



Non-Degree Student Registration Form

Southwest Wisconsin Technical College

1800 Bronson Boulevard, Fennimore, WI 53809 608.822.3262

Section 1: Student Information

Social Security Number <input style="width: 100%;" type="text"/>		Student name (Last, First, MI) <input style="width: 100%;" type="text"/>			Former Name(s) <input style="width: 100%;" type="text"/>	
Street Address <input style="width: 100%;" type="text"/>			City <input style="width: 100%;" type="text"/>		State <input style="width: 100%;" type="text"/>	Zip <input style="width: 100%;" type="text"/>
Email Address <input style="width: 100%;" type="text"/>		Phone No. <input style="width: 100%;" type="text"/>		Cell No. <input style="width: 100%;" type="text"/>		Work No. <input style="width: 100%;" type="text"/>
Date of Birth <input style="width: 100%;" type="text"/>		Gender <input type="radio"/> Male <input type="radio"/> Female	Legal Place of Residence <input style="width: 100%;" type="text"/>		<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township	County <input style="width: 100%;" type="text"/> State <input style="width: 100%;" type="text"/>
Employer <input style="width: 100%;" type="text"/>		<input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Unemployed	Employer Address (City, State) <input style="width: 100%;" type="text"/>		<input type="checkbox"/> High School Grad <input type="checkbox"/> HSED <input type="checkbox"/> GED	Date of Completion <input style="width: 100%;" type="text"/>
High School Attended <input style="width: 100%;" type="text"/>		City <input style="width: 100%;" type="text"/>	State <input style="width: 100%;" type="text"/>	Have either of your parents completed a 4-year college degree or beyond? <input type="radio"/> Yes <input type="radio"/> No		
Highest Grade Completed <input type="radio"/> 00 <input type="radio"/> 01 <input type="radio"/> 02 <input type="radio"/> 03 <input type="radio"/> 04 <input type="radio"/> 05 <input type="radio"/> 06 <input type="radio"/> 07 <input type="radio"/> 08 <input type="radio"/> 09 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 12+ <input type="radio"/> Previously Attended SWTC? <input type="radio"/> Yes <input type="radio"/> No						

Highest Credential Received

<input type="radio"/> 01 - No Credential	<input type="radio"/> 04 - High School Diploma	<input type="radio"/> 07 - 1yr Diploma	<input type="radio"/> 10 - Associate Degree Plus Additional Credential
<input type="radio"/> 02 - GED	<input type="radio"/> 05 - Some College	<input type="radio"/> 08 - 2yr Diploma	<input type="radio"/> 11 - Baccalaureate
<input type="radio"/> 03 - HSED	<input type="radio"/> 06 - Short-Term Diploma	<input type="radio"/> 09 - Associate Degree	<input type="radio"/> 12 - More than Baccalaureate

RACE/ETHNICITY: The following questions are confidential. Your responses will help the technical college evaluate recruitment and retention practices and will not affect admission to the college. Please respond to both questions.

1) Are you Hispanic or Latino? Yes No

2) Select any other group or groups that apply to you. (Check all that apply).

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> White

Please indicate below (by checking the box) which class(es) you wish to enroll in:

	Course Name	Dept ID #	Course #	Section #	Start Date	Cost	Staff Use
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
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<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

Pay Method <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> CC		<input type="checkbox"/> Fees paid by student - 99 <input type="checkbox"/> Fees paid by employer - 72 <input type="checkbox"/> Fees paid by other -		Amount Paid <input style="width: 100%;" type="text"/>	Check or MO # <input style="width: 100%;" type="text"/>	Contract # <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Qualifies - Grant <input type="checkbox"/> Please Bill		SWTC STAFF		DATE <input style="width: 100%;" type="text"/>	INITIALS <input style="width: 100%;" type="text"/>		
My signature and date confirms my commitment of enrollment in the above course(s) and adhere to the WTCS refund policy.							
Signature Field	<input style="width: 100%;" type="text"/>	Date	<input style="width: 100%;" type="text"/>	INSTRUCTOR INITIALS			<input style="width: 100%;" type="text"/>

Refund Policy: It is the student's responsibility to request a refund as a result of dropping or withdrawing from a course(s). Southwest Wisconsin Technical College (Southwest Tech) follows the Wisconsin Technical College System (WTCS) refund policies as described below.

