



NICOLET COLLEGE

# STUDENT SERVICES GUIDE



# NICOLET COLLEGE

Office hours for Nicolet College are as follows (unless otherwise noted):

**Monday – Thursday** 8:00 am – 4:30 pm

**Friday** 8:00 am – 4:00 pm

For access to a service at an alternate time, please call individual offices to make special arrangements. For additional information on services and resources, visit [nicoletcollege.edu](http://nicoletcollege.edu).

## WELCOME CENTER

**University Transfer Center - Room 210**

**Phone: 715.365.4493 or 800.544.3039 ext. 4493**

**Hours: Monday – Thursday 7:45 am – 6:00 pm**

**Friday 7:45 am – 4:00 pm**

The Welcome Center is a one-stop service center for students and visitors to Nicolet's beautiful lakeside campus. Our helpful staff will provide information, answer questions, or schedule individual appointments.



# ACADEMIC & ADMISSIONS SERVICES

## Advising

**Welcome Center**

**University Transfer Center - Room 210**

**Phone: 715.365.4493**

All program students are assigned an academic advisor who is knowledgeable in the student's career program. Advisors work with students to develop a personalized education plan and assist with course scheduling.

## Admissions Information

**Admissions Office**

**University Transfer Center - Room 204A**

**Phone: 715.365.4451**

The Admissions office provides information on Nicolet career programs, admission and application procedures, and program waiting lists.

## Campus Tours

**Admissions Office**

**University Transfer Center - Room 204A**

**Phone: 715.365.4407**

Schedule a personal tour and meet with an admissions representative. If you are interested in learning about a specific program, we'll customize the visit to your interests. Group tour dates are listed at [nicoletcollege.edu](http://nicoletcollege.edu)

## Graduation Ceremony

**Nicolet Bookstore**

**Learning Resource Center – First Floor**

**Phone: 715.365.4443**

**Hours: Monday - Thursday 7:30 am - 3:00 pm**

**Friday 7:30 am - noon**

The graduation ceremony is held once a year at the end of the spring semester. Students wishing to participate must indicate their intention on their Graduation Petition. Caps, gowns, and other graduation materials are ordered and distributed through the bookstore.

## Graduation Petition

**Welcome Center**

**University Transfer Center - Room 210**

**Phone: 715.365.4493**

A Graduation Petition will need to be filed at least six weeks prior to graduation. Forms can be obtained in the Welcome Center or at [nicoletcollege.edu](http://nicoletcollege.edu)

## Name/Address Changes

**Welcome Center**

**University Transfer Center - Room 210**

**Phone: 715.365.4493**

Any change of name, address, or other personal information should be reported to the Welcome Center as soon as possible.

## Records/Transcripts

**Records Office**

**University Transfer Center - Room 204**

**Phone: 715.365.4422**

Student transcripts provide information on courses taken, credits completed, grades, and degrees or certificates awarded. To request an official transcript, contact or stop by the Welcome Center. The office can also assist students with enrollment verification, "good student" discount verification for auto insurance, or other types of verifications.

## Registration & Scheduling

**Welcome Center**

**University Transfer Center - Room 210**

**Phone: 715.365.4493**

Course information and registration information for credit courses can be obtained at the Welcome Center or at [nicoletcollege.edu](http://nicoletcollege.edu).

# CAREER SERVICES

## Career Workshops

**Welcome Center**

**University Transfer Center - Room 210**

**Phone: 715.365.4493**

Career workshops are available to assist individuals in identifying interests and personality traits to make informed career decisions and plan their career and educational goals. Information about career workshops, including the dates and times, is available at the Welcome Center.

## Internship Placement Office

**Art-Tech Center – Room 205**

**Phone: 715.365.4926**

Internships provide an opportunity to gain practical work experience in the student's area of study. Nicolet's internship coordinator works with a student to find an appropriate site and arranges worksite agreements between the student and employer.

## Job Placement

**Art Tech Building – Room 205**

**Phone: 715.365.4448**

Placement services for employment are provided to Nicolet students and alumni. Students are encouraged to work with the Placement Office while in school and after graduation.

# FINANCIAL INFORMATION

## Business Office

**University Transfer Center – Room 105**

**Phone: 715.365.4458**

**Hours: Monday - Thursday 7:45 am - 4:30 pm**

**Friday 7:45 am - 4:00 pm**

**Extended hours are offered at the start of each semester**

The Business Office processes tuition and fee payments, disburses financial aid awards and scholarships, cashes checks, makes change, sells stamps, sends/ receives fax transmittals and issues cafeteria food cards. The office accepts credit cards, online payments, and offers payment plans.

