STUDENT SUPPORT AND RESOURCES

Find additional information and community resources at **Student Support Services (https://www.morainepark.edu/experience-mptc/student-resources/student-support-services/)**.

Academic Advising

Academic advisors are available to assist you in planning for success and achieving your educational, career, and personal goals. **Learn more. (http://www.morainepark.edu/academics/other-academic-resources/academic-advising/)**

Policy AP 709: Academic Advising

Moraine Park Technical College assigns an academic advisor for every student accepted into an associate degree, technical diploma or certificate program. The College employs professional advisors to work in partnership with the academic affairs unit and other student services departments to assist students with academic and non-academic issues that may hinder their retention and/or completion. Students are to meet with their advisor prior to each term's registration to review progress, for graduation, and transfer advising.

Advisor assignments are made based upon program and campus location, including online. Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment, admissions, or its programs or activities.

Procedure PR 709.01: Assigning Academic Advisors

Students are assigned an academic advisor when they are accepted into an associate degree, technical diploma, or certificate. The assignment is based upon the program and primary campus.

If students change programs, they are reassigned to the advisor for their new program choice.

Advisors are assigned to specific programs based upon campus location and program cluster. To help maintain consistency between advisors and associate deans, new program assignments are added based upon the academic cluster they fall under.

Accessibility Services

A wide variety of services are available at all three MPTC campus locations to support students with disabilities or special circumstances. Services are available for students who are deaf/hard of hearing; blind/visually impaired; have learning disabilities; have physical, language, speech or other health impairments. **Learn more. (https://www.morainepark.edu/experience-mptc/student-resources/accessibility-services/)**

Policy AP 706: Accessibility

Our responsibility is to ensure that those with physical, medical, learning or psychological disabilities are provided with equal access to all college information, programs, activities and services, including all technologies and web pages.

The College will ensure that all students, employees, guests, visitors and business partners regardless of disabilities or special needs, have access to the same education, facilities, employment, and experience that are available to people without disabilities by removing and preventing barriers to accessibility and providing reasonable accommodations when appropriate for equal access.

MPTC is committed to providing equal access to:

1. Information technology
2. Facilities and campus grounds
3. Documents
4. Services
5. Instruction
6. College-sponsored activities and events

Equal access will be accomplished through the maintenance of accessibility procedures created to ensure accessibility of the web, instructional materials and equipment, documents, electronic media, software, hardware, furniture, facilities, as well as a system for reporting barriers, a procurement process and a procedure for accessing accommodations.

An annual review of this policy and associated procedures will be conducted to:

1. Ensure ongoing compliance with ADA and Section 504,
2. Identify policy and procedure gaps,
3. Update written policy and procedures to reflect current practices,
4. Assess the effectiveness of existing policy and procedures,
5. Recommend and implement corrective actions, and
6. Develop new policies and procedures as necessary to remain in compliance.

Annual review findings will be reported to the College-Wide Accessibility Cross-Functional Team and the Vice President of Student Services.

Procedure PR 706.06: Service Animals on Campus

The term "service animal" refers to a guide dog, signal dog or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of a person with a disability. Examples of service animal performance tasks include, but are not limited to: guiding a person with impaired vision, pulling a wheelchair, alerting a person with impaired hearing to a sound, and fetching dropped items.

The Americans with Disabilities Act (ADA) (https://www.ada.gov/) allows service animals to accompany their handlers in public places and businesses. These animals are granted exceptions to pet-related regulations.

Persons with a disability requiring the use of a service animal must be allowed on MPTC's campus per federal civil rights law, Title III, 28 CFR Sec 36.104 (https://www.ecfr.gov/current/title-28/chapter-I/part-36/subpart-A/section-36.104). Service animals are defined by the Americans with Disabilities Act (ADA) as a dog, or in more limited cases, a miniature horse. The service animal must be individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the service animal must be directly related to the person's disability. The service animal must be trained to take a specific action when needed to assist the person with a disability. Service animals are allowed to

go anywhere the general public or student is allowed to go, with few exceptions.

If admitting a service animal fundamentally alters the nature of a service, activity or program, the service animal may be prohibited. In addition, if a service animal is out of the handler's control or if the service animal is not housebroken, the animal may be prohibited from being on campus property. Service animals must be leashed, tethered or harnessed unless doing so is not possible due to the handler's disability. In such cases, the handler must use voice, signal or other effective means to main control of the animal. The handler is solely responsible for all care of the animal. The service animal must be up to date on vaccinations.

MPTC employees should not inquire about a service animal unless the animal is disruptive, acting dangerous, or otherwise presents a significant health or safety concern. Entities covered by the ADA are only able to ask two questions to those with service animals: "Is the service animal required because of a disability?" and "What task(s) is the animal trained to do?" The entities may only ask these questions if the answers are not readily apparent.

Under federal and state law, there is no requirement that a service animal be documented in an official registry or wear an identifying vest or identification tag. Certification of an animal's training cannot be requested. A person with a disability has a general right of privacy about the disability and cannot be asked about the nature or extent of the disability. Students with service animals may voluntarily register their service animal with Disability Support Services, but it is not required.

Emotional support, therapy, comfort or companion animals are not service animals and are not allowed inside campus buildings except under specific, college-approved circumstances.

