



WABASH
VALLEY
COLLEGE

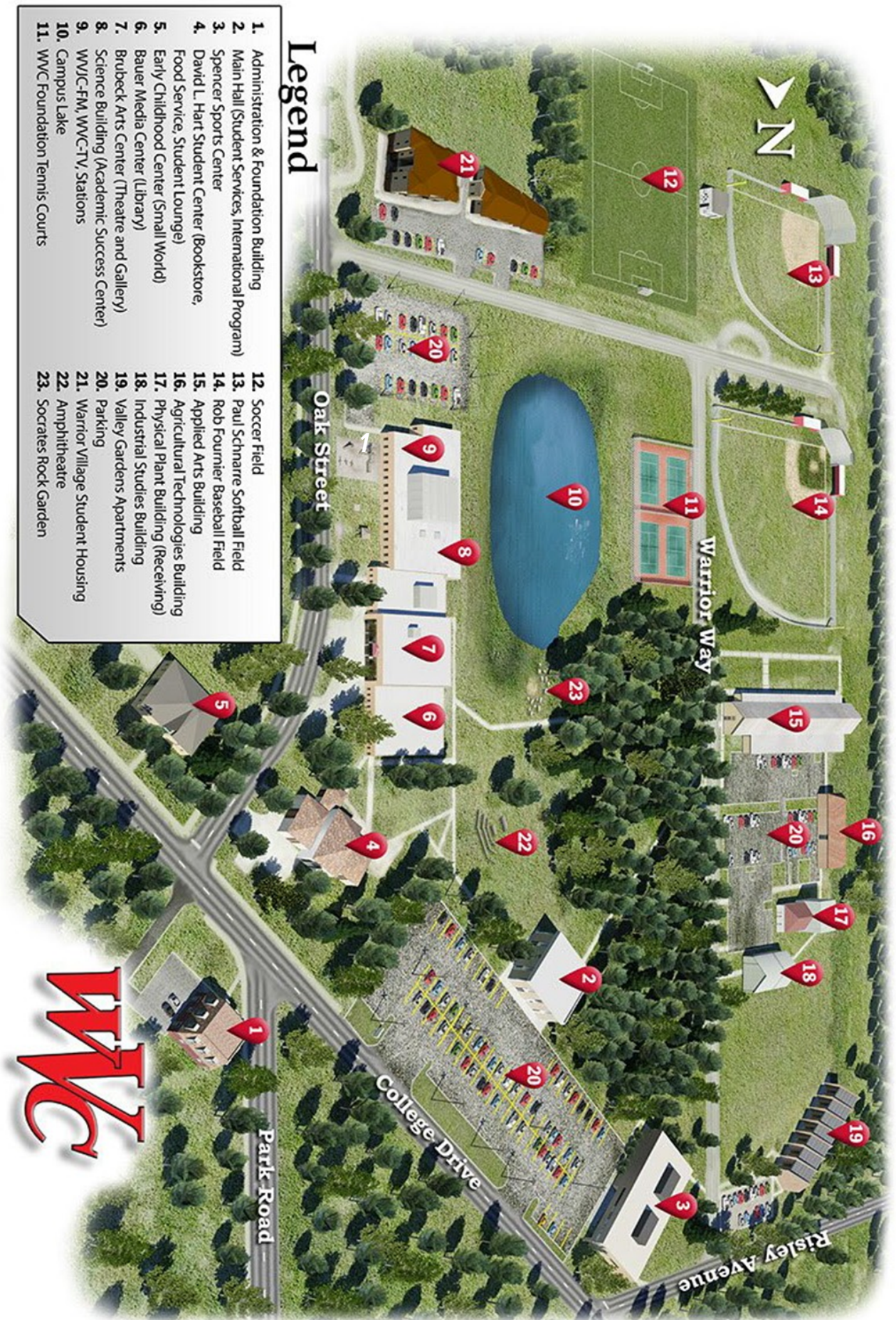
Student Handbook

2023-2024

iecc.edu/wvc
618-262-8641

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Legend

- 1. Administration & Foundation Building
- 2. Main Hall (Student Services, International Program)
- 3. Spencer Sports Center
- 4. David L. Hart Student Center (Bookstore, Food Service, Student Lounge)
- 5. Early Childhood Center (Small World)
- 6. Bauer Media Center (Library)
- 7. Brubeck Arts Center (Theatre and Gallery)
- 8. Science Building (Academic Success Center)
- 9. WVC-FM, WVC-TV, Stations
- 10. Campus Lake
- 11. WVC Foundation Tennis Courts
- 12. Soccer Field
- 13. Paul Schnarre Softball Field
- 14. Rob Fournier Baseball Field
- 15. Applied Arts Building
- 16. Agricultural Technologies Building
- 17. Physical Plant Building (Receiving)
- 18. Industrial Studies Building
- 19. Valley Gardens Apartments
- 20. Parking
- 21. Warrior Village Student Housing
- 22. Amphitheatre
- 23. Socrates Rock Garden

WHO TO SEE ABOUT WHAT

PRESIDENT OF THE COLLEGE

Administration & Foundation Building

Administrative Service

DEAN OF INSTRUCTION

Administration & Foundation Building

Academic Service
College Activities
Intercollegiate Athletic Insurance
Posting Notices and Bulletins
Petitions for Elections
Organizing a Club
Calendar of College Events
Special Needs
Student Grievances, Ideas or Suggestions

BOOKSTORE

Student Center

Course Textbooks
School Supplies
Drinks and snacks
Lost and Found Items

FINANCIAL AID

Main Hall

Grants and Loans
Veterans Assistance
Work Study
Scholarships

BAUER MEDIA CENTER

Library/Leisure
Books
Computer Lab
Reference Material
Videos to Use in the Library
Periodicals/Newspapers
Personal Photocopying
Webpage with Online Databases and Catalog
Academic Success Center

MAINTENANCE

Physical Plant Building

Campus Security
Building Maintenance
Custodial Services

ADMISSIONS & RECORDS

Main Hall

Registration
Transcripts
Validation of Good Student Auto Insurance
Adding/Dropping Courses Change of Degree/Certificate Change of Address

BUSINESS OFFICE

Main Hall

Payment of Fees
Receipt of Student Loans
Work Study Checks
Refunds
Submission of Graduation Applications
Discounted cafeteria meals