## Financial Aid Information

**Financial Aid/Veterans' Office**

**University Transfer Center - Room 211**

**Phone: 715.365.4423**

The Financial Aid Office provides information and assists students seeking financial aid. Financial aid programs are based on financial need. Assistance may be in the form of grants, scholarships, loans, and/or employment.

### Veterans Financial Assistance

Many veterans of military service are eligible for educational assistance in the form of financial aid. Some children and spouses of veterans may also be eligible for financial assistance.

## Scholarships – Nicolet College Foundation

**University Transfer Center - Room 219**

**Phone: 715.365.4518 or 800.544.3039 ext. 4518**

The Nicolet College Foundation annually distributes approximately 200 scholarships to full-time and part-time students. Scholarship applications can be found in all campus buildings, at outreach centers, and in district high school guidance offices.

## Tuition Payment

**Business Office**

**University Transfer Center – Room 105**

**Phone: 715.365.4438**

Nicolet College tuition is based on per credit fees. Material fees are not included. Tuition is expected to be paid in-full by the deadline date unless a tuition payment plan is in place. Nicolet accepts VISA, MasterCard, and Discover for tuition and fees. Students anticipating financial aid or another third party arrangement to cover tuition and fees must complete the necessary verification and/or forms by the tuition deadline date.

# SPECIALIZED SUPPORT SERVICES

## Academic Success Centers

**Art-Tech Center – Second Floor**

**(other locations in the Nicolet service area, visit office or call for details)**

**Phone: 715.365.4455**

A variety of programs are available to help students succeed academically. These include prep courses for college, tutoring and instructional options to assist students enrolled in college, and tutor training for students looking to help others enjoy success in college. Services are available on campus and at Nicolet outreach centers.

## Math & Writing Labs

Stop in at one of our open labs, staffed by professional tutors to receive one-on-one help with math and writing. Receive tutoring help online during open lab hours. Hours and locations are posted each semester.

## Peer Tutoring

Students can be matched with a peer tutor, usually another student, to help with the requirements of a particular course. Students work with the tutor to arrange the time, location, and length of the tutoring session.

## Program Support

Academic Success instructors help with reading, writing, or math skills necessary to be successful in a program. The Academic Success counselor will help schedule a time to meet.

## Supplemental Instruction (SI) Tutors

Tutors are available for a variety of courses. Meet with SI tutors before or after class, by appointment, during group sessions, and online.

## Disabilities Support Services

**University Transfer Center – Room 217**

**Phone: 715.365.4448 or 800.544.3039 ext. 4448**

This office provides academic support to students with documented disabilities. Services include TDD phone access, computer access, guided study, texts/materials, note taking assistance, readers/writers, adaptive listening equipment, enlarged print materials, assessment, entrance testing accommodations, and alternative testing procedures.

## Multicultural Center

**Learning Resource Center, Room 110**

**Phone: 715.365.4434**

**Hours: Monday - Thursday 7:45 am - 4:30 pm**

**Friday 7:45 am - 4:00 pm**

The Multicultural Center provides education, outreach, and academic support for students from unique cultures within the Nicolet College district. Activities increase cross-cultural knowledge, understanding and practices among students, faculty, and staff.

## Student Counseling

**Welcome Center – University Transfer Center, Second Floor**

**Phone: 715.365.4493 or 800.544.3039 ext. 4493**

Students are encouraged to work with a counselor in a confidential relationship to explore such topics as adjusting to college, academic study problems, and personal concerns that may interfere with learning.



# STUDENT LIFE

**Student Life Office**  
**University Transfer Center - Room 207**  
**Phone: 715.365.4907**

The Student Life Office oversees student activities, events, fees, clubs, and associations.

## Connect Time

Connect Time is a student-centered time reserved every Tuesday from 11:15 am - 12:15 pm during the semester. Students access services and participate in events designed to be an extension of the Nicolet program classroom.



## Student Activities

A number of activities take place each month during the school year. Student Life Activities are listed across campus, on the website, in the Student Planner, and sent to students via email.

## Student Clubs

There are many active student clubs at Nicolet. Clubs provide an opportunity be involved with other students and gain educational experience in working toward club goals.

