STUDENT HANDBOOK

518 W. Prospect St.
Smithville, OH 44677



Phone: 330.669.7070
Fax: 330.669.7071
http://www.wcscc.org/adulted/

Board Approved June 2026

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1 Preamble

1.1 Mission Statement

To provide knowledge, skill development and experiences necessary for a lifetime of personal and professional growth.

1.2 Vision Statement

Using compassion, respect and teamwork, we make WCSCC a great place to work and learn.

1.3 Accreditation

All programs are approved by Ohio Department of Higher Education and United States Department of Education. We are fully accredited with Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. 770-396-3898. www.council.org.

1.4 Non-Discrimination Policy

The WCSCC complies with Title II, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act, Age Discrimination in Federal Assisted Program Act, and the Genetic Information Nondiscrimination Act of 2008 in its policies and practices of non- discrimination and harassment against students and employees on the basis of religion, race, color, national origin, sex, disability, military status, age, sexual orientation, gender identity or genetic information in its program, activities, or employment.

Direct inquiries or complaints regarding discrimination or denial of equal access to: Lynette Boggs, Director of Operations or Matthew Brown, Principal, Wayne County Schools Career Center, 518 W. Prospect Street, Smithville, Ohio 44677; 330-669-7070.

1.5 Opportunity for Improvement (Student Grievance)

The WCSCC values your feedback so that we may ensure the education you receive is of the highest quality. Concerns should be initially discussed with the classroom instructor. If the situation is not resolved, contact your student advisor. Unresolved concerns should be referred to the Program Supervisor in writing. A record of these written concerns will be maintained.

If the complaint has not been resolved by the adult education administration, superintendent, and/or the board of education, the student has the right to petition help from the Director of the Office for Civil Rights, Ohio Department of Higher Education (25 South Front Street, Columbus, OH 43215,Telephone: 614-466-6000 Fax: 614-466-5866—directions and forms available at https://www.ohiohighered.org/students/complaints), Council on Occupational Education (7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org), or any other applicable agency.

2 Staff

2.1 Board of Education

Board Member	District
Sandra Cerniglia, President	Southeast Local
John Smith, Vice President	Northwestern Local
Zachary Bolinger	Norwayne Local
TJ DeAngelis	Chippewa
Lisa Gwin	Dalton Local
Anjanette James	Wooster City
Susie Lawson	Tri-County Educational Service Center
Bonnie Nair	Triway Local
Dr. Gregory Roadruck	Orrville City
Jody Starcher	Wooster City
Doug Stuart	Rittman Exempted Village
Ann Tschantz	Tri-County Educational Service Center
Bradley Yochheim	Green Local

2.2 Administration

Administration	Title
Lynette Boggs	Director of Operations
Curtis Good, PhD	Supervisor of Adult Education
Lorie Rodgers	Practical Nursing Manager

2.3 Faculty

An updated list is available at

Staff Credentials

3 History

Adult Education began in 1967 with a Practical Nursing program and a Machine Apprenticeship program. In 1969, Adult Education moved into the Wayne County Joint Vocational School building, offering 34 classes. It has continued to expand and is now recognized as an Ohio Technical Center. Adult Education offers Aspire, focusing on academic attainment, English Speakers of Other Languages, and Integrated Education and Training for those below a 12th grade academic attainment level. We also offer 10 approved career technical programs, an array of individual courses, and customized training and assessments for business and industry.

4 Facilities

Adult and Community Education is located at 518 W. Prospect St., Smithville, OH 44677.

WCSCC is a one-level building which is easily accessible to disabled students. The parking lot has handicapped parking spaces available and a security lighting system.

Video surveillance and cameras are used on premises. Personal information and activities which are recorded are collected and used to maintain a safe and secure environment in buildings and on school district property and may be disclosed for law enforcement purposes. For questions or concerns, please contact the Adult Education Administration at 330-669-7070.

All exterior doors to the main building are locked. Students may gain access to the main building by use of their issued ID card.

It is the policy of WCSCC that any criminal activities or emergencies be reported to any available staff member and contact appropriate authorities immediately. Report the incident to the coordinator/supervisor on duty. All emergencies and criminal activities will also be reported to the Director of Adult & Community Education and to the Superintendent.

4.1 Public Health Precautions

- Students stay home with 100º+ temperature and/or other symptoms
- Wash hands regularly
- Hand sanitizer and disinfectant wipes throughout Career Center
- HVAC – full outdoor air circulation
- WCSCC will work to decrease the likelihood of infection through additional hygiene, cleaning, and safety procedures. However, please understand being in a public place has a certain level of risk that cannot be eliminated.

4.2 Equipment

We have 27 career and technical secondary labs, all furnished with current equipment and technology for hands on training—Adult programming has access to all labs after 3:00 p.m.

The equipment and facilities you use are very valuable. Please make sure equipment is handled properly. If you notice a piece of equipment that needs repair or other safety issues, notify your instructor so a repair or correction can be requested. All equipment and supplies should be cleaned and put in their proper place at the end of each class since we have shared space with the secondary programs.

5 Admission Requirements

The following steps must be completed to apply for admission to one of our programs.

- Complete the program application.
- Valid Secondary credential (diploma or transcripts) must be submitted for all programs that exceed 250 hours. If needed, WCSCC may request additional documentation to confirm your high school credential.
- Students that meet the requirements for Adult Workforce Diploma Program will be accepted based on simultaneously receiving their secondary credential along with their post-secondary credential.
- For all programs that exceed 120 hours complete pre-admission assessments including WorkKeys and/or other related tests for your program on site. Any student scoring below the standard will be required to retest with passing scores prior to acceptance into the training program. Conditional acceptances may be approved by the program supervisor.

- Finalize your plan for payment of tuition and fees with the Financial Aid Clerk.
- Specific programs may have additional requirements such as: drug screenings, immunizations, TB tests, and/or background checks.

5.1 Assessment Scores

Program	Math	Graphic Literacy	Workplace Documents
Administrative Office Professional	4	4	4
Cosmetology	4	4	5
Dental Assisting	4	4	4
Diploma Registered Nurse	5	4	5
HVAC	4	4	4
Manufacturing Technologies	4	4	4
Medical Assisting	4	4	4
Practical Nursing	5	4	5
AWD Program-combined score of 12 or above with a minimum of 3 in each assessment.			

Conditional acceptance may be granted for students who fail to meet the minimum scores.

6 Tuition and Fees

6.1 Career Development Program Tuition

Program	Tuition	*Fees	*Total
‡Administrative Office Professional	$6,800.00	$2,335.00	$9135.00
‡Cosmetology	$12,000.00	$2,940.00	$14940.00
‡Dental Assisting	$5,800.00	$2,100.00	$7900.00
Diploma Registered Nurse	$16,500.00	$6,099.99	$22,599.99
Fast Track Welding	$1,500.00	$300.00	$1,800.00
HVAC	$3,100.00	$550.00	$3650.00
‡Manufacturing Technologies	$8,160.00	Varies by Concentration	$11,710-$12,170
‡Medical Assisting	$7,200.00	$2,335.00	$9,535.00
Nurse Aide	$765.00	$20.00	$785.00
‡Practical Nursing	$14,665.00	$5,205.82	$19,870.82

* *Subject to change*

‡ *Includes fee for laptop which can be waived if able to demonstrate ownership of a suitable device.*

6.2 Payment Plan

The student is responsible for any program costs not covered by financial aid. Costs will be divided by the number of months in the student's training program minus two months to determine a monthly, interest-free payment with the first payment made by the first day of class. This payment agreement is to be signed by the student and an adult education administrator.