COMPUTER TECHNICIAN

Physical Plant Building

Hardware/Software Technology

MARKETING

Administration & Foundation Building

Public Relations
Advertising
Publications

STUDENT LOUNGE

Student Center

F.R.E.S.H. Pantry
Games and Activities
Spaces to Relax or Work

ACADEMIC ADVISEMENT & RECRUITMENT

Main Hall

Academic or Career Technical Selection
Academic Advising
Perkins Information
Evaluation of Credits
Transferring to Another College
Catalogs of Other Colleges
Career Information
Campus Visit



ACADEMIC RESOURCES & SUPPORT

ACADEMIC CALENDAR & IMPORTANT DATES

Classes meeting on campus and in facilities other than public schools follow the IECC academic calendar. All classes on WVC's campus and in non-high school facilities will meet as scheduled unless the president makes a cancellation decision. Classes scheduled by Wabash Valley College in high school facilities follow the high school calendar as it relates to closing due to holidays, teacher institutes, and any weather-related or unexpected circumstances. Additional semester dates and deadlines can be found here: <https://www.iecc.edu/semesterdates>.

COLLEGE CATALOG

The current catalog, along with addenda, is available online at <https://www.iecc.edu/catalog>.

ACADEMIC ADVISORS

At WVC, the complete development of a student's abilities is the primary objective. After the application process is complete, each student is assigned an advisor who has specialized knowledge in the student's chosen field. The advisor assists the student in developing an academic plan to meet his or her career goals.

It is the student's responsibility to schedule an appointment each semester with the assigned advisor to select appropriate courses. It is the student's responsibility to be aware of WVC graduation requirements and transfer institution requirements. To ensure continuity, students retain the same advisor throughout their WVC career unless a request for change is made.

COURSE PLACEMENT

Wabash Valley College recognizes that student success in college coursework is directly related to appropriate course placement. Therefore, WVC uses multiple measures to determine student placement in college-level courses and admission to a degree or certificate program.

