



Washtenaw
Technical Middle College

Student Handbook

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Welcome to Washtenaw Technical Middle College!

Mission Statement

Washtenaw Technical Middle College transforms high school students into successful college students by providing meaningful educational choices, individualized advising, and skill-based instruction. Our graduates complete both a high school diploma and a college certificate or degree.

“Education is the most powerful weapon which you can use to change the world.”
Nelson Mandela

Congratulations on becoming a part of the WTMC experience, a unique and exciting educational opportunity that allows students to pursue a technical degree and/or an associate’s degree while earning a high school diploma!

This guide was designed for our WTMC parents and students, to help you transition to the WTMC/WCC campus. In it you will find four sections that provide the following information:

- **Section 1:** Provides contact information for WTMC faculty and staff members, key locations with room numbers and phone listings, and a listing of services and their functions available to WTMC/WCC students.
- **Section 2:** Offers useful navigational tips that will help you to adjust as a new student, answers to questions frequently asked by new WTMC students and their parents, and important information about WTMC classes and policies.
- **Section 3:** Supplies a map which include labeled parking lots, and buildings by name. Also included are building descriptions providing details as to the type of classes held and locations of various campus services.
- **Section 4:** Contains vital and important information specifically related to the WTMC program.

You will want to keep this guide handy throughout the next three years, as it will serve as a useful tool in making your experience at WTMC a positive one.

SECTION 1: Primary Resources

This section provides important information on the most common resources you will need while you are a student, or the parent of a student, at WTMC.

Faculty & Staff Listings

A complete list of names, email addresses, and office phone numbers for all WTMC teachers and administrators can be found on the WTMC website.

Key Locations & Phone Numbers

Important locations and phone numbers where you can find support such as computer labs, tutoring, and resources, are listed here.

Services Available

A description of valuable services such as learning support, writing and math centers, open computer labs, and the library are listed here. These services are offered to assist you with all your academic needs, and are available to all WTMC / WCC students.

Key Locations & Phone Numbers

You will need to know where these locations are your first few weeks on campus.

<u>Title of Location</u>	<u>Location</u>	<u>Phone</u>
Computer Commons	GM building – Second floor	973-3420
Learning Support Services	LA104	973-3342
Library	GM building – First floor	973-3429
Learning Commons	GM201	973-3420
Campus Safety	Parking Structure	973-3411
Welcome Center	SC203	973-3543
Student Resource & Women’s Center	SC206	973-5105
Testing Center	SC300A	973-3634
WCC Barnes and Noble Bookstore	First Floor Student Center	973-3594
Writing Center	LA355	973-3647
WTMC Office	TI214	973-3410

Hours may vary on different days of the week. They also change during spring and summer semester from what they normally are during fall and winter. It’s best to call ahead and check.

Campus Police can be reached by picking up **any WCC phone** and **dialing 3411**.

Services Available

Below is a descriptive list of academic services designed to provide academic support to WTMC/WCC students; students, who utilize these services, find them to be an invaluable asset to their educational program. (Contact info on page 8)

Learning Support Services

Learning Support Services is located on the 1st floor of the LA Building in room 104. Learning Support Services provides disability services for students who have a documented disability, students who are academically and/or economically disadvantaged, and those who have limited language skills. The first step to acquiring Learning Support Services is to fill out a standard intake form. Once your form is received, someone from LLS will discuss your specific needs with you and work out a schedule for tutoring. Hours of operation are posted outside the entrance.

The Learning Commons

The Learning Commons in the GM building offers pathways for students to connect, integrate, and create ideas in order to deepen and develop knowledge. They provide one-on-one tutoring for all WTMC/WCC students. Tutoring for most academic subjects is provided but must be set up in advance. Group sessions and technology assistance can be arranged here as well.