If your financial aid is not finalized by your first day of class, you may enroll provided you set up a payment plan as described above, make regularly scheduled payments, and continue to work to finalize your financial aid. If you are not able to make your scheduled payment, please contact the Financial Aid Clerk to request a modified plan.

All payments are due by the 15th of each month. Student accounts will be reviewed monthly; past-due accounts will be assessed a $25.00 late fee, which must be paid prior to the next month's payment. Those students who cannot meet their financial agreement should schedule a meeting with the Financial Aid Clerk to review their payment plan.

If you are behind on payments, have not made a modified plan with the Adult Education Office, and are not working to finalize your financial aid, you will receive an alert letter informing you of your missed payment. If no action is taken on your part, the following month you will be placed on probation and you will be ineligible for any of your other financial aid. If another month passes without action you may be dismissed from your program with no option of appeal.

Payments can be made in person, mailed to 518 W. Prospect Street, Smithville OH 44677 (Attn: Adult Education) or by calling 330-669-7070. Acceptable forms of payment include: Visa MasterCard, Discover, check, money order, or cash.

6.2.1 Delinquent Payments

Delinquent payments may impact your enrollment in the class and your ability to graduate or receive certificates.

6.3 Collection Procedures

Should you fail to meet your financial obligations, you will be responsible for monies owed. However:

- If there is no monthly account activity, the account status will be reviewed by adult education staff. A letter will be sent notifying you that the account balance is due.
- If there is no account activity in the following month, a warning letter will be sent indicating that your account will be sent to collections in 30 days.
- Failure to respond will result in your account being submitted to a collection agency.

6.4 Returned Check Policy

Checks returned due to non-sufficient funds must be paid in cash along with a $25.00 service fee immediately upon notification. Failure to do so will result in your account being turned over to collections.

6.5 Withdrawal and Refund Policy

If it is necessary to withdraw from skill training, notify your Career Services Advisor or instructor immediately by telephone or in person, then formally in writing. If you have completed 80% or more of your program, you may be eligible for a WCSCC Adult Education Certificate. Any classes for which you have not completed the required coursework will be recorded on your transcript as "Incomplete." A request to withdraw after orientation but before the 1st day of class will result in a $100.00 processing fee.

6.5.1 Refunds

The following chart outlines the program costs incurred upon withdrawal. Students will not be charged for unissued books or unused supplies/fees.

Withdrawal Request Date used to calculate percentage of program completed	Total Tuition Owed
After orientation and before 1st day of class	$100.00 processing fee
0 – 5% of course hours	5% of Tuition
6 – 10% of course hours	10% of Tuition
11 – 20% of course hours	20% of Tuition
21 – 30% of course hours	30% of Tuition
31 – 40% of course hours	40% of Tuition
41 – 50% of course hours	50% of Tuition
51 – 60% of course hours	60% of Tuition
≥ 61% of course hours	100% of Tuition

6.5.2 Processing

Withdrawal processing will begin when the AE Office is notified of a student's decision, or a student has been absent and non-responsive for a period of 10 calendar days. The refund process will begin automatically, without a request from the student, at this time. Once notified of any refund, please allow three weeks for processing. Your institutional fees owed may be lowered if funded through the U.S. Department of Education or an outside funding agency. Withdrawal guidelines may vary by agency for other funding sources. Refer specific questions to the Financial Aid Clerk. Additional notes:

- Withdrawal date is the last day of attendance.
- Processing may take up to 45 days and another three weeks to receive a refund check if owed.
- Students with outstanding balances will not be eligible to register for additional classes until balance is paid in full.

7 Financial Aid

Sources of financial aid available to those who qualify are:

- Federal Pell Grants
- Federal Stafford Student and PLUS Loans
- Federal Supplemental Education Opportunity Grants (FSEOG)
- Workforce Innovation and Opportunity Act (WIOA)
- Opportunities for Ohioans with Disabilities (OOD)
- Trade Adjustment Assessment (TAA)
- Veterans Assistance (VA)
- Interest-free Payment Agreement

Students who have completed a program at the WCSCC within the last ten (10) years, will be granted a $250 scholarship toward a full-time program. Documentation of the previously completed program will be required.

7.1 Definitions

Clock hour school
The way the Title IV is disbursed is different based on the Federal Guidelines for the type of school. Semester schools and clock-hour schools have separate requirements. WCSCC is a clock- hour school. Daily attendance and the hours a student are in school are tracked to determine the Title IV aid.

Overpayments
The term used by the Department of Education to refer to any Title IV funding that must be returned by a student. It occurs when a student has received more money than they are entitled to receive. This can happen because a payment period is for a full period of time noted in the chart below. If a student has not completed at least 60% of the payment period hours, it triggers calculations that may lead to an overpayment due back by the student to the Department of Education.

Payment Period
A payment period is how the Department of Education defines eligibility for Title IV fund disbursements. At the end of your payment period, both your attendance (must be a minimum of 90%) and grades (must average a minimum of 73% or 2.0), are verified to assure Satisfactory Academic Progress (SAP). The timing of your disbursement is determined by the school and estimated on your Financial Aid Notification.

Federal Student Aid (FSA)
FSA includes all Title IV funds: Pell grants and Federal Stafford Loans and FSEOG.

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Most programs are 900 hours or less. The following chart will help you to determine what a payment period (PP) might look like for your program. A payment period is defined as reaching the midpoint of an academic year measured in both clock hours and weeks according to the published program length.

7.2 WCSCC Program Payment Periods

Program	1st PP	2nd PP	3rd PP	4th PP
Administrative Office Professional	1-390 hours	391-755 hours		
Cosmetology	1-450 hours	451-900 hours	901-1215 hours	1216-1500 hours
Dental Assisting	1-362 hours	363-725 hours		
Diploma Registered Nurse	1-450 hours	451-900 hours		
Manufacturing Technologies	1-340 hours	341-680 hours		
Medical Assisting	1-425 hours	426-850 hours		
Practical Nursing	1-635 hours	636-1271 hours		

7.3 Notification of Selection for Verification

The school will notify students selected for verification. Verification Worksheets must be completed and returned with documentation that supports information in the FAFSA.

7.3.1 Verification Requirements

Applicants selected for verification must submit the required documentation to the financial aid office prior to the class start date or within two months of receipt if notification is given after the start of the class. Failure to comply will result in a full payment agreement. The verification has a direct effect on the student's federal financial aid; therefore, award amounts are not finalized until all documentation is received and processed.

Applicants who fail to submit the required documentation may forfeit aid which would have been awarded and all such payments become the responsibility of the student.

7.3.2 Verification Correction Procedure

The following procedure will be used to correct FAFSA information if verification finds errors with the submitted FAFSA.

I. Upon receipt of the verification documentation, the Financial Aid Clerk will compare the information documented in the verification to the applicant's original FAFSA.

II. If information on tax transcripts, verification worksheets, or other required documentation does not match the information that students or parents entered on the FAFSA, the necessary adjustments to their FAFSA application will be made.

If verification changes an applicant's award, the Financial Aid Clerk will present the student a revised financial aid notification and an explanation of the changes.