RETENTION COORDINATOR

The Retention Coordinator is on campus to assist you in overcoming barriers that may interfere with or prevent you from completing your field of study. You'll be connected with resources in the college and community to help you succeed.

FRESH Pantry

FRESH (Food Resources Eliminate Student Hunger) provides students with an opportunity to fulfill basic food and personal care needs with no questions asked. FRESH offers non-perishable items as well as refrigerated and some frozen items. Personal care and basic household cleaning items are also available.

FACULTY OFFICES AND HOURS

You should find the instructor's schedule of office hours posted outside the office. Each instructor schedules five office hours per week, in order to be available to students.

BAUER MEDIA CENTER

The **Wabash Valley College Library** maintains a variety of resource materials, in print and online, for student research needs. Wireless Internet access is provided. A printer and copier are available for student use.

- Library info: <http://www.iecc.edu/wvc/lrc>
- Free library cards provide access to over 35 million items
- Locate books through the online catalog
- Request books from 90 Illinois academic libraries with free delivery to WVC
- Locate journal articles, e-books, & primary sources
- Databases are available 24 hours/day through Entrata login
- Appointments for individual reference assistance are available

The **Academic Success Center (ASC)** is located in the Bauer Media Center and is the “hub” for student success at WVC. Assistance is provided in the following areas:

Accuplacer testing - by appointment only
Pearson VUE testing
Proctor tests at faculty request
ENTRATA help
Computer lab
Study skills
Test anxiety
Time management
Peer editing
Study tables
Quiet study area

Tutoring – Free tutoring for all subjects. Tutoring is also available to those students taking online courses and is assigned on a case-by-case basis.

Disability Support Services – Accommodations are available for students with documented disabilities.

Guidelines for requesting reasonable accommodations: <https://www.iecc.edu/ada>

No matter what your area of study is, the ASC can provide you with the tools to improve your grades and gain success. Most successful people have had some sort of mentoring or coaching on their way to success. The ASC is where you can find the people and resources to increase your learning potential. To increase your learning potential, stop by the ASC. English as a Second Language, Adult Basic Education, Developmental, and General Education Degree courses are offered on our campus-feel free to speak with our staff with any questions.

BOOKSTORE

Textbooks and supplies may be purchased at the WVC bookstore located inside the David L. Hart Student Center. Additional items available include greeting cards, gift items, college-monogrammed clothing and glassware, postage stamps, and personal items. Special orders for books and materials may be placed through the bookstore. Regular hours are posted on the door. Books for online classes must be purchased through the bookstore of the campus offering the class.

PERKINS GRANT/TRANSITION CENTER

Students enrolled in an AAS or Certificate program at IECC may be eligible for assistance if they qualify as a Perkins special population student. See more at <https://www.iecc.edu/perkins>.



TRIO STUDENT SUPPORT SERVICES

This federally funded program offers tutoring, academic and career advisement, study skills enhancement, special enrichment programs, and opportunities for community involvement. The program's goals are to provide the tools necessary to empower its participants to achieve life-long success. The program helps students to persist in college, to graduate, and to transfer to a four-year institution. Students may be eligible by meeting one of the following criteria:

- 1) neither parent received a four-year college degree;
- 2) financially limited resources (according to federal guidelines); or
- 3) be an individual with a documented disability.

Students must apply for acceptance and meet program requirements. Stop inside Student Services for more information.

ORIENTATION

All incoming freshmen are encouraged to attend fall orientation. During orientation, the services available to students, college philosophy, regulations, requirements, and facilities are explained. For information, call 618-262-8641.

STUDENT ID CARDS

All students are required to obtain a Student ID Card. The ID cards are issued during orientation. Students unable to attend orientation may get an ID card from the Student Services Office. Replacement cards can be issued for a \$5 charge.

You are required to show your ID card when you get your schedule, meet with your advisor, and talk with Financial Aid. Your ID card can also be used for meal plans at the Cafeteria.

COMMENCEMENT

Graduation exercises are conducted at the close of the spring semester. All students on the graduation list will be encouraged to participate in the exercises, at which time, recipients of certificates and associate degrees will be introduced.