The Writing Center

The Writing Center is located in room 355 on the 3rd floor of the LA Building. Instructors and tutors are available on a walk in basis, and are always happy to assist you with editing and writing a better paper. Workspace is provided to accommodate students who need to spend time on their work. The Writing Center provides you with access to a wide variety of writing reference books. They also have free handouts on writing-related topics such as grammar, punctuation, documentation styles, pointers on effective essays, and resume writing. They also offer a classroom computer lab for you to use when classes are not in session. Taking advantage of the services the Writing Center has to offer can make the difference in how successful you are in your writing-related courses. Hours of operation are posted outside the entrance as well.

Open Computer Lab

The Computer Commons offers a large number of computers. It is located in the GM Building above the Library. The lab has technicians available who can offer you computer-related support. The computer lab offers free printing: every student can access 100 pages of free printing each semester using a student ID.

Library

The WCC Library is on the 1st floor of the GM Building. The library offers numerous research and learning resources both within the library and online. One of the most popular resources is **Ask a Librarian/Live Chat** where you can get your reference questions answered by a librarian online 24 hours a day. **Virtual Reference** allows students to access and browse 16 different college reference banks. For quiet places to study, many students like to use the group/individual study rooms available. The library also has computers available for you to use for research purposes.

Although primarily academic, the library also offers entertaining materials as well. The following are some the most popular among WTMC/WCC students:

- **The Browsing Collection**- books on the current best-sellers list.
- **DVDs** - can be watched in one of the library's viewing rooms.
- **Magazines** - many popular titles of the most current issues.

Hours of operation are posted outside the entrance doors. Additional information can be accessed by calling 973-3429 or @www.wccnet.edu/library.

SECTION 2: Useful Navigational Tips

This section was designed to introduce you to the WTMC/WCC campus. It will provide you with practical tips, answers to common questions, and familiarize you with details that will be of importance to you as you adjust to your new schedule and surroundings.

Helpful Tips

The tips section will provide you with helpful hints on such things as getting your schedules early, commuting and parking, how to get your student ID card, and campus lunch selections.

FAQ's

This section answers some frequently asked questions that new students have about WTMC. It will include information about your Base Advisor, soft skills, your EDP, PowerSchool, and the campus environment.

Class Information

Class information will give you details regarding your classes, books and supplies, academics and homework.

Helpful Tips

Student Schedules

Schedules are available at student orientation in August. You will also be able to see your schedule in PowerSchool.

Parking

If you are driving and would like a choice of parking spaces, it's best to arrive early. If you need to commute by bus, there are bus route schedules available in the WTMC office located on the 2nd floor of the Technical Industrial Building in room 214. Also, a parking structure is located on the Clark Road side of campus between the Student Center and the Morris Lawrence building.

Student ID Cards

A Student ID card is required for all students. One of your WTMC teachers will take you to the second floor of the Student Center Building to have your photo ID card made shortly after school starts. Your first ID card is free of charge. If you lose it, the replacement fee is \$10.00.

Lunch

In the interest of time and money, many students find it easier to bring lunch to school with them. Food service is offered each semester by a variety of vendors, and there are also vending machines for snacks and drinks.

According to some students, cafeteria items tend to be more expensive than they expected. They also feel that long lunch lines and limited seating make it difficult to eat lunch and make it to their next class on time. If you choose to leave campus for lunch, please be careful to travel safely and arrive at your afternoon classes on time.

Frequently Asked Questions

What is a BASE Advisor?

Your BASE Advisor is the teacher that is assigned to you when you enter the WTMC program. BASE stands for Better Accounting of Student Efforts. You will have the same BASE Advisor throughout the length of your WTMC career. You will be meeting with your BASE Advisor regularly during your first semester. For future semesters, you and your BASE Advisor set up a meeting schedule according to your needs. They will work with you to schedule your classes, assist in interacting with WCC instructors, and plan for your success while documenting your progress. These mandatory meetings are vital to your success at WTMC.

What are Soft Skills?