7.4 R2T4 Policy

Unearned Title IV funds are to be returned to the Department of Education based on the type. Depending on the situation, the student, the school, or both may be required to send money back.

Title IV funds include government funds such as PELL and Direct Student loans (WCSCC does not participate in the Federal Work Study Program). The Federal Government has guidelines the school must follow to determine the amount and the manner in which Title IV funds are to be returned when a student withdraws. Sometimes this process is called R2T4, short for return of (or to) Title IV funds. Title IV funding is available to a student based on the assumption a student will attend school for the entire period for which the funding is awarded. Financial aid and other third-party payments may be affected by a withdrawal or termination

7.4.1 Timing

If the school owes money, both PELL and other grant money are to be returned as soon as possible but within 45 days of the date the school determined the student withdrew. Another way to describe this is the school has 45 days after finding out a student is not returning to return funds. The student has 45 days from the date the school was required to send your notice to return PELL money to return it. If applicable, you will be notified of the need to return the money and the deadline.

Loan money is to be returned according to the terms of the loan. This means the more timely and definitive you are with a notice of withdrawal, the better everyone can stay in compliance with deadlines. If you notify the school on the day you decide to withdraw the school will be required to return the funds within 45 days of your withdrawal. If applicable, you will be notified within 30 days of the determination of your withdrawal date that there is a refund due back by you of Title IV funds. It would be *within* 45 days of that time you would be required to return the funds. Here is an example:

- Withdrawal date and notice: May 1st 202X
- Your notice that PELL Title IV funds are to be returned by you: May 30th, 202X
- Date school must have returned funds: June 14th, 202X
- Date you would return Title IV funds: July 14th, 202X

The school has a time frame they must work within when returning federal student aid (Title IV funds). If a student does not notify the school of withdrawal, then the school is required to determine the withdrawal date within 30 days after the payment period ends. The school is also required to return funds to the Department of Education no later than 45 days after the date a student withdrawal is determined.

7.4.2 Overpayments / Fraud

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. In the case where the student is responsible for an overpayment of federal aid to the U.S. Department of Education, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the United States Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

As administrators of Title IV federal student aid programs and funds, WCSCC is obligated to ensure processes are in place to protect against fraud. If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, Title 34 Code of Federal Regulations CFR 668.16 (g) Standards of Administrative Capability require an institution to refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for Title IV federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application.
Any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

All cases of fraud will be reported to the Office of Inspector General (OIG):

Inspector General's Hotline: 1-800-MIS-USED
Inspector General's Online Hotline: http://www.ed.gov/about/offices/list/oig/hotline.html

Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510

7.4.3 Withdrawal Date Calculation

How the date of withdrawal is determined for calculation of Return of Title IV funds: A student is responsible for notifying the school right away of the intent to withdraw. Regardless of the date of notification, it is the last date of attendance that is used for the calculation to return funds. So if the date of withdrawal was May 1st, 202X, but the student did not notify the school until May 8th, 202X, it is the May 1st date that will be used in the calculation of how much Title IV funds need to be returned. An example is provided below. Student last day of class: May 1st

- Student notifies School: May 8th
- Date used for calculations is May 1st

Note: May 1st is also used to determine when loan repayments begin.

7.4.4 Fund Refund Order

The Department of Education requires Title IV funds be returned in the following order.

I. Unsubsidized loan

II. Subsidized loans

III. PELL

When a student withdraws, a calculation occurs based on federal guidelines (see below) and once the amount is determined, the order is set based upon what types of Title IV usage is outstanding.

7.5 Title IV Sample Calculations

The following examples illustrate the calculation for determining the amount of Title IV funds that a student has earned upon withdrawal.

7.5.1 Example One

Program: 900 Hours; 450 hours in 1st payment period, completed 50% of those hours at 225 hours and 24 weeks

This simple example is of a student who attended a 900-hour program in a clock-hour school and left during the first payment period at 50% of the enrollment time. The student had completed 225 clock-hours of enrollment. The amount to be returned, $3,752, is then placed against the amount used returning first the Unsubsidized loan and then the subsidized loan. In this case there is no PELL to be returned. The remaining Subsidized loan debt owed by a student would be returned based on your agreement with the loan servicer.

Fund	Amount Dispersed	Amount to Be Returned
PELL	$2,823.00	$0.00
Unsubsidized Loan	$2,949.00	$2,949.00
Subsidized Loan	$1,732.00	$803.00
Total	**$7,504.00**	**$3,752.00**

Calculation

$$\$7,504.00 * .50 = \$3,752.00$$

7.5.2 Example Two

Program: 800 Hours; 400 hours in 1st payment period, completed 62% of those hours at 248 and 18 weeks

When there is no Title IV return of funds due, it does not mean that your loan agreement is no longer an obligation. You are still required to pay the loan based on your agreement with the loan servicer. One would still owe back the amount borrowed.

Fund	Amount Dispersed	Amount to Be Returned
PELL	$2,509.00	$0.00
Unsubsidized Loan	$1,541.00	$0.00
Subsidized Loan	$2,642.00	$0.00
Total	**$6,692.00**	**$0.00**

Calculation

$$\$6,692.00 * .62 = \$4,149.00$$

Due to the fact that the student completed more than 60% of the payment period, no return of Title IV funding is required. However, this student will still be obligated to pay back the funds borrowed.

7.5.3 Example Three

700 hours; 350 hours in 1st payment period, completed 30% of those hours at 105 hours and 26 weeks

In this example the student elected not to take any Unsubsidized loan money. As above, the remaining Subsidized loan debt owed by a student would be repaid based on the agreement with the loan servicer.

Fund	Amount Dispersed	Amount to Be Returned
PELL	$2,196.00	$0.00
Unsubsidized Loan	$0.00	$0.00
Subsidized Loan	$2,682.00	$1,463.40
Total	**$4,878.00**	**$1,463.40**

Calculation

$$\$4,878.00 * .30 = \$1,463.40$$

7.6 Post-Withdrawal Disbursement

If disbursement for the payment period has not occurred when the student withdraws, Title IV money may still be available. Any PELL or student loan disbursements due are placed against school debt first. The remainder may go to the student, who will be notified of the opportunity to approve post-withdrawal disbursements. The school will not disburse any Title IV funds after withdrawal without the student's approval. Students who have not completed the verification process are ineligible for disbursements.

7.7 Credit Balances

A credit balance is any balance left on an account after all financial obligations have been met, including the return of all Title IV or other funds. The credit balance will be applied to any subsidized student loans first. Remaining funds will be processed within 45 days and returned to the student.

7.8 Treatment of Federal Student Aid When Withdrawn

The law specifies how our school must determine the amount of Federal Student Aid (FSA) assistance that you earn if you withdraw from school. The FSA programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, and Federal Supplemental Education Opportunity Grants (FSEOG).

When you withdraw during a payment period or period of enrollment, the amount of FSA program assistance that you have earned up to that point is determined by a specific formula. If you, a parent or the school received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, you must return the excess funds.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of a payment period or period of enrollment, you earn 30% of the assistance you

were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school may choose to decline the loan funds so that you don't incur additional debt. The school may automatically use all or a portion of your post-withdrawal disbursement for tuition and fees. A credit balance is any balance left on an account after all financial obligations have been met, including the return of all Title IV or other funds. The credit balance will be applied to any subsidized student loans first. Remaining funds will be returned to the student within 45 days.

