

MORaine PARK

TECHNICAL COLLEGE

Welcome! Thank you for choosing Moraine Park Technical College.

We hope you find this information booklet a helpful resource during your college experience. In it, you will find:

- How To's pages 2-4
- Directions for Accessing SIS
Transcripts, Schedule, Registration page 5
- How to Read Your Schedule/Bill page 6
- How to Find Your Books in the
MPTC Bookstore page 7
- Tips for College Success page 8
- Frequently Asked Questions pages 9-11
- Emergency Phone Call Information page 12
- Smoking Policies page 12
- Inclement Weather Notification page 12
- Clubs and Organizations page 13-16

Please keep this booklet in a convenient location so that you may reference it as needed.

We look forward to seeing you around campus!

Sincerely,

Moraine Park Outreach Staff

College Outreach Specialists

Katie VandeSlunt: 920-924-3347

Amy Naber: 920-924-3204

Connie Schaumburg: 262-335-5853

Erin Wierenga: 920-887-4484 or 920-924-3201

How to...

Log On to School Computers...

- All students have access to computers located at kiosks, the library, and open computer labs throughout the school. Feel free to log on during breaks or between classes to check email, complete assignments, or do online research.
- Have a network user ID and password to use any campus computer – activation is required to access any of your student information including grades, add/drop, registration, course information and more.
- Go to www.morainepark.edu and click on the **Student & Staff Services** link to start the activation process.
- Under this link, you must:
 - *Enter your personal information.
 - *Set your SIS pin.
 - *Create your personal SIS password. (This password also syncs to your current Network LoginID password.)
 - *Activate your student e-mail account, which will be used as the primary communication with the College.
- If you have questions, please call the Help Desk. When on the Fond du Lac, West Bend, or Beaver Dam campuses, call Ext. 4357. The local number to call when you are off campus is (920) 924-3481, and the toll-free number is (866) 718-5169.

Get Your Books and Other Class Supplies...

- Each campus houses its own bookstore. MPTC Bookstore hours vary. Check online or see hours posted outside the store entrances.
- Students will find course textbooks, modules, and other class supplies such as course kits, pens/pencils/markers, software, etc.
- Student apparel or other gifts are also available.
- The bookstore also has on-line access at:
<http://bookstore.morainepark.edu>
- Students may call: Fond du Lac (920) 929-2105;
Beaver Dam (920) 887-4407; West Bend (262) 335-5774.

Prepare an Assignment Before the First Class...

- Students should pick up course materials as soon as possible.
- Instructors may require that an assignment be prepared for the first day of class.
- Make sure to read the introduction in your course module **BEFORE** the course begins.

What is a Course Module?

- Course modules can be purchased in the bookstore.
- Modules provide a course introduction, curriculum outline, and a list of competencies to be achieved each semester.
- Each module will contain Learning Plans and expected outcomes.

What is a Syllabus?

- Typically, a syllabus is provided by each instructor and contains course requirements, expectations, grading scale, assignment due dates, and instructor contact information.

Find a Classroom...

- Please take advantage of the campus tours to get acquainted with your future classrooms.
- It is a good idea to arrive a little earlier on the first day of class to familiarize you with the best route to get to class on time.
- If you are having trouble locating a classroom, please utilize campus staff and faculty who will be more than happy to assist you. Greeters will be available at all main entrances during the first week of class.

Get organized...

- You should receive a Student Planner/Calendar during orientation.
- It is a good idea to jot down assignment due dates so you can plan accordingly, and all of your notes will be in one place so you can access them more easily.

Make changes to course schedule...

- You **MUST FILL OUT AND HAND IN** an add/drop form, which may be picked up at Student Services, if you want to change or withdraw from a course OR you may drop a course online in your SIS.
- Just neglecting to show up to class does **not** constitute an official drop. If you do not show up the first day of class you will be responsible for the full tuition for that class.
- If the form is not filled out, and the student does not complete the course work, the student will receive **NO CREDIT** (NC) for the course and this will be reflected on the official transcript.
- Also, just showing up for a class without registering does not constitute an official addition of a course.