Soft skills are the life skills that you need to succeed both academically and at work. Effective preparation, accepting responsibility for your actions, being present and on time, communicating properly, and following instructions are a part of every WTMC class. Soft skills are taught in the first semester of WTMC classes. You must receive a Soft skills credential grade of “S” from each of your instructors to qualify for WCC classes.

What is De-credentialing?

Students can lose their soft skill credential if they make choices incompatible with success in college. This means losing your opportunity to take WCC classes or even being removed from college classes mid-semester. De-credentialing can happen even if WCC classes have already been scheduled or for poor performance while you are enrolled in a WCC class.

What is an EDP?

You will make an Educational Development Plan to map out your educational goals and track your progress. It will help you to think about and organize your classes in an order that is realistic for your program requirements. You and your BASE Advisor will update your EDP regularly.

What is PowerSchool?

Power School is the website where you and your parents can check your grades, attendance, and read teacher comments for all WTMC classes. Power School can also be used to send emails to your teachers. Any questions concerning Power School should be directed to the WTMC office.

What is the campus environment like?

Both WTMC and WCC have a culturally and educationally diverse student body. Most new students when asked have said that they found the students on campus to be courteous and helpful. During the first week of classes at the beginning of each semester, you will see volunteers monitoring tables with helpful information and mini-maps. They will also give you directions and answer questions that you may have.

What kinds of Student Activity groups are there?

WTMC students can participate in any of the activities offered at WCC. The following are brief descriptions of WTMC/WCC student activity groups:

- **WTMC Clubs and Activities** – WTMC faculty sponsor a number of clubs and activities each year, including student council, national honors society, library club, FIRST robotics, and ultimate frisbee.
- **WCC Student Activity Clubs** – college clubs are offered in specific areas of interest such as chess, e-sports, drama, dance, anime, entrepreneurship, business professionals, Black student union, or international students, just to name a few. Students should set up their [Campus Connect](#) account to learn more about WCC clubs and activities.

Starting a club at WTMC

- Every club should have a mission statement and set of practices or expectations / guidelines for participants. Students should participate in setting and revising these documents.
- WTMC clubs need to meet at scheduled times outside the school day. A club can meet as frequently or infrequently as its members want—but there needs to be some kind of schedule.
- WTMC clubs should not duplicate existing clubs or activities offered by the college. If the college has a club or team, WTMC students can almost always join it. Many college clubs have WTMC students as leaders or organizers.
- WTMC clubs need a faculty or staff sponsor who attends club meeting sessions and activities. This sponsor is responsible for taking attendance at scheduled club meetings and activities.
- All WTMC clubs must promote a climate of access, success and equity for persons from different racial, ethnic and cultural groups, age levels, religions, sexes, gender identities and expressions, sexual orientations, physical capacities, learning abilities and income levels.

Information About WTMC Classes

Classes

Upon entering the WTMC program, you are placed in four transition courses which include Middle College Science, Middle College Math, Middle College English, and Middle College Critical Thinking. These courses are designed to build skills in each discipline area to support successful transition to WCC. Each course will meet for approximately 90 minutes each day and require a “B” grade or higher to transition to WCC classes.

Books and Supplies

As a WTMC student, your books are supplied by WTMC. Once transitioned to WCC, a sticker will be placed on your student ID card that will allow you to pick up your books at the Barnes and Noble Bookstore on the WCC campus in the Student Center Building. All books must be returned in good condition at the end of each semester before you receive new books for the following semester. If you fail to return any of your books, you will be expected to pay for them before receiving your new books. The course syllabus you receive on the first day of class, presents the course outline and expectations for the semester and a list of any supplies or resources you will need.