There are some FSA funds that you may be scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any direct loan funds that you would have received had you remained enrolled past the 30th day.

If you, your parent or the school receive excess FSA program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds

The school must return this amount even if it didn't keep this amount of your FSA program funds. Refunds will be distributed in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Pell Grants
- Federal Student Equal Opportunity Grants (FSEOG)
- Other federal, state, private, or institutional sources of aid
- The student

7.9 Direct Loan Awards

The school reserves the right to deny student loans based on a potential student's Title IV loan payment and enrollment history.

7.10 VA Funding

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

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

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

8 Satisfactory Academic Progress (SAP)

The program student services advisor reviews student progress monthly. According to Title IV guidelines, the official Satisfactory Academic Progress (SAP) will be calculated by the Financial Aid Clerk at the end of each payment period. (For 900-hour programs, at 450 and 900 scheduled program hours. For any program of less than or more than 900 hours, at the midpoint of the scheduled hours – please reference the program payment period chart found within the financial aid section of the handbook.)

SAP is defined as and is maintained by meeting the following standards:

Qualitative
Student must maintain a minimum grade point average of 2.0 (73%) and be working toward the completion of a specific program.

Quantitative
Student must complete the program within 111% of the normal length of the program, as well as maintain at least a cumulative attendance percentage of 90%. Please note that any time period in which a student does not receive federal funding will still count toward the maximum timeframe of the 111% allowed to complete a program.

8.1 Maximum Timeframe

Students must be on pace to complete their program within 111% of the published length of the program as measured by clock hours and expressed in calendar time. For example, if the published length of a program is 900 hours and 10 months, the maximum time frame would be 11 months. A student who has missed more than 10% of the hours of a program (i.e. 91 hours of a 900-hour program) must be able to make up those hours before the 111% timeframe or they become ineligible for aid and are dismissed from the program.

Any time over the scheduled program hours will be billed at the calculated tuition rate. Pell grants cannot be used to pay for extended hours. Elective coursework may be added to your training program to fulfill your required program hours. Elective coursework will be noted on your Certificate of Completion provided you have completed the course. Programs are designed to run from start to finish without breaks, therefore, all days between the program start and end date will count towards the student's maximum completion time.

8.2 Financial Aid Notice

The official Satisfactory Academic Progress (SAP) will be calculated at the end of each payment period. If it is determined that the student is not meeting SAP standards, the student will be notified in writing that they have lost their financial aid eligibility for the next payment period. At this time, the student will become responsible for paying any tuition, books, fees, or any other charges that had not been covered by financial aid up to that point. A payment plan will be set up for the student by the Financial Aid Clerk.

8.3 Satisfactory Academic Progress Appeal

If a student loses eligibility due to SAP, the student may choose to submit an appeal in the form of a letter and any supporting documentation describing circumstances beyond the student's control that may have caused a failure to meet the SAP standards and what has changed to allow the student to make satisfactory progress at the next check. This appeal should be turned in to the Financial Aid Clerk within 5 business days of receipt of the SAP notice stating federal funding has been cancelled. The Financial Aid Clerk will then meet with a committee to determine an outcome to the appeal.

If the appeal is approved, the student will be placed on financial aid probation. Students on financial aid probation may receive financial aid, but will be required to meet SAP by the end of the probation period which is one payment period.

If the appeal is denied, the student will maintain responsibility of all program costs not covered by financial aid for the remainder of the program. Payments will be subject to the normal payment agreement guidelines including late fees if not paid on time each month. Students with more than two payment periods may have their aid reinstated at the end of the 2nd payment period if they are meeting SAP requirements at that time.

8.4 Remedial Courses

Academic remedial courses are offered for free through Wayne County ASPIRE and are not part of your program.

8.5 Additional Coursework

Courses above and beyond full-time programming (outside of regular class hours and/or beyond program requirements) may be added at the published rate in the catalog, if space is available. Additional classes outside of regular lab time added to your training plan are not used in final GPA or attendance calculations.

8.6 Failed Coursework

Based on the structure of the programs, students may or may not be able to repeat a failed course as part of the program. The cost of repeated coursework is the student's responsibility. The accepted credit will count towards the student's maximum time frame. A student receiving a failing grade in a course will be dismissed from the program. The student may elect to re-enroll in a future program within one year of dismissal and receive credit for all previously passed coursework.

8.7 Continuing Education Units (CEUs)

Continuing Education Units (CEUs), reflected on your certificate, provide a record of your accomplishment. They are recognized statewide. One CEU is awarded for each ten hours of required class (excluding extensions).

8.8 Policy for Granting Credit

If requested by the student, credit from prior schooling will be reviewed. Once the Adult Education Office has received the transcripts, an Adult Education administrator will review and make a recommendation on whether credit will be granted or if retaking coursework will be required. Items considered will be similarity in coursework, grades received, and time elapsed between training dates. The student will be given credit for the clock- hours of transferred classes and the time will count towards the student's maximum time of completion; however, grades earned on accepted transfer credits will not be used in the calculation of WCSCC GPA.

If retaking coursework is recommended and you still believe you are proficient in one of your subject areas, you can receive credit toward your full-time program by passing an examination on the course material with a grade of 80% or better. Examinations should be scheduled prior to enrollment in the course or by instructor recommendation. The administrator will schedule tests at a cost of $35 per subject. Credit for WCSCC Adult Education courses completed within the year prior to full-time enrollment will automatically be granted.

Former adult WCSCC students can take the examination at no cost for courses completed more than a year prior to enrollment or re-enrollment in a full-time program at the WCSCC.

A maximum of 50% of your full-time program hours may be granted by examination credit. This credit may allow you to take additional coursework or reduce your hours in class.

8.9 Request for Accommodations

All requests for accommodations with documentation from a qualified professional should be submitted in writing to the program supervisor for review and determination of available accommodations.

8.10 Change of programs

Based on the structure of the program design; students may be able to change their program choice. All related classes will transfer into the new program for credit and will count towards the student's maximum time frame.

8.11 Auditing Policy

Individuals who wish to audit a class or classes should notify the program supervisor at least one month prior to the scheduled class start date. Several conditions must be met in order for an auditing request to be considered.

- There must be a seat available in the to-be-audited class
- The student must be a current student or an accepted student in the associated program
- The student must provide transcripts with a passing grade from an accredited institution for the requested course audit

Auditing requests are considered by the administration. Factors considered are grade received in the previous completed course, level of the course instruction, and time since the course was first completed. If approved, students will be asked to pay $8.00 per instructional hour and, if applicable, the cost of all supplies and/or books to audit a class.

9 Attendance Policy

Students are expected to attend 90% of their program's offered hours, unless otherwise specified as indicated in their program addendum. The progressive approach described below applies to every program regardless of the specific program's attendance requirement. Attendance reports are generated monthly. Students who are below their base attendance rate for any given month receive a notice. If overall program attendance falls below their base attendance rate, the following, progressive process begins.

- Once: alert
- Twice: at-risk
- Third: dismissal with an appeal process

A student can be dismissed at any time in this process when it becomes mathematically impossible for the student to attain 90% attendance for the program overall.

9.1 Excused Absence Policy

WCSCC has a 10% excused absence policy for most programs. A student may graduate with 90% of the required clock hours in the program if they have completed the competencies. (exception: Cosmetology which requires 100% attendance, 1500 hours, with makeup hours due to credential requirements).