Update Home Address or E-mail Address...

- It is important that home addresses and e-mail information are kept current with the school.
- Stop at Student Services to make any necessary changes to your personal information.

Find Assistance for a Disability...

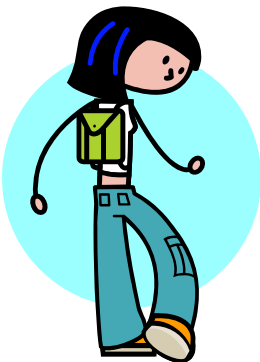
- Moraine Park offers Support Services for students with disabilities.
- The Support Services office facilitates services and accommodations for students with documented disabilities and significant medical and/or temporary conditions.
- Disabilities include, but are not limited to: learning/cognitive, physical/mobility, visual/blind, speech/language, and deaf/hard of hearing.
- Appropriate confidentiality of records and communication regarding disabilities are maintained.
- To receive services, call (920) 924-3192 V/TTY.

Consult an Academic Advisor...

- Academic Advisors are available for questions about programs, registering for classes, or other academic concerns students may have.

Sign-Up for Next Semester...

- Students are **NOT** automatically signed up for classes each semester.
- Students must watch their mail, student e-mail or Moraine Park's website for upcoming registration reminders.
- Students should contact their Academic Advisor with questions regarding which classes to enroll in.



Create Your Student Account:

Your Student Information System (SIS) will allow you to:

- View Grade Transcripts
- View Course Schedule
- Register and Pay Online



Click on Internet Explorer



Go to: www.morainepark.edu



Click on Student & Staff Services area



Click on "Student Information System"

- Activate account OR enter user name and password
- Click on "Student Information System"
- Click on "Student and Financial Aid"
- Click on "Registration"
- If you know your exact course registration number (CRN), click on "Add or Drop Classes" to enter those numbers and add a course
- If you do **not** know your CRN, click on "Look Up Classes" to search by term, subject, and course numbers
- To access your grades, unofficial transcript, and account summary, click on "Student Records" after step 3 above

How to Read Your Student Schedule/Bill

1. Each course you have enrolled in will be listed on your MPTC Student Schedule/Bill.
2. Note your student ID# just below your name at the top of the page.
3. Your schedule will list course registration number (CRN), campus location, course title, day(s), start/stop time, and room number.
4. If two days are listed, i.e. MW (Monday and Wednesday), you are required to be in class both days at the designated time.
5. An R indicates that class is held on Thursday.
6. IVC* classes will be listed at more than one location. You are required to be at only one of the locations at the designated class time.
*IVC = Interactive Video Conferencing. These courses are offered at multiple MPTC sites with video and audio interaction between instructors and students through the use of cameras and microphones. These courses meet at scheduled dates and times.



How to Find Your Books in the MPTC Bookstore

*Textbooks will be available a few days/weeks before classes begin.

1. Be sure to bring along your Student Schedule/Bill to the bookstore. Each course registration number (CRN), subject, and course will be represented by a Course Card tacked to the bookshelves in the bookstore.
2. Match the 3-digit subject and 3-digit course numbers to the 6-digit numbers displayed on the front panel of the bookshelves to find the correct shelving in which to locate the books.
3. Match those 6 digits to card on the bookshelves.
4. Match the 5-digit CRN to locate the correct books you'll need for your class.
5. Once you have located the card that matches your code, make sure to grab **ALL** of the **required (REQ)** texts listed on the card. All texts listed on the card should be in the same shelf area. Some texts will be listed as **OPT** meaning that those texts are **optional** for you to purchase.
6. If your books are not available at the campus you're buying from, please notify the bookstore staff. If the books can be sent from another MPTC location, plan on a 1-3 day wait for intercampus deliveries. If books need to be ordered, it will take longer. Please plan ahead and purchase books as soon as possible.