The names of high honor and honor graduates will appear in the graduation program and these graduates will wear gold honor cords on their gowns during commencement exercises. An honor seal will also be affixed on their diploma. (Students participating in commencement exercises will receive only a diploma cover that evening. Degrees and certificates will be mailed directly to the graduate during the summer.)

TRANSCRIPTS

Current and former IECC students may obtain both unofficial and official transcripts of their education records.

Unofficial Transcripts: There's no charge for unofficial transcripts obtained via a link in a student's Entrata account. Standard charges apply for unofficial transcripts obtained through the Student Records Office. These transcripts will be identified as "Unofficial Transcript". Be advised that most colleges and universities accept only official transcripts submitted to the receiving institution by the college issuing the transcript.

Official Transcripts: There are 2 options for requesting official transcripts:

1. Online at the National Student Clearinghouse. IECC has partnered with the National Student Clearinghouse to process transcripts online. A link from a student's Entrata account provides access to the site where there are easy-to-follow directions to aid in placing the order. A major credit or debit card is necessary.
2. In person in the Student Records Office at the college. A completed transcript request form, photo ID and payment of the fee are required prior to the release of the transcript.

For more information or to request a transcript, visit <https://www.iecc.edu/transcript>.



FINANCIAL RESOURCES & SUPPORT

TUITION AND FEES

Residency (see [Residency Policy](#)) is the basis for assessing tuition rates. Tuition and Fees may be added or altered only by action of the Board of Trustees. The Board of Trustees reserves the right to change at any time without prior notice. See [current tuition and fees](#). Information regarding tuition waivers is [available here](#).

FINANCIAL AID

Determining how to pay for college may feel like a daunting task. The Financial Aid Office can guide you through the process of applying for and receiving financial assistance which includes grants, scholarships, student employment, and direct student loans. The Free Application for Federal Student Aid (FAFSA) typically becomes available on October 1. All students planning to enroll in an eligible degree or certificate program should apply. Visit www.iecc.edu/financial for the most up-to-date information on Wabash Valley College's financial aid processes; however, any new federal, state, and/or local legislation will always supersede our information.

Scholarships for Wabash Valley College are available at The current catalog, along with addenda, is available online at <https://www.iecc.edu/catalog>. Students can stop inside Student Services, located inside Main Hall for questions.

VETERAN'S ASSISTANCE

Wabash Valley College, a Servicemembers Opportunity College, truly appreciates the commitment and sacrifices made by our military and their families. Financial Aid is on hand to answer questions related to transferring military experience into college credit, assist with veterans' educational benefits, or provide general information. See the Veterans/Military tab at <https://www.iecc.edu/financial> for more information, including details on benefits available from both federal and state programs.

STUDENT BENEFITS NAVIGATOR

Students are encouraged to reach out to the student benefits navigator at their college for assistance securing services and resources available at IECC or from federal, state, and local agencies. Those seeking help will be connected to resources for which they may qualify, such as food, housing, scholarships, etc. Students for whom English is not their first language may also benefit from this additional support.

BUSINESS OFFICE

The Business Office handles the financial aspects of your student account. Please call 618-262-8641, or stop into Student Services, to inquire and resolve any questions pertaining to your financial obligations at Wabash Valley College.

PAYMENTS

Tuition and fees may be paid online through Entrata via [Nelnet](#), by mail, phone, or in person at the WVC Business Office. Credit cards accepted include [MasterCard](#), Visa, and Discover. Contact the WVC Business Office, 618-262-8641.

FINANCIAL HOLDS

A hold will be placed on a student account when an outstanding balance remains unpaid.

REFUNDS

Students may be entitled to a full refund of tuition if deadlines are met. See [Tuition Refunds](#). For information regarding Textbook refunds, [click here](#).



GENERAL RESOURCES & SUPPORT

EMERGENCY PREPAREDNESS

Wabash Valley College has a comprehensive emergency preparedness program for emergency situations.