9.2 Missing Class Time

Arriving late and leaving early will be calculated in quarter-hour (.25) increments, i.e., arriving 1 minute late or leaving 10 minutes early will both result in accruing 15 minutes of absence. Similarly, arriving 20 minutes late will result in 30 minutes of absence. Tardiness and leaving early are discouraged. All tardy offenses count towards the maximum number of allowable hours absent. Faculty reserves the right to pursue dismissal for excessive tardiness.

The dismissal process will be initiated for students who have not attended or been in communication with the WCSCC for a period of ten calendar days.

9.3 Make-up Time

Students are responsible for notifying their instructor or the Adult Education Office of an absence in advance. Make-up time may be granted, if available, to meet attendance and financial aid requirements (90% overall attendance). Make-up hours cannot be used to achieve perfect attendance or be banked for future absences unless pre-approved. Make-up time may not exceed 10% of your total monthly required hours. Break or lunchtimes cannot be used for make-up hours. If a student has completed all course content, make-up hours may be added to the externship. Make-up hours that require an adjustment to the training plan may affect the total program cost, financial aid and incur additional costs to the student. Students will be required to pay $50 per hour for make-up time that requires instructional services beyond regularly scheduled class hours. The "AE Student Make Up Hours" sheet must be signed by the instructor/study hall instructor and turned in to the Adult Education Office by the 5th of the month that follows the make-up time, or the hours will not be credited until the following month.

Come prepared with work missed during your absence. Credit will only be granted for those that complete work assignments during make-up sessions. Students may elect to make up time for theory assignments (not lab work) during Applied Academics. Contact the Adult Education Office at 330-669-7070 for information regarding make up sessions.

9.4 Leave of Absence

Please note, if a leave of absence is possible for your program and approved, it must be a minimum of 2 weeks and may not exceed 60 days. Only one leave of absence may be taken per program. This may impact financial aid disbursements.

10 Distance Education

Programs that have a traditional/hybrid program designation may utilize distance education on a limited basis if needed (ie school closure, illnesses, etc) or as part of the program structure. All hours must be trackable, verified, and documented. Distance education must be preapproved by the program supervisor.

11 Grading and Graduation Requirements

11.1 Grading Scale

Letter Grade	Percent Range	Point Value
A	94 – 100%	4.0
A^-	90 – 93%	3.7
B^+	87 – 89%	3.3
B	83 – 86%	3.0
B^-	80 – 82%	2.7
C^+	77 – 79%	2.3
C	73 – 76%	2.0
C^-	70 – 72%	1.7
D^+	67 – 69%	1.3
D	63 – 66%	1.0
D^-	60 – 62%	0.7
F	≤ 59%	0.0

Your grade point average (GPA) will be calculated by this point value system. Each letter grade is assigned a point value. Your points will be totaled then divided by the number of graded subjects in which you were enrolled.

To graduate, your final GPA must be 2.0 or above and a passing grade in all courses. Programs are non-term and by Department of Education definition are not made up of modules. Students may check their grades through the following link: https://wcscc.schoology.com/login?&school=1961895667.

11.2 Graduation Requirements

To qualify for graduation, you must:

- Complete required coursework with a passing grade
- Achieve a minimum of 80% attendance in each individual course
- Achieve overall program attendance of 90% or above
- Complete within the time allowed for your program (1.11 x schedule program hours)
- Meet or exceed program GPA requirements (2.0)
- Meet all financial obligations, have a zero balance - all student loan/financial assistance exit information must be completed

You will receive the Certificate of Completion upon successful completion of your Career Training program. Your certificate will be presented during a ceremony provided you complete all requirements by the deadline date. Specific details will be provided at your completion interview.

12 Dress Code

You are training for future employment and should work to achieve a professional appearance. If proper clothing is one of your barriers to employment, please note it on your training plan. You will be asked to dress professionally for special events, field trips or mock interviews.

The following guidelines apply to all students. See course guidelines for additional program-specific requirements:

- Hairstyles and facial hair must be neat, clean and meet safety standards
- Undergarments may not be exposed
- All apparel must be clean and in good repair
- Seductive attire (including excessive cleavage) is not appropriate for the classroom or work-place
- Clothing with inappropriate sayings or graphics is not permitted
- Any apparel, hairstyle, piercing or cosmetic that would be considered inappropriate in a position within the field of study will not be allowed
- Wear PPE as requested to comply with District and/or Health Department requirements

Violation of the dress code policy will result in progressive disciplinary action.

13 Career Services

Career Services is designed to give you support while in training and to help you achieve your goal of related employment upon completion. Advisors are available by appointment for advice and referrals.

- New student and graduation progress are tracked for all full-time students by your Career Services Advisor or the Nursing Manager.
- Career Services offerings include professional development and Job Seeking Skills (JSS) which is prescheduled and it is your responsibility to complete the required hours during your training time. Professional Development courses are designed to help you achieve successful employment.

Placement Services seek to match area employer needs with student skills and preferences. This service is available to graduates and to full-time students in good standing. Placement is a service to assist in your job search; it is not a guarantee of employment. To apply for this service, students must complete the Student Information Form included in the JSS materials (or available in the Adult Education Office) and schedule an appointment with the Career Services Advisor to review materials. Placement services remain in place for graduates as long as all referrals and placements are handled professionally. Professional behavior includes keeping scheduled interviews and leaving positions with proper notice

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13.1 Externship/Leadership Clinicals

Workplace experience is a required course for all programs (except Fast Tack Welding), which takes place at an agreed- upon worksite. The purpose is to provide valuable, related work experiences, refine skills, increase confidence, and ease the transition from school to work. The onsite supervisor provides work of instructional value scheduled to meet individual needs. While schedules are flexible, a minimum of 12 program hours must be completed each week.

An application and a resume must be submitted to your Externship Coordinator prior to starting your externship. In some cases job hours may count towards the externship. Please consult with the Career Services Advisor.

13.2 Jobs Board

Current students and graduates are provided access to a jobs board that lists up-to-date job openings provided by area employers.

Access instructions:

WCSCC.org Adult Education Students Jobs Board (passcode: hireme)

14 Student Conduct

Students are expected to treat staff, substitute teachers, clinical faculty, guest lecturers and other students with courtesy, dignity, and respect. Student behavior must reflect the high ideals and integrity of the Career Center. Actions deemed disruptive to the educational process will result in the following progressive disciplinary measures. Please note, based on the severity of the offense, discipline may start at any of the levels below.

- A conference/counseling session with the classroom instructor
- Referral to the appropriate Career Services Advisor/Nursing Manager who will develop a written plan of action to address the problem
- Presentation of the problem to the Appeal Committee for recommended action, which may include dismissal
- Inappropriate behavior that occurs outside of school and involves law enforcement may also impact your enrollment status

14.1. Search

School officials and/or school-authorized law enforcement or agency personnel, without warning, may search vehicles and other student property (i.e. book bags, purses). There does not need to be a reasonable cause for school authorities to believe that articles kept in desks or other storage spaces constitute a crime or rule violation. Metal detectors, wands, and other detection devices may be used at any time. Students are responsible for all contents of their vehicles and other property and are subject to the code of conduct when dangerous objects or contraband are found.

School officials are permitted to search the person and personal property of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the

law or school rules.