Accommodations

Any person who uses a service animal may also qualify for accommodations to reduce barriers in attending MPTC courses, programs, services and activities. Those individuals can request accommodations through Accessibility Services.

NOTE: Allergies and fear of animals, such as dogs, are not valid reasons for denying access or refusing services to people who use service animals. If a person has an animal allergy or has a fear of dogs and a person who uses a service animal must spend time in the same area, both students may be accommodated.

Adult Education, GED, and ELL

Moraine Park offers Adult Education, Graduation Equivalency Diploma (GED), and English Language Learning (ELL) services through our **Student Success Centers** located on each campus. **Learn more (https://www.morainepark.edu/academics/ged-and-adult-education/).**

Campus Closings

At Moraine Park, we are committed to the safety of our students and employees. When inclement weather requires the College to close, we must relay messages quickly and effectively.

- Campus Closing Information (https://www.morainepark.edu/about-mptc/campus-visitor-information/campus-closings/)
- Usual Building Hours (https://www.morainepark.edu/experience-mptc/facilities/building-hours/)
- Scheduled College Closed Dates (https://libs.morainepark.edu/docs/finance/college-closed-accessible.pdf?_gl=1*1nhmo6o*_gcl_au*MTAwODc3MDI2LjE3NjkwOTU2NzY.*_ga*MTYwNTM0

Campus Safety and Security

Safety is the single largest concern for all programs at Moraine Park Technical College. Every student must understand there are certain dangers, hazards and risks included in various program areas. Whether in the classroom or training field, students must acknowledge their participation may involve the risk of damage to property, bodily injury and, in some cases, even death. Each student agrees to exercise reasonable care at all times, with respect to the safety of the student's own person and personal property and with respect to the safety of other students and their personal property. **Learn more (https://www.morainepark.edu/about-mptc/campus-visitor-information/campus-safety-and-security/).**

Career and Employment Services

Career and Employment Services are provided to students by the Career and Employment Services Specialist. Students seeking assistance can connect with their advisor in the first instance or directly with the Career and Employment Specialist. **Learn more (https://www.morainepark.edu/experience-mptc/student-resources/student-employment-services/).**

Counseling Services

Counseling services, which are free and confidential, are available to assist you with personal, career, and educational issues. **Learn more. (https://www.morainepark.edu/experience-mptc/student-resources/counseling/)**

Policy AP 721: Counseling

Moraine Park Technical College (MPTC) offers limited personal counseling services for currently enrolled, undergraduate students. Counseling Services works collaboratively with students, faculty, administration, student services, and other pertinent teams of the college to enhance the academic, personal, and career success of the students.

The primary mission of MPTC Counseling Services is to enhance the emotional and psychological well-being, development, and overall educational experience for enrolled students in a caring and compassionate environment. Counseling Services are free, voluntary, and confidential. As an integral part of the students' educational process, limited personal counseling services are available to assist students in achieving their educational goals. Our LPC can and will make referrals to outside community agencies or community resources should the student require further needs.

MPTC Counseling Services procedures are in accordance with the American Counseling Association's Code of Ethics and with the legal parameters outlined in the following statutes pertinent to student confidentiality:

Federal: Family Educational Rights and Privacy Act 34 CFR Part 99 (https://studentprivacy.ed.gov/ferpa/)

State: Wisconsin Pupil Records Law (118.125) (https://docs.legis.wisconsin.gov/2003/statutes/statutes/118/125/) and Open Records Law (19.35) (https://docs.legis.wisconsin.gov/statutes/statutes/19/ii/35/3/c/)

Association on Higher Education and Disability (AHEAD): Program Domains, Standards and Performance Indicators (https://

www.ahead.org/professional-resources/information-services-portal/data-collection-and-management/performance-indicators/)

Non-Traditional Occupations

A non-traditional occupation (NTO) is defined as any occupation in which one gender makes up less than 25 percent of the workforce. **Learn more (http://www.morainepark.edu/experience-mptc/student-resources/non-traditional-occupations/).**

Student Life

Student Life is responsible for campus activities and events, student government and clubs, leadership development, community service, volunteerism and awards. Getting involved in Student Life at Moraine Park allows students the opportunity to enhance and enrich their college experience. Student Life provides students the ability to meet new people, develop leadership skills, enhance their resume, and network and travel to conferences and competitions through student government and student clubs. **Learn more (https://www.morainepark.edu/experience-mptc/student-life/).**

Testing Services

Testing services are available for GED, HSED, Accuplacer, and Credit for Prior Learning by Exam. **Learn more. (http://www.morainepark.edu/academics/other-academic-resources/testing-and-assessment/)**

Tutoring Services

Moraine Park offers tutoring services to students who are experiencing difficulties in their courses. **Learn more (http://www.morainepark.edu/experience-mptc/student-resources/tutoring/).**

Veteran Services

Veteran Services offers a variety of resources to student veterans including academic planning, financial resources, and assistance with the admissions process (refer to **Military Connected Students (https://catalog.morainepark.edu/military/)** within this catalog). Students also have the opportunity to get involved with the veteran community and join the MPTC Student Veterans Association. **Learn more (http://www.morainepark.edu/admissions/military-veteran/).**