Academics and Homework

WTMC academics are designed to broaden your understanding in a number of areas as well as develop your critical thinking skills. Engaging yourself in classroom discussions and activities is expected and will prepare you for your college experience. Diligently applying yourself to all class material is the only way to succeed. Measures used to “get by” in the past will not be adequate for the academic rigors of the WTMC curriculum. Standard college courses require 2 hours of study time per each credit hour of class time. When you are taking 12 credit hours of college courses, you need to be prepared to study/work an additional 24 hours outside of actual class time. Homework varies between teachers but is considerably more than the average high school. While each instructor and student is different, you can expect to study more and work harder than you ever have before. The end result is a unique opportunity to have a college certificate or associates degree in the field of your choice by the time you acquire your high school diploma.

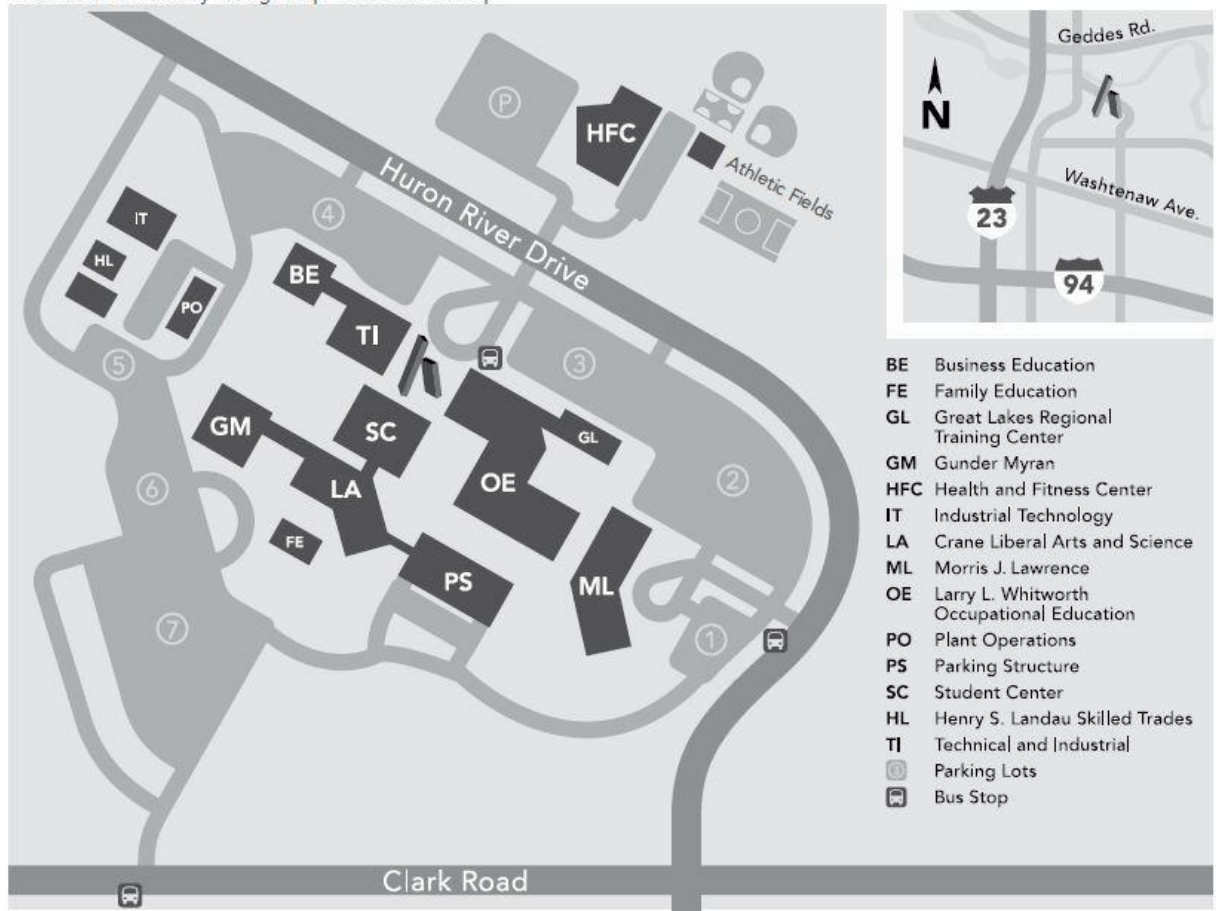
SECTION 3: Finding Your Way Around Campus

Campus Map

The map provided here will help you locate parking lots and buildings. Information specific to each building is also provided.