- Searches will be conducted by a member of the same sex as the student, if practical.
- Searches should be conducted in the presence of another staff member of the same sex as the student being searched, if practical.
- When evidence is uncovered indicating that a student has violated the law, law enforcement officials shall be notified.

Searches of student property by Police:

A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student storage space, searches may be conducted without a previously issued warrant.

14.2 Removal and Permanent Exclusion of Students

The WCSCC has zero tolerance of violent, disruptive or inappropriate behavior by its students. Such actions may result in removal and/or permanent exclusion.

15 Probation, Dismissal, and Readmission

At the end of each month your attendance and progress will be reviewed. If you are behind in your coursework, your grades in any course fall below minimum standards, your attendance is below 90%, or you are behind on your payment agreement, you will receive an alert letter.

If you do not make adequate progress in assigned work, achieve the grades, maintain 90% overall attendance or make payment agreement arrangements, you will receive a letter placing you on "at risk" status for the following month, during which time you must achieve the progress, attendance, and payment agreement goals to remain in training. Note: You may receive only one (1) academic, one (1) attendance, and one (1) payment agreement at-risk letter during the course of your training. Study Hall may be required for additional assistance.

If you fail to meet the above requirement(s) by the end of the at-risk period, or any time there- after, you will receive a dismissal letter. You will have five business days to submit an appeal, during which you should continue to attend class. Students who successfully appeal their dismissal will be re-admitted on continual at-risk status and may be subject to specific additional requirements. Further infractions may result in immediate dismissal.

Previously dismissed students who apply for re-admission should do so at least one month in advance of their anticipated start date and must include a plan documenting how they intend to address deficiencies that led to their dismissal. Re-admitted students will be placed on at-risk status for a period of one month. Failure to meet the attendance, grade, behavior, or financial requirements during this at-risk period will result in immediate dismissal. If you are in good standing and withdraw on a voluntary basis, you will be considered for re-enrollment in the next available cohort without restrictions.

15.1 Appeals Process

Appeals must be presented in writing to the program supervisor within five business days of the date on the dismissal letter. Your formal request should explain the circumstances and a description of your plan to overcome the identified barriers to your success.

Your request will be presented to the Appeal Committee which consists of an Adult Education Administrator, Career Services Advisor, and the Financial Aid Clerk. If you would like to challenge the Appeal Committee's decision you may submit a detailed request to the District Superintendent within three business days.

16 Crime Statistics

This report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to the campus. The report also includes institutional policies concerning campus security. A paper copy of this report can be requested by contacting the Financial Aid Clerk.

Pursuant to 34 CFR 668.46, the WCSCC's Annual Security Report is available at
https://www.wayne-jvs.k12.oh.us/sites/default/files/2025-11/ASR%202025.pdf

17 General Information

17.1 Applied Academic Study Hall

If you need additional help or academic tutoring during the course of your training, you may attend Study Hall at no cost. See your instructor for availability. Study Hall cannot be used to take courses beyond the scope of your program requirements.

17.2 Career Training Plan

At New Student Orientation you will verify and sign your Career Training Plan/Calendar. Your training plan will be on file in the Adult Education Office and will be a current record of all your course registrations. Any changes throughout your program must be approved and documented on your training plan by your Career Services Advisor, Supervisor, or the Nursing Manager and may adjust costs associated with your training. It is your responsibility to meet with the Financial Aid Clerk to review payment adjustments. At your New Student appointment you will review and finalize your Career Training Plan.

17.3 Change of Status or Address

Once you are enrolled in a program it is vital to notify your instructor and the Adult Education Office as soon as possible if your status, address, or telephone number changes for any reason: moving, completion, job placement, marriage, or leaving the program. It is very important that our records are correct so you can be contacted in case of a schedule change, externship placement, and job recommendations, etc.

17.4 Cell Phones

Emergency messages received by the Adult Education Office will be relayed to you by a staff member. Students may carry cell phones, but they must be silenced during class, laboratory and clinical times. Cell phones may be used for instructional purposes if approved by the instructor.

17.5 Copies

Student copies can only be made through the Adult Education Office. The charge for copies is ten cents ($0.10) per page. Payment in full is required at the time of request. While copy work may not be provided immediately, it will be completed as soon as possible. Tests, exams, and quizzes are excluded from copy requests.

17.6 Dishonesty Policy

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. This includes, but is not limited to misrepresentation of papers, essays, and writings from other students or the Internet. Examples:

- Copying another student's homework
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test or quiz
- Using any other method to get/give test or quiz answers
- Taking a test or quiz in part or in whole to use or give to others
- Copying information from a source without giving proper credit to source(s) and
- Presenting others' work/ideas as one's own without giving proper credit to source(s)

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, or dismissal from the program.

17.7 Firearms, Knives, and Other Dangerous Weapons

Students are prohibited from bringing firearms, knives, or other dangerous weapons (such as razors, explosives, poisons, gases, drugs, etc.) on school property, in school vehicles, to school-sponsored activities, or on any other property which is used by the Board. Students bringing firearms, knives or other dangerous weapons will be dismissed immediately.

17.8 Food

A refrigerator and microwave are located in the Adult Education building for student use. In addition, the Snack Shack is housed in the main Commons. An up-to-date schedule is posted on the school website. Hot lunches are served in the main Commons at minimal cost during the day hours of the high school academic year. The Career Center student-operated restaurant may be open during the lunch hour. Check with your skill-training instructor for location and hours of

operation. Students may also carry their lunches.
Food and beverages are permitted in designated areas. Please do not consume food or drink in the hallways during high school hours. For safety and cleanliness, lab areas should be kept free of food and drink.

17.9 Holidays

Adult Education is closed on the following holidays: New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day & the Friday after Thanksgiving, Christmas Eve/Day, New Year's Eve. Check your program's calendar for winter and spring break dates as well as any additional days off or make-up days.

17.10 ID Badges

Permanent ID badges, issued to all Career Training students, must be worn above the waist at all times. The badges are not to be damaged or defaced. Should a new ID be required, an $8.00 replacement fee will be collected when it is issued.

17.11 Industry Credentials

Our programs culminate with industry credential examinations. Some assessments are offered onsite, while others require students to travel to a testing center. These assessments are critical and a verification of student's work-related proficiency. Students will be eligible to take the credential if they meet student academic progress measures (section 8). You may contact your specific credentialing agency for needed accommodations.

17.12 Parking

Full-time day students are required to purchase a parking permit ($5.00) through the Adult Education office on or by the first day of school. The parking permit is to be displayed prominently in the front window of the vehicle. The speed limit on school property is 10 mph. Parking violations may result in revocation of parking privileges. In addition, all students are to follow the parking policies of each clinical facility.

17.13 Personal Counseling

Individual or family issues are common barriers to successful completion of skill training and employment. Issues may include lack of family support, marriage problems, child behavior, dependency on alcohol or other drugs, physical or mental abuse, eating disorders, and depression. Please contact your advisor or other staff member so we can help you make the necessary referrals.

17.14 Prohibited Substance Policy

All students are prohibited from being under the influence, having, consuming or distributing intoxicating substances and/or drugs on WCSCC premises before, during or after school hours. Failure to adhere to this policy may result in dismissal.

If a student arrives on school property showing evidence of being under the influence, an attempt will be made to have a family member or friend escort the individual home. If the individual refuses such help, law enforcement authorities will be notified. Through evaluation of school performance and/or disciplinary reports, specifying details, a student may be required to take a medical leave

of absence, or to seek and document appropriate treatment.