Tips for College Success

If You Need Help in a Class: Talk to Your Instructor First.

- Attend all classes. One of the most important factors in being successful in college is attendance and getting to know your instructors.
- Instructors want you to ask – they are there to help. Your instructor is the best resource when you have questions about homework, assignments, or anything about your classes. Get to know your instructor – it will help you succeed.
- Instructors have a Moraine Park e-mail address. Most consist of the first letter of their first name and their entire last name@morainepark.edu (jdoe@morainepark.edu for John Doe). Be sure to ask your instructors for their e-mail addresses as some may prefer a non-Moraine Park address.
- Make an appointment during office hours or an agreed-upon time. Catching an instructor after class, before class, or in the hallway is usually not the best time to discuss your needs. Some instructors may not have a Moraine Park office or phone. Make sure you know how and when to contact your instructor outside of class.
- Keep instructors' names, phone numbers, e-mail addresses and office hours in one convenient place so they can be easily accessed.

Be the Best Student You Can Be: Use the Free Academic Resources.

- Don't wait to get help. Ask for help at the first sign of trouble!
- Instructors are available during open lab times in the Student Success Center to provide assistance in reading, writing, math, and study skills.
- To contact the Student Success Center, call Fond du Lac (920) 929-2108, Beaver Dam (920) 887-4436, or West Bend (262) 335-5775.
- Tutors are available through Support Services. To contact Support Services, call 1-800-472-4554.
- Work with a classmate or find a study partner who has been successful in a course you are struggling in.
- If you need assistance getting connected to resources, stop by Student Services on any campus, and staff can help you get started.
- Counselors are available to help with personal problems that are impacting your ability to be successful in school.

Have Fun and Get Involved: Exchange Names and Phone Numbers with a Student in Each Class.

- Get to know your classmates.
- Form a study group in a class that has tests. Pick a time to meet each week to review notes and class readings.
- Come to class prepared! (Attend classes and do the homework.)

These Tips Were Collected From Moraine Park Instructors

Frequently Asked Questions

Where do I park?

- You can park in any parking lot surrounding the campus
- Parking stickers are not required.
- Only park in handicapped parking stalls if you have the appropriate handicapped license/mirror tag.

Where do I buy my books?

- There is a bookstore at each campus.
- You may also purchase textbooks online at www.morainepark.edu.

Where do I get a locker?

- Fond du Lac and West Bend lockers are assigned at the information desk
- Beaver Dam lockers are on a first-come, first-served basis. (Bring your own lock and choose an available locker.)

Where do I get a student ID?

- ID photos taken during orientation and the first few weeks of the semester at Student Services.

Where can I do my research?

- There is a library at each campus that provides research materials, online resources and interlibrary loans.
- Student IDs are required to check out books from any Moraine Park library.

What are student kiosks?

- Student kiosks are computers located throughout the campus to provide you access to:
 - The Moraine Park website
 - The Internet
 - E-mail
 - Grades

What about computer labs?

- Labs are located on all three campuses.
- Hours are posted outside the lab.
- No food/drink is allowed.

What if I need health insurance?

- Moraine Park does not provide health insurance. Independent agency information and forms are available in Student Services.

What about grades?

- Moraine Park's grading system is:
 - A, B, C (no D or F)
 - NC = No Credit
 - I = Incomplete
- You may ask your instructor for a grade update at any time during the course.
- Your final grades will be mailed to you a few weeks after course completion.
- You may also access your final grades through your SIS account.

How can I contact my instructors?

- Many instructors have a Moraine Park e-mail address.
- MPTC e-mail addresses consist of the first letter of their first name and their entire last name **name@morainepark.edu**
(**jdoe@morainepark.edu for John Doe**).
- Be sure to ask your instructor for their preferred method of communication. (This should also be provided on each class syllabus.)

Where can I have fun?

- Moraine Park offers multiple Student Life activities, including:
 - Student Clubs
 - Student Events (picnics, entertainment)
 - Student Government
 - Study Abroad

Where do I go to eat?