Emergency Procedures

In case of an emergency, several scenarios are outlined here: <https://www.iecc.edu/emergencyplans>

Emergency Alerts

When you create an Entrata account you will be automatically registered for alerts to your IECC email account. You may additionally opt-in for text messages or include another email account. To do so, go to Entrata, select the Alerts tab, and follow the instructions. Your parents and others may sign-up at <https://www.iecc.edu/alerts>. Activation for alerts will take approximately 24 hours.

While there is no direct cost for signing up for this text message service, you may be charged a text message fee by your cell phone provider. Please check your cell phone plan to understand the costs you may incur using this service.

Emergency Closings

When the safety of students is threatened due to inclement weather or other emergencies, Wabash Valley College will be closed or classes canceled/delayed.

Local elementary and high school closings do not dictate Wabash Valley College closures. If no announcement is made from Wabash Valley College, classes will meet as usual. Cancellation of day classes does not necessarily affect evening classes. Announcements regarding evening classes will be made prior to 4 p.m., if at all possible.

Notifications of emergencies and unexpected closings are broadcast via the IECC Alert System, posted on www.iecc.edu/wvc, Facebook, and Twitter. The administration will attempt to notify media outlets prior to the 6 a.m. news on the day of the closing/interruption.

BULLETIN BOARD POSTINGS

Materials posted on bulletin boards at Wabash Valley College need to be approved by Marketing prior to being posted. Usage of any logos for Wabash Valley College need prior approval of the Marketing Department.

CAFETERIA

The Warrior Grill, opens from 11:00 a.m. to 1:00 p.m. Monday through Friday, is located in the Student Center and offers a variety of food. <https://www.iecc.edu/wvc/community/warrior-grill>

MEAL PLANS

There are 4 levels of Dining Dollar Meal Plans for students to purchase in the Business Office. Meal plan purchases are Pell-eligible.

For more information and to view the plans, visit <https://www.iecc.edu/wvc/community/warrior-grill>.

CLASS VISITORS

Due to liability issues, visitors in class(es) and in buildings are not permitted. Visitors wishing to speak with faculty or students must report to the Administrative offices and request such permission. Only in case of emergency will personal phone calls be relayed to students during instructional time.

LOST & FOUND

The Lost and Found is located in the bookstore. After hours, found items may be turned in to a custodian to be taken to the bookstore.

PARKING

All “No Parking” zones apply to day and evening students. There is absolutely no parking in fire lanes or on the grass at any time day or evening. Restricted areas include driveways, walkways, roadways, and handicapped spots (unless displaying a legal placard).

Violators will be towed at their own expense. All parking regulations that apply to faculty, staff and students will be strictly enforced. The maximum speed limit on campus is 15 mph. The IECC Board of Trustees determines motor vehicle regulations. Implementation of these regulations is under the direction of the Director of Business.

STUDENT CENTER

The Student Lounge is located in the Student Center. This area offers students the opportunity to relax, visit with friends, play games, and study. The Student Lounge is open while classes are in session.

THEATER

Wabash Valley Arts Council regularly brings in groups for community entertainment. To learn more about The Arts at Wabash Valley College, visit <https://iecc.edu/wvc/theatre>.

TUTORME

TutorMe is an online tutoring service available to students at no cost and can be found in Canvas. It provides 24/7 access to tutors in over 300 subjects. TutorMe also includes a writing lab.

TIMELYCARE

TimelyCare is a virtual health and well-being platform for students. It is available in MyIECC, through a mobile app, or through their website. It provides 24/7 care from anywhere in the United States at no cost. Students can register with their iecc.edu email address.



HOUSING

While many students commute to WVC, there are others who prefer to find housing in Mount Carmel. The local newspapers and social media pages, as well as area Realtors, are your best source for housing information. Students are encouraged to make housing arrangements early. WVC has no control over private housing. It is recommended that students securing housing take steps to ensure a full understanding of the housing agreement as to price and length of tenure. Some type of contract, wherein all conditions are stipulated, is desirable.

IT HELP DESK

Hours: Monday through Friday 8:00 a.m. to 4:30 p.m. (Summer hours 7:30 a.m. to 4:00 p.m.) If you need assistance, completing an [Online Help Desk Ticket](#) is the preferred method of contact, however, help is also available during regular work hours by calling:

- On Campus Phone - 4357
- Off Campus 618/395-5299 ext 4357 or 855-519-4357 (Toll Free)

You may leave a voice message when calling, doing so will create a help desk ticket. Note: there is also a Help Desk/Support option from the Entrata homepage.