A student found guilty of unlawful possession of illegal drugs and/or alcohol will be subject to the applicable legal sanctions under local, state, and federal laws. If a student is convicted of federal charges they will have federal financial aid suspended. Aid will only be reinstated upon completion of an acceptable rehabilitation program.

Students needing drug and/or alcohol counseling, treatment or rehabilitation may be referred to a local agency. As a local form of education and incentive the WCSCC offers Drug Free Club memberships at reduced rates to all adult education students.

17.15 Drug Education

Alcohol and drug use among employees and their family members can be an expensive problem for business and industry, with issues ranging from lost productivity, absenteeism, injuries, fatalities, theft and low employee morale, to an increase in health care, legal liabilities and workers' compensation costs. We want to provide you with resources to be successful therefore this handout has been prepared to educate you on various drug related issues.

Drug Facts, Trends and Statistics (Please refer to the online version of the handbook for active links)

Marijuana
Cocaine Heroin
Drugged Driving
Nationwide Trends
National Overdose Deaths from Prescription Drugs

National Institute on Drug Abuse (NIH)

True Stories of Addiction

Addiction Stories
Ted Talks--recovery videos
Real Life Stories on Drug Addiction
From Hopkins to Homeless: My True Story of Prescription Drug Addiction

Substance Abuse and Addictions - Support and Local Treatment Programs

211
ANA-ZAO
OneEighty

17.16 School Closing Due to Bad Weather

The district offices are not staffed during school closings. Please monitor the media listed below.

- FOX 8 WJW television station will be used to broadcast this information. Their sister websites also have closing information.
- Students are encouraged to register for Remind by texting @aemorn or @aeeve to 81010 to be automatically notified of cancellations. For email notifications sign up at rmd.at/aeeve or rmd.at./aemorn

17.17 For activities that begin before 3:00 pm

Adult Education Day Classes are cancelled when the WCSCC High School classes are cancelled, with the exception of Clinicals that have started, and customized training. These will continue until completion.

17.18 For activities that begin after 3:00 pm

Adult Education Evening Classes will be held unless a closing is announced. The decision will be made as early as possible.

17.19 Delayed Starts

If WCSCC has a 2-hour delay all adult education classes will start at 10 am.

17.20 Student Recognition

Student excellence will be recognized in the areas of academic performance and attendance. Students can graduate with high honors with a 3.8 or higher and with honors with a 3.6-3.75. Perfect attendance will be awarded for students that have not missed any class. Excellent attendance will be granted for students with 99% attendance or higher including make-up time.

17.21 Tobacco Policy

The WCSCC and all clinical sites are non-smoking facilities. Clinical sites are considered an extension of the campus. Use of *tobacco/vaping in any form is not allowed in the building, on the campus, or at the clinical sites.

Students are not permitted to smoke/vape in their cars while the car is on school or clinical sites property. Violation of this policy will result in progressive disciplinary action.

*American Lung Association: "Tobacco Product" means: (a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; (b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah; (c) "tobacco product" includes any component, part, or accessory of a tobacco product. 4) "Tobacco use" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

17.22 Transcripts

You may request a copy of your transcript in writing in the Adult Education and/or Nursing Office.

- Upon graduation, the student will receive an unofficial transcript.
- A student may request an official transcript be sent to:
  - another school
  - place of employment
  - State Board of Nursing
- The request for the transcript must be in writing and include:
  - date of graduation
  - student's name at the time of graduation
  - name and address where the transcript is to be sent
  - signature
- A $5.00 fee will be assessed for each official transcript
- The school will not distribute an official transcript directly to the student unless in a sealed envelope

17.23 Vaccination Policy

In compliance with the Higher Education Act (HEA), WCSCC does not require any vaccinations for admission. However, certain programs within the school may require vaccinations to successfully complete all aspects of the program.

17.24 Voter Registration

Voter registration forms are available in the Financial Aid Office. Any student not registered to vote is encouraged to pick up a form, complete it, and send it to the Secretary of State. Students can also go to https://www.ohiosos.gov/elections/voters/register/ohio-voter-registration-form/ and register online.

18 Program Hours

18.1 Administrative Office Professional - CIP 52.0401

Students will demonstrate their knowledge through produced work products, simulations, projects, and industry credential assessments. This accelerated and comprehensive program includes the opportunity to complete Microsoft Office User Certification(s) and Intuit QuickBooks and BookKeeping/or National Healthcareers Association Credential, Certified Billing and Coding Specialist. Professional training for a professional future.

Select your area of concentration:

- Accounting Clerk
- Medical Clerk

Core Coursework

Course Name	Theory	Lab	Total Clock Hours
Access	5	10	15
Adobe	5	20	25
Business English	40	10	50
Business Math	25	5	30
Business Writing	15	15	30
Computer Operations	3	7	10
Excel	10	30	40
Google Apps	10	35	45
Office Procedures	7	3	10
Office Procedures: Filing	5	5	10
Outlook/One Note	3	7	10
Professional Development	20	5	25
Word/Document Processing	20	80	100
Externship			120
Total	168	232	520

Medical Office Clerk Concentration

Course Name	Total Clock Hours
Medical Billing	50
Medical Coding	100
Medical Office Specialties	35
Medical Insurance	50
Total	235

Accounting Clerk Concentration

Course Name	Total Clock Hours
Accounting I	75
Accounting II	50
PowerPoint	25
QuickBooks	85
Total	235

18.2 Cosmetology - CIP 12.0401

The Cosmetology program is designed to prepare an individual for the State Board Licensure exam. This program will focus on the practical application of foundational knowledge of salon daily operations, scalp care, hair styling, cutting, highlighting, coloring and skin care, career advancement, cultural diversity, awareness of strengths and weaknesses related to the demands of a work environment. Students will practice troubleshooting, skills and complete hands-on work-based projects.

Course Name	Theory	Lab or	Intern/DE	Total Clock Hours
General Sciences	20	40	20	80
Properties of the Hair & Scalp/Trichology	20	40	20	80
Hair Procedures/Practices/Styling	35	70	35	140
Haircutting	60	120	50	230
Chemical Procedures/Practices/Products	100	200	90	390
Nail Procedures & Practices	30	60	30	120
Skin Care Procedures & Practices	95	190	85	370
Salon Operations & Communication Skills	20	40	20	80
Artificial Lashes/Extensions	3	7		10
Total	383	767	350	1500

18.3 Dental Assisting - CIP 51.0601

The curriculum of the Dental Assisting program provides students with the skills to assist Dentists in this fast-growing field. The skills taught include (but are not limited to); infection control, head and neck anatomy/physiology, patient care/dental charting, radiography and practice management.

Course Name	Theory	Lab	Total Clock
Dental Assisting Lab		190	190
Clinical Dentistry and Dental Care	75	75	150
Dental Radiography		60	60
Dental Office Administration	30	45	75
Oral Health and Dental Disease	85	10	96
Professional Development Workshops	20	0	20
Externship		135	135
Total	210	515	725

18.4 Diploma Registered Nurse - CIP 51.3901

Diploma Registered Nurse allows students to bridge from a practical nurse to registered nurse. The program is comprised of theory, lab and clinical experiences as students prepare for the NCLEX.