**Business Professionals of America (BPA)**

**Campus Crusade**

**Children's Literature Group**

**Criminal Justice Club**

**Graphic Design Club**

**Green Club**

**Land Survey Club**

**Multicultural Club**

**Nicolet American Culinary Federation (ACF)-Junior Chapter**

**Nicolet Auto Club**

**Nicolet Child Care Parent/Teacher Organization**

**Nicolet Cosmetology Club**

**Nicolet Music Club**

**Nicolet Student Nurse Club**

**Peace Coalition**

**Phi Theta Kappa**

**Student Northwoods Association for the Education of Young Children (SNAEYC)**

**Welding Club**

## Student Government Association

All students are eligible and encouraged to participate in Student Government. In addition to Representing the student body and having an important voice in campus policy, the Student Government works with Student Life in providing campus events and entertainment.

## Student ID

A Student ID can be obtained during posted Student Life office hours. Current students should update their ID by obtaining a date sticker from the Business Office, Welcome Center, Student Life Office, or Nicolet-Lakeland.

# CULTURAL & ACADEMIC ENRICHMENT

## Library

**Richard J. Brown Library**

**Learning Resource Center – Second Floor**

**Reference: 715.365.4606**

**Circulation (renewals): 715.365.4479**

**Semester Hours: Monday - Thursday 8:00 am - 8:00 pm  
Friday - Saturday 8:00 am - 4:00 pm**

**Summer Hours: As posted**

The library has a vast collection of books, newspapers, journals, films, images, music, electronic resources, and other materials for supporting all academic areas of coursework and to promote life-long learning. The library catalog can be accessed online.

## Library Outreach Events

**Learning Resource Center – Second Floor**

**Phone: 715.365.4489**

The library hosts a variety of presentations, lectures, and film events throughout the year. Students and community members are invited to participate and enrich their understanding in a wide variety of categories, including film documentaries, writing, literature, poetry, and culinary.

## Nicolet Art Gallery

**Learning Resource Center – First Floor**

**Phone: 715.365.4556**

**Semester Hours: Monday - Thursday 8:00 am - 8:00 pm  
Friday - Saturday 8:00 am - 4:00 pm**

**Summer Hours: As posted**

The Nicolet Art Gallery serves as a teaching gallery with art classes using the current exhibits for reference and study. It also serves as a gallery for artists from the Nicolet District and beyond to display their work.

## Nicolet Live!

**Daytime Box Office**

**Phone: 715.365.4646**

The Nicolet Arts Series features theatre events, concerts, films, art exhibits, and lectures throughout the year. Each event offers the opportunity for entertainment, enrichment, and learning. For information on current offerings or to register for the e-newsletter, visit [nicoletlive.com](http://nicoletlive.com).

## FOOD SERVICES

### Lakeside Café

Learning Resource Center – First Floor

Phone: 715.365.4487

Hours: Monday - Thursday 7:30 am - 3:00 pm

Friday 7:30 am - 2:30 pm

Lakeside Café is open weekdays during the Fall and Spring Semesters and features daily specials, soups, salads, sandwiches, burgers, fries, snacks, drinks, and desserts.

### Top of the Hill Dining

Northwoods Center – Dining Room

Phone: 715.365.4466 for reservations (on campus ext. 1042)

The Top of the Hill is a student-run restaurant of the Culinary Arts program. The restaurant operates only during the Spring Semester.

### Vending Machines

Vending machines and microwaves are located throughout campus.

## ONLINE SERVICES through [nicoletcollege.edu](http://nicoletcollege.edu)

### Blackboard

Blackboard is the management system for online components of courses. This system allows students to complete assignments, complete tests and communicate via the discussion board.

### Email Accounts

Students are provided with an email account for purposes related to education. Students must activate their email account through the My Nicolet portal.

### MyNicolet

This portal allows students to access class schedules, search for classes, check grades, access email, register for classes, and pay tuition.

### Training Sessions

Training is offered for all on line services early in the semester. Check postings for dates and times.

# TECHNOLOGY & COMPUTER SUPPORT

## Help Desk

**Help Desk – Walk-up Service**

**Learning Resources Center – Second Floor**

**Phone: 715.365.4478**

**Email: [helpdesk@nicoletcollege.edu](mailto:helpdesk@nicoletcollege.edu)**

**Hours: Monday - Thursday 8:00 am - 9:00 pm**

**Friday 8:00 am - 4:00 pm**

**Weekend Call-in Support: Leave a detailed message. Calls are returned mid morning and late afternoon.**

Having difficulty accessing a course or submitting an assignment? The Help Desk offers information and assistance on software/hardware issues, email access, passwords, Blackboard, and MyNicolet.

