-6996.

The Displaced Homemaker Program is a support program offered to students who are divorced, widowed or separated from a married spouse. Funding assistance towards books or tuition is available as well as group meetings and workshops. If you are interested in participating in this program, please contact Student Support Services in SC140 in the Student Center on the Green Bay campus or call (920) 498-6996.

The Single Parent Program is a program that provides a small amount of funding for child care costs for single parents attending NWTC. A single parent is someone with children who has never married, or is divorced, separated or widowed. Some of the guidelines are:

- Student must be taking at least six credits
- Day care provider must be licensed or certified
- Student cannot be receiving day care assistance from any other source

To learn more about this program, please contact Student Support Services in room SC140 on the Green Bay campus, or call (920) 498-6872.

NWTC Academic Advising Mission Statement

Academic Advising is a proactive, ongoing process designed to foster relationships campus-wide, while empowering students to achieve their goals. In partnerships with advisors, students will make informed decisions to develop education plans and maximize their potential as students and community members.

Are you a single parent residing in Shawano County?

You may be eligible for additional grants that can provide assistance for education costs and/or child care assistance.

**Please contact: Susan Schuster at
920-498-5734 or susan.schuster@nwtc.edu**

Get Involved

NWTC Student Life offers activities, clubs, sports, fun, health and wellness... they're all part of college life. Make them part of yours.

Student Life has a variety of events including make-and-take events, "Food for Thought" speaker series, game room tournaments, food socials, entertainers, facebook days and a variety of pre-released movies including a double feature drive-in movie and family movie nights.

Student Life offers student photo ID's, lockers, lost and found, access to the workout facilities, and great discounts to businesses around the area at www.studentsavingsclub.com.

NWTC's active Student Senate meets twice monthly to represent college concerns and provide communication between the college administration and students. There are also over 30 active clubs and organizations on campus, including NWTC's International Honor Society (Phi Theta Kappa), which recognizes and encourages the academic excellence and coordinates activities that focus on service and leadership.

For more information please contact Student Life at (920) 498-5483, e-mail student.involvement@nwtc.edu or join us on FACEBOOK, just search "NWTC Student Life".

NWTC Payment Plan

No interest!

No Setup Fee!

And Convenient!

Enroll online is simple, secure, and easy. Add your book costs to the payment plan! Tuition is due on the first day of the term, no matter when the class starts. For students who register after the first day of the term, payment is due within 10 days of registration date.

SPRING 2012 Payment Plan Schedule

Number of Monthly Payments	Last Day to Enroll Online	2012 Monthly Dates
5	January 5, 2012	Jan 10, Feb 10, Mar 12, Apr 10, May 10
4	February 5, 2012	Feb 10, Mar 12, Apr 10, May 10
3	March 5, 2012	Mar 12, Apr 10, May 10
2	April 5, 2012	Apr 10, May 10

NWTC Payment Plan will help spread your payments over several months.

- Monthly tuition payments will be automatically debited from the account you have identified. The monthly tuition payments are scheduled on the 10th day of each month for Fall semester. If a payment due date falls on a weekend or holiday, the payment date will occur on the next business day.
- Changes to your enrollment, student account balance, or financial aid received may increase or decrease your monthly payments.
- It is important to know your total account balance to help you understand how much your calculated monthly payments will be. To find your total account balance, please log into your my.NWTC account.

Apply for Scholarships

Did you know you can be considered for more than 300 scholarships by filling out ONE online application?

When to apply:

- Apply March 1 to May 1 for Fall Semester
Awards issued first week of August (start of fall semester)
- Apply Oct. 1 to Nov. 15 for Spring Semester
Awards issued mid-January (start of spring semester)
- Applications are accepted and processed outside of these times on a referral basis only

For more information on scholarships and to access the online application, please visit [Scholarship website](#)