Course Title	Theory	Lab	Clinical	Hours
Medical Surgical Nursing I	148	56	32	236
:LPN to RN Transitions	52			52
Medical Surgical Nursing II	136	32	32	200
Mental Health Nursing	68		16	84
Geriatric Nursing	72		32	104
Maternal Child	80	8	24	112
Nursing Leadership and Review	48		64	112
	604	96	200	900

18.5 FAST TRACK WELDING CIP 48.0508

Students will learn about safety and experience hands-on skills in the welding lab. As a part of this program, students will take an AWS D1.1, structural steel, or D1.3, sheet steel. certification test. This is a nationally recognized welding credential that will help give graduates an advantage when applying for welding positions.

Course Name	Theory	Lab	Total Clock
Welding Lab		80	80
Safety and basic theory	10		10
Total	10	80	90

18.6 HVAC CIP 47.0201

This program is designed to prepare students with entry level skills to seek a position as an HVAC technician. The program combines theory, hands on application, and work based experience to prepare the student for the EPA608 exam and the NATE Ready to Work exam.

Course	Theory	Lab	Total Clock Hours
Introduction to HVAC	10	10	20
Basic Electricity	10	10	20
Introduction to Heating	10	10	20
Introduction to Cooling	10	10	20
Introduction to Air Distribution Systems	10	10	20
Heat Pump Troubleshooting	10	10	20
HVAC Motor Controls	10	10	20
Soldering and Brazing	2	16	18
Workplace Ethics/OSHA	20		20
Internship		70	70
Totals	92	156	248

18.7 Manufacturing Technologies – CP48.0000

In this 680 hour program students will work and learn relevant techniques and concepts on equipment used within industry. Labs are set up to allow students to develop new skills and obtain hands-on experience towards a manufacturing career. Within the manufacturing core curriculum, students will learn concepts common to the manufacturing industry. Students will select one of the following concentrations areas to focus on:

Machining

Maintenance

Robotics and Automation

Welding

Core Coursework

Course Name	Theory	Lab	Total Clock Hours
Basic Math	30	0	30
Algebra	30	0	30
Blueprint Reading and Sketching	30	0	30
Computers for Software and Industry	10	20	30
Professional Development	4		4
Lean / OSHA	24	0	24
Total	128	20	148

Precision Machining Concentration

Course Name	Theory	Lab	Total Clock
Precision Machining Lab	0	141	141
CNC Lab	0	96	96
Welding	0	60	60
Metallurgy & Heat Treating	24	6	30
Precision Machining Theory I & 2	60	0	60
AutoCAD	15	15	30
CAD/CAM I	0	30	30
Externship	0	85	85
Total	99	463	562

Industrial Maintenance Concentration

Course Name	Theory	Lab	Total Clock
Precision Machining Lab I	0	45	45
Pneumatics	18	12	30
Precision Machining Theory I & II	60	0	60
Basic Electricity	30	0	30
AC Fundamentals	30	0	30
Welding	0	40	40
Hydraulic Fundamentals	18	12	30
Mechanical Components	30	0	30
Commercial & Industrial Wiring	20	10	30
Basic Wiring	15	15	30
Basic Electronics	15	15	30

Electrical Troubleshooting	15	30	45
Externship	0	108	102
Total	251	287	532

Robotics & Automation Concentration

Course Name	Theory	Lab	Total Clock Hours
Basic Electronics	15	15	30
Basic Electricity	30	0	30
AC Fundamentals	30	0	30
Basic Wiring	15	15	30
Commercial & Industrial Wiring	15	15	30
Hydraulics	18	12	30
Pneumatics	18	12	30
Mechanical Components	30	0	30
Robotics I	0	42	42
Robotics II	0	40	40
Allen-Bradley PLC: Intro to Automation	20	10	30
Allen-Bradley PLC: LOGIX5000 PRG LAD	12	18	30
Workcells & Troubleshooting	4	26	30
Externship	0	120	120
Total	207	325	532

Welding Concentration

Course Name	Theory	Lab	Total Clock Hours
Welding Theory I & II	90	12	102
Welding Labs	0	250	250
Blueprint Reading	20	10	30
Metallurgy & Heat Treating	24	6	30
Externship	0	122	120
Total	99	469	532

18.8 Medical Assisting - CIP 51.0801

The goal of the Medical Assisting Program is to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Medical Assistants provide routine administrative and clinical tasks to keep the offices of physicians, chiropractors, and other health professionals running smoothly.

Administrative duties include tasks such as scheduling and receiving patients, preparing and maintaining medical records, handling telephone calls and written correspondence, medical transcription, submitting insurance claims, and maintaining practice finances. While clinical duties may include, infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, performing electrocardiograms (ECGs), assisting the physician with examinations and treatments, performing suture removal, collecting and processing specimens, performing selected lab and diagnostic tests, administering medications (injections), and drawing blood (venipuncture).

Course Name	Theory	Lab	Total Clock Hours
Becoming a Medical Assistant	40	0	40
CPR for Healthcare Providers	0	4	4
Nurse Aide	30	36	66
Medical Law & Ethics	16	0	16
Medical Terminology	40	0	40
Administrative Medical Assistant	47	38	85
Medical Math/Customer Service	32	0	32
Phlebotomy	68	40	108
Employability Skills for Medical Professions	20	0	20
Clinical Medical Assistant	0	180	180
Boot Camp Review & Test Prep	83	0	83
Externship		176	176
Total	376	474	850

18.9 Nurse Aide - CIP 51.2699

The Nurse Aide Program prepares students to care for patients in a long term care facility. Students prepare for the Certified Nurse Assistant Exam.

Course Title	Theory	Lab	Clinical	Hours
STNA Theory	30	0	0	30
STNA Lab	0	30	0	30
STNA Clinical	0	0	18	18
STNA Test Preparation	2	0	0	2
Total	32	30	18	80

18.10 Practical Nursing - CIP 51.3901

The Practical Nursing program includes clinical experience in caring for individuals and families in the community, acute care and long-term care facilities. Affiliation agreements are in place with facilities in and around Wayne County, in which clinical experiences are provided. The Program is approved by the Ohio Board of Nursing.

Course Title	Theory	Lab	Clinical	Hours
Nurse Aide certified)	**32**	**30**	**18**	**80**
First Quarter				
Anatomy & Physiology	78	0	0	78
Medical-Surgical Nursing I	162	66	21	249
Life Skills	12	0	0	12
Total First Quarter Curriculum Hours	**252**	**66**	**21**	**339**
Second Quarter				
Medical-Surgical Nursing II	117	42	70	229
IV Therapy	21	18	0	39
Total Second Quarter Curriculum Hours	**138**	**60**	**70**	**268**
Third Quarter				
Maternal Child Nursing I	60	7	0	67
Mental Health Concepts	48	0	14	62
Medical-Surgical Nursing III	99	0	70	169
Total Third Quarter Curriculum Hours	**207**	**7**	**84**	**298**
Fourth Quarter				
Maternal Child Nursing II	51	7	0	58
Nursing Concepts	48	0	70	118
Medical-Surgical Nursing IV	75	0	35	110
Total Fourth Quarter Curriculum Hours	**174**	**7**	**105**	**286**
TOTAL CURRICULUM HOURS	**803**	**170**	**298**	**1271**

19 Handbook Acknowledgment

I have received, read, and understand the Adult & Community Education Student Handbook, and will abide by the policies, rules, and regulations set forth in this document.

Student Signature _____ Date _____