- Beaver Dam Campus:
 - Catering options are available throughout the week. Please check the weekly student newsletter for details.
 - Vending machines
- Fond du Lac and West Bend Campus:
 - Food service is available with a variety of hot meal choices, salads, etc.
 - Vending machines.
- Watch for special meal events sponsored by student clubs and the Student Government.

What is Employment Services?

- Employment Services provides online job listings.
- They also provide assistance with résumé writing and interviewing techniques.

What about Student Record Change Forms?

- Forms are available in the Registration Office to make changes to:
 - Name & Social Security Number - Phone number
 - Mailing address - E-mail address

How do I register for next semester?

- Students are notified by email or mail each semester.
- Schedules are available online and in print.
- Watch TV monitors and the Moraine Park website for announcements
- Registration dates:

November	Spring Term
April	Summer Term
May	Fall Term

I need to drop a class, what do I do?

- You **must** complete the appropriate paperwork in Student Services or online. Check with Student Services about enrollment dates and refund procedures (if eligible). (see more details on page 3)
- Using Financial Aid? Verify your status with the Financial Aid Office before you drop a course!

Where can I find campus information?

- Student Newsletters
- Website www.morainepark.edu
- Hallway Monitors
- Bulletin Boards
- Lav Links

What's in the student handbook?

- Details on:
 - Student conduct.
 - Expectations of core abilities.
 - Student awards and recognition opportunities.
 - Withdrawal-refund policy.
 - And more (Keep the handbook for reference)

What is an exit assessment and do I need one?

- Demonstrates competence in program and general education courses.
- Some examples include: capstone projects, portfolios, and clinical evaluations.
- Talk with your academic advisor about the requirements for your program.



Emergency Phone Calls

- There are no all-school pages to locate a student while they are in class.
- If the college is contacted to locate a student, staff will look up the student's schedule and will try to locate them in the classroom.
- If the student is not in class, we will be unable to provide a message.



Smoking on Campus

Smoking is allowed in designated area only:

- FDL campus –E-3 entrance, E-6 entrance, B-3 entrance, O-2 entrance,
- WB campus –T-4 entrance
- BD campus – K-4 entrance
- All other entrances are non-smoking and smoking cannot occur within 50 feet of the building.
- Smokers not following the policy may be disciplined.



Inclement Weather

- The College attempts to stay open under all weather conditions. *It is up to you* to decide if driving conditions are too hazardous.
- Contact your instructor if you will not be attending class.
- Closings will be announced on Moraine Park's website and the general college phone number.
- Listen to the following radio stations during severe weather for closings:
 - Beaver Dam – WBEV 1430 AM
 - Fond du Lac – Sunny 97.7, KFIZ 1450 AM or 107 FM
 - West Bend – WBKV 1470 AM or 92.5 FM

Get Involved!

Students enrolled at Moraine Park have the opportunity to become involved in over twenty individual clubs on campus. The clubs offer amazing opportunities to explore your field, while getting to know fellow students at Moraine Park. Attending conferences, participating in competitions and working on service projects are just a few of the ways joining a club can add to your college experience.

Got a question? Want to know how you can start up a new club? Send an email to the respective club advisor, or get in touch with your campus's Student Involvement Specialist today!

Student Involvement Specialists

Beaver Dam: Lisa Manuell (lmanuell@morainepark.edu, 920-887-4462)

Fond du Lac: Adam Ninmann (aninmann@morainepark.edu, 920-924-3101)

West Bend: Bradley Mitchell (bmitchell@morainepark.edu, 262-335-5743)

Accounting Club

FDL, Advisor: Julie Dilling (jdilling@morainepark.edu)

WB, Advisor: Carrie Schmidt (cschmidt@morainepark.edu)

This club was established to provide leadership opportunities for students who are in the Accounting and Business programs and to enhance the learning in these programs while providing professional development of its members.