MYIECC

MyIECC appears as a link at the top of the Wabash Valley College website and is the point of entry to online resources at Wabash Valley College. To gain access to MyIECC, student accounts are generated during the application acceptance process and credentials are sent to a student by encrypted email to setup their MyIECC account. Once activated, students may use this portal to gain access to Entrata, Canvas, Office 365, and their IECC email account.

ENTRATA

Entrata, an online information system, contains many options for student use including: course listings, registration, holds, grades and transcripts, billing and payment information, degree evaluation, and more.

Students can access Entrata from any computer with Internet access by visiting <https://my.iecc.edu/my/>.

Use your Student Identification number and pin/password to log on to Entrata the first time only. Future logins will use the User ID Entrata generates for you and the password you specify during your initial log-in.

EMAIL

Connects students to their @iecc.edu Outlook account where all official communications are sent. Students are encouraged to check their IECC e-mail daily to ensure receipt of course changes, progress reports, meetings, etc.

SPORTS

WVC maintains an annual membership in the National Junior College Athletic Association for both men and women. The men participate in baseball and basketball. The women participate in basketball, softball, soccer, and volleyball. Cheerleading, bass fishing, and archery are also available to students.

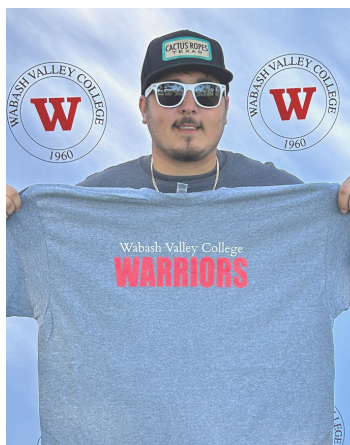
STUDENT ORGANIZATIONS

Students may form organizations according to student needs and interests. The number and types of organizations may vary from year to year.

New organizations are to be formed through the office of the Dean of Instruction, and they are to be compatible with the philosophy and mission of WVC. All organizations should annually inform the Dean's office of the name of the organization, the purpose, names of officers, and the method of handling monies. Organizations properly chartered may have one member representing each of the organizations on the WVC Student Senate.

VOTER REGISTRATION

Students who are currently not registered to vote and have residency status in Illinois, may pick up a voter registration form at the Crawford County Clerk's Office or visit [Illinois Online Voter Registration](#).



IECC STUDENT POLICIES & PROCEDURES

The following district-wide policies and procedures are provided as a reference with the objective that students will become familiar with their rights and responsibilities and IECC expectations. While comprehensive, it is not all-inclusive. Click on the topic link for additional details.

ACADEMIC POLICIES:

[Academic Freedom](#)

[Academic Integrity](#)

[Academic Standing/Progress](#)

[Catalog Term](#)

[Class Attendance](#)

[Course Auditing](#)

[Course Repeat](#)

[Credit/Credit Hours/Overload](#)

[Credit for Prior Learning](#)

[Educational Guarantees](#)

[Grading System](#) (Includes Grades, GPA, Incompletes, Pass/Fail, Final Grades, Grade Appeals, Grade Forgiveness)

[Graduation Requirements](#)

[Term Honors](#)

[Time to Completion for Withdrawn CTE Programs](#)

[Transfer Credit](#)

[Withdrawal Policy](#)

ADA AND REASONABLE ACCOMMODATIONS

IECC complies with the Americans with Disabilities Act and maintains an inclusive and accessible environment. ADA Coordinators have been named at each campus to assist students in navigating the process.

ALCOHOL-FREE/DRUG-FREE CAMPUS POLICY

This Policy was established to address unlawful possession, use, or distribution of alcohol and illicit drugs and the prevention of drug and alcohol abuse.

ANNUAL SECURITY REPORT

Mandated as part of the Jeanne Clery Act, this document is an annual publication that disseminates IECC's campus security policies and crime statistics.

APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

This policy outlines expectations as it relates to the use of college information technology resources, which includes both equipment and services as defined within the policy.

CAMPUS SAFETY AND SECURITY

IECC takes multiple measures to promote a crime-free campus environment.

CHRONIC COMMUNICABLE DISEASES

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and college personnel on the basis of qualified medical advice.

COMPLAINTS

~~Describes~~ a general complaint process when more specific guidelines are not addressed in other policy. The complaint process for students in distance education is also provided.

CONCEALED FIREARMS POLICY

IECC complies with the provisions of the Firearm Concealed Carry Act.

CONSUMER INFORMATION DISCLOSURES

These disclosures are a requirement of the federal government, through the Higher Education Opportunity Act of 2008. Includes the Student Right to Know Athletic Program Data and Student Outcomes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student education records. It's important you know your rights and understand Directory Information is very general information that may be released without your permission, whereas personally identifiable information is not typically disclosed without permission.

FREEDOM OF INFORMATION ACT

IECC complies with the Illinois Freedom of Information Act without compromising the privacy of students.

HAZING

IECC (and Illinois law) prohibits hazing of any kind. This pertains to individual students, student organizations, and athletic teams.

IDENTITY THEFT

Due to this widespread and ever-growing threat, prevention plans and tips are provided.

NONDISCRIMINATION

IECC does not discriminate in any of its educational programs and offerings, activities, and services provided or operated. An informal and formal complaint process is described.

OPEN ADMISSION POLICY

Students are admitted through an open admission process. This does not guarantee admission to all courses or programs of study, nor is it a guarantee of financial aid eligibility.

OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION

Under Illinois Public Act 099-0278, students have an option to designate another individual as a contact in the event of a mental health emergency.

PREVENTING SEXUAL MISCONDUCT

Extensive information is available on prevention, awareness, rights, and reporting alleged sexual misconduct or retaliation.

READMISSION BY PETITION

The process is described for readmission following dismissal due to academic deficiency or misconduct.

SEX OFFENDER REGISTRATION

Federal and Illinois laws require sex offenders/sexual predators to register with their college of attendance/employment. A link to the statewide registry of sex offenders is available on the IECC website as mandated by law.

STUDENT CODE OF CONDUCT

This document defines prohibited conduct, describes the processing of alleged conduct violations, and outlines the disciplinary actions that may be taken against violators.

STUDENT RELIGIOUS OBSERVANCES

IECC reasonably accommodates the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

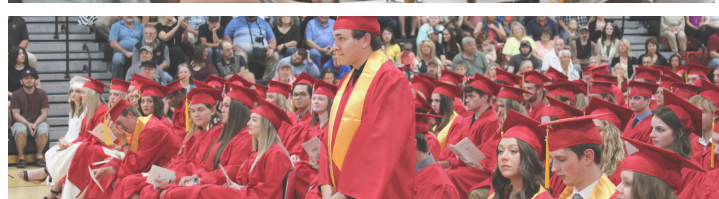
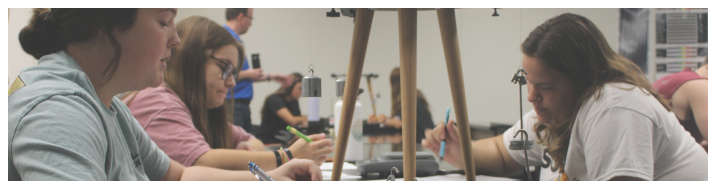
TOBACCO-FREE/SMOKE-FREE CAMPUS

In compliance with the Illinois Smoke Free Campus Act and to promote a healthy environment, IECC prohibits smoking and tobacco products on district property.

VIOLENCE PREVENTION

Students may report concerning behaviors of others using the Behavioral Incident Report Form.

Illinois Eastern Community Colleges reserves the right to change, without notice, any of the material, information, requirements, or regulations published in this handbook. Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the American Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request. Illinois Eastern Community Colleges' Board of Trustees has adopted the Alcohol-free/Drug-free Campus Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.



Wabash Valley College

2200 College Drive
Mount Carmel, IL 62863

618-262-8641

iecc.edu/wvc