You can get a detailed tour of the campus by going to wccnet.edu and click on About WCC / College Information / Tour WCC.

Washtenaw Community College Map wccnet.edu/map



Campus Map Key

BE: Business Education

The BE Building is where many computer education, communications and business classes are held. It has 2 floors.

GL: Great Lakes Regional Training Center

The GL Building has 2 floors. This building houses the welding lab and classrooms. It also houses the United Association Union of Plumbers, Fitters, Welders and HVAC Service Techs for their yearly training week.

GM: Gunder Myran

The GM Building has 4 floors which include a basement level for visual arts classrooms, the first floor Library, (shown), the Computer Commons and Math Center on the second floor, and third floor classrooms.

LA: Crane Liberal Arts

The LA Building has 3 floors. Besides classrooms, it houses Learning Support Services (floor 1), and The Writing Center (floor 3). The second floor bridges across to the Student Center Building.

ML: Morris Lawrence

The ML Building is the location of the WCC Police Academy. It also holds dance, music, and exercise-related classes. Fine Arts Performances take place in the Towsley Auditorium. (shown)

OE: Occupational Education

The OE Building houses dental assisting, auto, drafting and welding classes.

SC: Student Center

The SC Building has 3 floors. The first floor, (shown) houses the Culinary Department, and offers a variety of eateries, a cafeteria, the bookstore, etc. The second floor provides student services such as counseling and financial aid, and the third floor is where the testing center is located.

TI: Technical and Industrial

The TI Building houses the WTMC office (TI 214), nursing classes, video production classes and electronic classes, and assorted classrooms.

SECTION 4: General Information

Attendance Policy

<p>ATTENDANCE POLICY</p> <p><i>IF YOU FEEL SICK OR HAVE SIGNS OF ILLNESS, PLEASE STAY HOME.</i></p>	<p>Your regular attendance is important to succeed at WTMC and is part of your soft skills certification.</p> <p>We do not have “excused” absences at WTMC. However, documentation of absences is important and can help the school understand and support a student’s needs. Absences should be documented with the WTMC office if they fall into one of three categories:</p>	
	<u>Reason</u>	<u>Documentation Required</u>
	Medical / Health Condition	Doctors note
	Family Business	Funeral / Wedding Documentation
	Court-Related Business	Court Dates Documentation
<p>ATTENDANCE POLICY:</p> <p>DE-CREDENTIALING</p>	<p>A student can lose their credential if they accumulate too many absences in any one class:</p> <ul style="list-style-type: none"> ● 8 during Fall or Winter semesters ● 4 during Spring semester <p>You can also be soft-skill de-credentialed if you have cumulative absences that amount to:</p> <ul style="list-style-type: none"> ● 20 during Fall or Winter semester ● 10 during Spring semester 	

Communication

CALENDAR FOR THE SCHOOL YEAR	<p>Calendar is displayed in the following places:</p> <ul style="list-style-type: none"> • Planner • WTMC website • A calendar mailed home with the first newsletter of the school year <p>If changes are made to the calendar, notification will be placed on the WTMC website and noted in the newsletter.</p>
EMAIL	<p>Every WTMC student is issued an email address when they enroll at WTMC. BASE advisors will cover the activation and use of email. Students will need to check email on a regular basis as this is a main form of communication between staff and students</p>
NEWSLETTERS	<ul style="list-style-type: none"> • Sent out monthly during the school year • Covers recent WTMC activities, upcoming events, and calendar changes • This is the main form of communication used to convey information that applies to all WTMC students.
POWERSCHOOL	<ul style="list-style-type: none"> • WTMC's data management system • Contains student demographic data as well as grades and attendance information • Parents and students have access to data on PowerSchool via passwords issued at student orientation • Students and parents should check PowerSchool regularly.
VISITORS	<p>Students who are interested in attending WTMC may visit the program. The steps to be taken to invite a visitor to campus are:</p> <ul style="list-style-type: none"> • A student needs to request a guest visitor form. • The form needs to be returned to the office at least 48 hours prior to the visit. • The Dean will confirm with the guest's parents prior to the visit. • On the morning of the visit, you and your guest visitor will need to check in at 8:45 a.m. at the WTMC front desk with the Administrative Assistant, to receive a Visitor's Packet
WEB PAGE	<ul style="list-style-type: none"> • www.themiddlecollege.org • Lists "Hot Topics" of current and upcoming events • Copies of the current newsletter