Refunds: Students adding/or withdrawing from a course must submit their request in writing. The date of withdrawal is the date the request is received at Southwest Tech. Refund of fees paid to Southwest Tech is in accordance with the WTCS and District Board Policy. If Southwest Tech cancels the course, the refund available is 100 percent of fees paid. A student who drops from one course and adds another during the first (7) calendar days of the course shall transfer the fees from the dropped course to the added one.

OPEN ENTRY COURSE REFUNDS:

- * One (1) to seven (7) days from date of official registration date of student - 80% refund
- * Eight (8) to fourteen (14) days from the official registration date of student - 60% refund
- * Fifteen (15) days after official registration date of student - 0% refund

The calendar days are counted from the first instructional day of the term or the first day of the course. the official date of withdrawal is the date on which the student notifies Southwest Tech of his/her withdrawal IN WRITING OR IN PERSON. It is NOT the last date of attendance. Official withdrawal from class(es) in writing does not eliminate the student's responsibility for any outstanding obligation to the College. NONATTENDANCE DOES NOT REDUCE FEES OWED.

Notice to Applicant: The Wisconsin Board of Vocational, Technical, and Adult Education is in full compliance with state and federal equal opportunity and affirmative action laws and regulations including Title IX of the 1972 Education Amendments and Section 504 of the 1973 Rehabilitation Act. It is the policy of Southwest Tech not to discriminate on the basis of race, color, national origin, creed, sex, or handicap, and arrest or conviction record in employment or on the basis of race, color, national origin, sex or handicap in education programs, admissions, and activities. Coordination of Title IX and Section 504 have been assigned to the Affirmative Action Officer. Inquiries regarding equal opportunity may be directed to the Affirmative Action Officer.

It is the policy of Southwest Tech to not discriminate on the basis of disability in the admission or access to or treatment in its programs or activities. Students with disabilities who need accommodations should contact the

Support Services Specialist,
Southwest Wisconsin Technical College,
800-362-3322, Ext. 2631 or TTY/TDD 608-822-2072.
email: acom@swtc.edu

Note: Disclosing your Social Security Number: The Wisconsin Technical College System may request and use your social security number for record keeping and statistical purposes related to auditing, enforcing and evaluating Federally-supported education programs (Federal law 20 U.S.C. S1232g (1998)). You are required to provide your social security number if you are, or will be, applying for financial aid. If you will not be applying for financial aid, then providing your social security number is optional but very important in aiding the college in assuring the integrity of your cumulative record at the college. Southwest Tech must have your social security number for Federal 1098T reporting (educational expenses for income tax purposes) if you plan to claim such expense on your individual tax return. Social security numbers provide a unique identifier in order to ensure the integrity of each person's record at the college. Southwest Tech strongly suggests social security numbers be included on all registrations.

Sexual Harassment

Southwest Wisconsin Technical College has a commitment to ensure that all employees and students can work and study in a atmosphere free from harassment.

Sexual harassment may be described as unwelcome advances, requests for sexual favors and physical conduct, and expressive behaviors of a sexual nature which interferes with a person's employment, academic education, or work atmosphere. Harassment can occur between student and instructor, instructor and instructor, student and student, or any encounter between individuals.

Any person who believes that he or she has been harassed should do the following:

- A. Tell the harasser that you do not like this behavior and that you want it to stop.
- B. Keep a record of the events.
- C. Talk about it with co-workers or other students.
- D. Contact Laura Bodenbender, Affirmative Action Officer at Southwest Tech, Fennimore, WI.

Sexual Assault It is a criminal offense for a person to engage in sexual contact or sexual intercourse with any person without consent. Sec. 940.225, Wisconsin Statutes creates four degrees of sexual assault and the penalties for anyone convicted of this offense can be fined up to \$10,000 and/or imprisonment for up to 20 years.

Drugs and Alcohol

The Wisconsin Technical College System and Southwest Wisconsin Technical College prohibit the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as part of college activities. The use or possession of alcoholic beverages is prohibited on college premises or college-sponsored activities. Without exception, alcoholic consumption is governed by Wisconsin statutory age restrictions under Chapter 125 et al.

The unlawful use, possession, manufacture or distribution of illicit drugs (controlled substances) as defined in Chapter 161 of the Wisconsin Statutes is also prohibited.

Disciplinary Sanctions

Violation of these provisions by a student of the college may lead to disciplinary sanction, up to and including expulsion.