ADA (Alcohol and Other Drug Awareness) Club

FDL, Advisor: Jerome VanKirk (jvankirk@morainepark.edu)

This student organization was created to promote and provide an advocacy role for alcohol and other drug issues and concerns on campus.

Auto Technician Club

FDL, Advisor: Jim Daniels (jdaniels@morainepark.edu)

The Auto Club draws its membership from students enrolled in the Automotive Technician program. This club broadens the occupational outlook of its members and provides an opportunity for leadership, development and discussion.

Business Professionals Club

BD, Advisor: Brenda Block (bblock@morainepark.edu)

This club was established to facilitate the learning of students in the Business Organization course on the BD campus. Members learn how to start, operate, and market a business. Members open and operate a "business" that sells products and services around the holidays on the BD campus.

CET (Civil Engineering Technology) Club

FDL, Advisor: Larry Kent (lkent@morainepark.edu)

This organization is established to provide professional growth and experiences in the field of the construction industry.

Clinical Lab Technicians Club

FDL, Advisor: Linda Bau (lbau@morainepark.edu)

Corporate Futures Club

BD, Advisor: Brenda Block (bblock@morainepark.edu)

This club was established to provide leadership opportunities for students who are in any Accounting, Business, and Business related programs on the BD campus. Special emphasis is placed on providing professional development of members to enhance their future careers.

Corrections Science Club

FDL, Advisor: Christine Jaglowski (*cjaglowski@morainepark.edu*)

This student organization draws its membership from students enrolled in the Criminal Justice – Corrections program. The purpose of the club is to broaden the occupational outlook of its members and provide an opportunity for leadership, professional growth and experience in the corrections science field. The fund-raising activities of the club provide for attendance at professional development conferences, seminars and trips outside the classroom.

CT (Chiropractic Tech) Club

WB, Advisor: Dr. Eliza McLean (*emclean@morainepark.edu*)

This student organization was formed to bring awareness and provide an advocacy role for the chiropractic and other natural health care issues and concerns on campus.

Cosmetology Club

FDL, Advisor: Danielle Domenosky (*ddomenosky@morainepark.edu*)

Culinary Arts Club

FDL, Advisors: Tom Endejan and James Simmers (*tendejan@morainepark.edu*, *jsimmers@morainepark.edu*)

The Culinary Arts Club is a chance for the Good Service Production and Culinary Arts students to get together and work together, which is a very essential phase in the food service industry. A trip to the National Restaurant Show, held in Chicago, is usually scheduled at the end of the year. The club will give you a chance to be exposed to some very worthwhile educational experiences that you can't experience in the classroom phase of school.

DEX (Delta Epsilon Chi)

FDL/WB, Advisor: Robin Rodee-Schneider (*rrodee-schneider@morainepark.edu*)

Delta Epsilon Chi is an international organization for college students preparing for a variety of careers. Delta Epsilon Chi programs engage students from a variety of education disciplines, while maintaining a strong focus on business-related areas such as marketing, management, and entrepreneurship. Activities promoted by Delta Epsilon Chi integrate with and enhance the student's college curriculum.

Electricity Club

WB, Advisor: Mike Melaney (*mmelaney@morainepark.edu*)

To establish and provide for a better relationship among class members through organized social activities, to promote community awareness through activities and projects, to encourage members to broaden their knowledge and increase their enthusiasm for their chosen occupational area, and to provide support to the Electricity Program.

EPD (Electrical Power Distribution) Club

BD, Advisor: Bill Ferguson (*wferguston@morainepark.edu*)

The purpose of the Electrical Power Distribution Club is to promote community involvement, build interpersonal relationships, and enhance the BD College environment.

Graphics Club

WB, Advisor: Dan Wangerin (*dwangerin@morainepark.edu*)

To utilize the skills learned in the Graphics Communication -- Electronic Prepress program to output production pieces and to increase public awareness of the skills achieved by students in the Graphic Communications -- Electronic Prepress program.