Graduation and Next Steps

GRADUATION APPLICATIONS	<p>During the fall semester of their final year at WTMC, prospective graduates will complete and submit the following forms to :</p> <ul style="list-style-type: none"> ● WTMC Graduation Application ● WCC Application for Graduation (a separate application for each certificate and/or degree) ● WTMC Graduation/Diploma Form
GRADUATION CREDIT REVIEW	<p>Each student must meet with the school counselor during the Fall semester of their final year to complete a Graduation Credit Review. This meeting will ensure that the student meets both the WTMC and WCC graduation requirements for a high school diploma and their WCC certificate and/or associate degree.</p>
COLLEGE APPLICATIONS	<p>Students applying for college admission should apply to colleges during the fall of their graduation year. The WTMC counselor will assist students with the process.</p>
COMMENCEMENT	<p>Graduating students may participate in the WTMC and the WCC commencement, held during May, if they have:</p> <ul style="list-style-type: none"> ● Met graduation requirements ● Purchased a cap and gown from WCC bookstore ● Completed a WTMC Graduation Portfolio ● Completed WTMC Exit Surveys <p>Students graduating in both December and May can participate in the graduation ceremony.</p>
CREDITS	<p>All credits on the WTMC transcript are in college format.</p>
GRADE POINT AVERAGES (GPA)	<p>The WTMC transcript reflects:</p> <ul style="list-style-type: none"> ● WTMC grade point average for WTMC college prep transition courses ● WCC grade point average for college classes taken. <p>Credits for other schools are not shown on the WTMC transcript. The student's previous high school transcript contains all credits received at their previous school. WTMC does not compute class rank.</p> <p>Graduation Requirements for both WTMC and WCC:</p> <ul style="list-style-type: none"> ● An overall 2.0 GPA at WCC ● 2.0 GPA for each certificate and/or degree
PORTFOLIO	<p>WTMC students complete a graduation portfolio that includes the following:</p> <ul style="list-style-type: none"> ● Resume ● Letter of Recommendation ● Essay about your WTMC experience ● Reflection for Commencement
REQUIREMENTS	<p>Students are responsible to meet the graduation requirements effective at the time of their entry into WTMC. These are listed in the Career Pathways workbook, which students complete during their first semester at WTMC.</p>

TRANSCRIPTS	<p>Students graduate with a WTMC transcript and a WCC transcript.</p> <ul style="list-style-type: none"> ● WTMC transcript includes WTMC college prep classes, WCC college classes and the high school graduation date ● WCC Transcript includes classes taken at WCC and certificates and/or degrees earned <p>For those requesting a transcript, the following information is included in the “Transcript Packet”:</p> <ul style="list-style-type: none"> ● WTMC official transcript ● Previous high school transcripts ● WTMC Profile
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Safety and Security

CAMPUS SECURITY	<p>Campus Security is located on the first floor of the Parking Structure on the campus of WCC. Campus Security may be contacted by calling: (734) 973-3411,</p>
MEDICAL EMERGENCIES	<p>For your own safety, any accident or serious illness that occurs in a classroom or on campus at WCC, or at practice sessions or at events sponsored by WTMC, must be reported immediately to the staff person in charge of the class or activity. An accident or injury report must be completed for all occurrences.</p>
SCHOOL CLOSING	<p>If WCC cancels classes, WTMC is closed. However, WTMC may be closed and WCC may still have classes. Students will be alerted by text, email, telephone, and / or Twitter to all closings by the WCC ALERT system. <i>It is your responsibility to keep your information up-to-date in WCC Alert.</i></p> <ul style="list-style-type: none"> ● WTMC website: www.themiddlecollege.org ● WCC website: www.wccnet.edu ● Call the WTMC office at 734-973-3410
MANDATORY REPORTING	<p>Our first concern at WTMC is always for our students’ health and safety. For this reason staff members are required to report any information that suggests a student may be harmful to herself/himself or others. In the event that any student discloses such information directly to a staff member or indirectly through a written assignment or communication, this information must be reported to the appropriate authorities. Such information may include, but is not limited to, any reference to possible physical or sexual abuse, severe depression, harmful substance abuse, eating disorders, self-mutilation, suicidal ideation, illegal activity or any threat to the safety of others. This information is shared confidentially and exclusively for the purpose of protecting our students.</p>

Guidance and Counseling Services

SERVICES	<p>Guidance and Counseling services are provided at WTMC for students with personal and educational concerns.</p> <ul style="list-style-type: none"> ● EDP Development ● Career Exploration ● Assessment Testing ● Graduation Requirement ● College Planning, Scholarships and Admissions ● Post-Graduation Plans ● Personal issues and concerns
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Testing

PSAT TEST	<p>Preliminary SAT/National Merit Scholarship qualifying test (PSAT) measures:</p> <ul style="list-style-type: none"> ● Critical Reading ● Mathematical Reasoning ● Writing Skills <p>All WTMC 1st year and 2nd year students will be completing the PSAT during Fall semester for two reasons:</p> <ul style="list-style-type: none"> ● Practice taking a nationally standardized test ● Enter National Merit Scholarship Competition <p>Information about testing will be sent home in mid-September.</p>
STATE MANDATED TESTING	<p>The state of Michigan requires that all 9th - 11th grade (WTMC 9th - 2nd Year) students complete state mandated testing during the spring. In April, students will be completing testing. Information concerning testing will be sent home at the beginning of Winter semester.</p>
ACT/SAT TESTS	<p>The American College Test and the Scholastic Aptitude Test are college readiness tests that are required for admission to most four year colleges or universities. In the State of Michigan many schools take both the ACT and the SAT. Our WTMC school code: 230-094 for registration.</p> <p>The ACT and SAT websites are:</p> <ul style="list-style-type: none"> ● www.act.org ● www.collegeboard.com