IAAP (International Association of Administrative Professionals)

FDL, Advisor: Amy Harmsen (*aharmsen@morainepark.edu*)

WB, Advisor: Cindy Bernhard (*cbernhard@morainepark.edu*)

IT (Information Technology) Club

FDL, Advisor: Lisa Pollard (*lpollard@morainepark.edu*)

IT Web Developer Club

WB, Advisor: Dominic Garofalo (*dgarofalo@morainepark.edu*)

This student organization draws its membership from students enrolled in the Web Developer program. The purpose of the club is to broaden the occupational outlook of its members and provide an opportunity for leadership, professional growth, and experience in the web development field.

Multicultural Club

FDL, Advisor: William Green (*wgreen@morainepark.edu*)

WB, Advisor: William Green

The purpose of the Multicultural Club is to provide opportunities for members to experience aspects of various cultures; to provide opportunities for members to develop, experience cultural differences and promote awareness; to educate nonmembers at Moraine Park and the community at large about various cultures that exist within our communities; to foster appreciation of the different cultures, nationalities and languages that exist within our college and community; and to foster awareness of the multiethnic composition of our college population.

NTO Club

FDL, Advisor: Renae Fischer (*rfischer6@morainepark.edu*)

Radiography Club

FDL, Advisor: Dyan Hannam (*dhannam@morainepark.edu*)

SME (Society of Manufacturing Engineering) Club

FDL, Advisor: Tom Roehl (*troehl@morainepark.edu*)

This club provides an opportunity for students in the Engineering Technologist and Mechanical Design Technology programs to meet on a formal or informal basis to get to know the job opportunities in their respective fields. The club encourages members to become involved in school activities. It provides an opportunity for members to develop leadership skills. Various moneymaking projects are conducted during the year for the purpose of obtaining funds for field trips and speakers.

SNA (Student Nurses Association) Club

BD/FDL/WB, Advisor: Melissa Vranak (*mvranak@morainepark.edu*)

This organization is established to provide programs representative of fundamental and current professional interest and concerns in the field of nursing.

Vet Tech Club

FDL, Advisor: Laura Lien (*llien@morainepark.edu*)

Welding Club

BD, Advisor: Jeremiah Johnson (*jjohnson@morainepark.edu*)

The purpose of this organization is to enhance the art of welding and fabrication related to industry, to promote educational activities related to the welding industry, and to provide educational opportunities outside of Moraine Park.

Student Government Organizations

Student Government provides students a place to share their opinions on college issues and provides opportunities to get involved in college life. Participation encourages the development of leadership skills, as students work with each other, act as liaisons amongst the student body and interact with faculty and the administration in the promotion of student rights.

Student Senate

Beaver Dam Advisor: Lisa Manuell (*lmanuell@morainepark.edu*)

Fond du Lac Advisor: Adam Ninmann (*aninmann@morainepark.edu*)

West Bend Advisor: Bradley Mitchell (*bmitchell@morainepark.edu*)

Consisting of representatives from each of the campus clubs, as well as members-at-large, the Student Senate provides a voice for the Moraine Park student body on important issues facing students, and to coordinate social, cultural and leadership activities for the campus.

DSG (District Student Government)

Advisor, Richard Barnhouse (*rbarnhouse@morainepark.edu*)

A college-wide student organization comprised of the President and two elected representatives from each Student Senate. Their purpose is to address college wide student concerns and events.

WSG (Wisconsin Student Government)

<http://www.wsgtech.org/>

Advisor, Richard Barnhouse (*rbarnhouse@morainepark.edu*)

A statewide student organization which represents the interests of all technical college students in Wisconsin. Each technical college elects a Governor and Lieutenant Governor to represent the students at their college. Attendance at meetings is open to other technical college students.

CTSO (Career & Technical Student Organizations)

Advisor, Richard Barnhouse (*rbarnhouse@morainepark.edu*)

A state and national faculty/student organization which offers student members the opportunity to compete with other students in program-based competitions and provides the opportunity for students and faculty to network.