WTMC Success and Sustainability

<p>BASE ADVISOR</p> <p>BETTER ACCOUNTING OF STUDENT EFFORTS</p>	<p>Each WTMC faculty member works with a group of students whom he/she advises, mentors and coaches from orientation until graduation. Students meet with their BASE to discuss their progress and make plans for each successive semester. Initially, students meet weekly with their BASE Advisor. During the 2nd and 3rd year in the program students will connect with their BASE Advisor every two to three weeks. Using their Educational Development Plan (EDP), students create their schedules in cooperation with their BASE Advisors.</p>
<p>CAREER PATHWAYS</p>	<p>The State of Michigan has developed a system of classifying all jobs into six broad categories of work. The jobs within each pathway require varying degrees of training and skill competency. The six Career Pathways are:</p> <ul style="list-style-type: none"> ● Arts and Communication ● Business Management, Marketing and Technology ● Engineering/Manufacturing & Industrial Technology ● Health Services ● Human Services ● Natural Resources & Agriscience <p>Working with their BASE Advisors and WTMC counselors, students complete a series of activities throughout the Fall semester that help them to select a WCC approved program. Students complete a WCC certificate and/or degree. Once a student chooses a pathway, he/she selects an approved technical certificate or degree program at WCC.</p>
<p>CONFERENCES</p> <p>(STUDENT-PARENT -BASE ADVISOR)</p>	<p>Every new family at WTMC will be invited to participate in a Student-Parent-BASE Advisor conference sometime during the first year. BASE advisors will assist students in organizing the topics and materials for the conference. All other conferences are scheduled as needed.</p>
<p>EDUCATIONAL DEVELOPMENT PLAN (EDP)</p>	<p>An Educational Development Plan (EDP) is a tool that matches a student's aptitude, abilities, interests and graduation requirements to a cert to map out a plan toward a goal. The EDP form is a spreadsheet that shows which classes will be taken each semester and demonstrates how the student will complete graduation requirements, including a certificate and/or an associate degree.</p>
<p>GRADING</p>	<p>The WTMC grading scale reflects skill attainment as follows:</p> <ul style="list-style-type: none"> ● A=Superior attainment of academic skills ● B=Excellent attainment of academic skills ● C=Average attainment of academic skills ● D=Below average academic skills ● F=Failure to attain academic skills
<p>REPORT CARDS</p>	<p>WTMC final grades are shown on PowerSchool when the semester ends. Report cards are not sent home. WCC grades are available on the WCC website at MyWCC.</p>

<p>SOFT SKILLS</p>	<p>Soft skills are those life skills that promote success in an academic or work setting. The WTMC Soft Skills curriculum focuses on:</p> <ul style="list-style-type: none"> ● Attendance ● Preparation ● Follow Through ● Communication ● Responsibility <p>Soft skills are taught in every WTMC class during the first semester. They are reinforced and evaluated throughout the semester. Students must receive soft skill endorsements from each of their WTMC instructors in order to transition to WCC classes.</p> <ul style="list-style-type: none"> ● N = Not credentialed ● S = Satisfactory ● R = College ready in content area <p>Students failing to demonstrate consistent soft skills in college classes, which results in failing grades, will be returned to WTMC classes.</p>
<p>STUDENT ACCOUNTABILITY</p>	<p>Any semester in which a cumulative college grade point average falls below a 2.0 a student may be returned to WTMC classes the following semester.</p>
<p>TEXTBOOKS</p>	<p>WTMC provides textbooks for all WTMC classes. Books are passed out in class and returned at the end of the semester. For WCC classes, some textbooks are provided by WTMC, others will need to be picked up from the WCC bookstore. Students need to return school books at the end of a semester in order to receive textbooks for the following semester.</p>
<p>TRANSITION TO WCC</p>	<p>In order to transition from WTMC classes to WCC classes a student must meet three requirements:</p> <ol style="list-style-type: none"> 1. Soft Skills certification from each WTMC instructor, indicating that the student has demonstrated adequate soft skills to be successful in the college environment. 2. Academic certification of the content area teacher that the student is ready for college level academic work in that content area. 3. ACCUPLACER test scores at a reading and writing level of six.
<p>ACADEMIC NOTICE, CAUTION, AND WARNING</p>	<p>Students who struggle to pass college classes will be placed on a special status to receive support interventions:</p> <p><u>Academic notice:</u> Any student who earns a grade of C-, D+, D, or D- in a college course, or earns a college GPA 2.0 – 2.3 in the previous semester will be placed on academic notice status. The goal of this designation is to support the student in improving performance in college and maintain progress toward their existing EDP and goals.</p> <p><u>Academic caution:</u> Any student who fails or withdraws from a college course, or earns a college GPA < 2.0, in the previous semester will be placed on academic caution status. The goal of this designation is to address underlying obstacles while maintaining progress in college courses.</p>

Academic warning: Any student who fails or withdraws from all classes, or who earns a college GPA < 2.0 for two sequential semesters will be placed on academic caution status. The goal of this designation is to protect the student's college transcript and offer the student the chance to re-earn their credential to access college courses.