# ACCESSING COMPUTERS & EQUIPMENT

## Computer Labs with Printers

Computer labs are available in all campus buildings and at Nicolet outreach centers for student use. Wireless Internet access is available on campus and wireless devices can connect through “NicoletWave.” Printing is available from the computers in the lower level of the Tamarack Center lobby and in the library.

## Computer/Software Discounts

Students can receive discounts on computer software and hardware. Links are available at [nicoletcollege.edu](http://nicoletcollege.edu).

## Equipment Checkout

Students can check out equipment for educational purposes at the Library Circulation Desk located in the Learning Resources Center (LRC). Equipment includes: laptops, digital cameras, recorders, projectors, video cameras, and audio recorders.

# CAMPUS SECURITY & SAFETY

## Assistance

Campus security is here to assist students with any safety concerns they may have. They may also assist with limited vehicle issues. Located in the Northwoods Center. **Call 715.365.4420 or email [campussecurity@nicoletcollege.edu](mailto:campussecurity@nicoletcollege.edu)**

## Lost & Found

**Campus Security  
Northwoods Center  
Phone: 715.365.4420**

To report anything lost or to turn in a found item, please contact Campus Security in the Northwoods Center.

## Parking

Parking is free to students, staff, and visitors. Vehicles parked in No Parking or undesignated areas will be ticketed, and no cars are to be left parked overnight in campus lots.

## Carpool Stickers

**Campus Security  
Northwoods Center  
Phone: 715.365.4420**

There is preferred parking for vehicles with a carpool stickers are available from Campus Security.

## Disability Permits

**Campus Security  
Northwoods Center  
Phone: 715.365.4420**

Disability parking is reserved for individuals with a state disability permit or with a temporary disability permit issued from Campus Security.

# ADDITIONAL SERVICES & OPPORTUNITIES

## Barber/Cosmetology Lab

**Tamarack Center – Room 113**

**Phone: 715.365.4475**

The Barber/Cosmetology program offers a unique lab designed to help students make the transition from school to the working salon. The lab offers various salon services for students.

## Bookstore

**Learning Resource Center – First Floor**

**Phone: 715.365.4443**

**Hours: Monday - Thursday 7:30 am - 3:00 pm**

**Friday 7:30 am - noon**

**Extended hours are offered at the start of each semester**

The Bookstore sells course text books, Nicolet apparel, and supplies. Visit [nicoletbookstore.com](http://nicoletbookstore.com) for information about refund policies, buy-back options and extended hours, or to purchase books online, check prices, and reserve books.

## Childcare Center

**5300 Day Care Drive**

**Phone: 715.365.4488**

**Hours: 7:15 am - 5:15 pm**

The center is both a learning laboratory for students in the Early Childhood Education program and provides childcare for Nicolet students. Childcare enrollments are accepted on a first-come, first-served basis with priority given to returning children, and children with special needs.

## Lockers

**Welcome Center**

**University Transfer Center - Room 210**

**Phone: 715.365.4493**

Student lockers are available in the University Transfer Center, Tamarack Center, and Art-Tech Center. Lockers are offered first to physically disabled students during the first week of each semester. Remaining lockers are offered on a first-come, first-served basis. Deposits are \$10 per semester.

# NICOLET COLLEGE PHONE DIRECTORY

Main Switchboard (Toll-Free) .....	800.544.3039
Main Switchboard.....	715.365.4410
Academic Advising .....	715.365.4493
Academic Success Center .....	715.365.4455
Accuplacer/GED/HSED Testing .....	715.365.4448

**Administration**

President.....	715.365.4415
VP of Finance & College Operations.....	715.365.4413
VP of Teaching, Learning & Student Success ....	715.365.4416
Executive Director of Communications & College & Community Initiatives .....	715.365.4512
Executive Dean of Economic Development & Security.....	715.365.4641
Admissions .....	715.365.4451
Apprenticeships .....	715.365.4565
Art Gallery.....	715.365.4556
Art Lab .....	715.365.4506
Auto Lab/Auto Shop Club .....	715.365.4499
Audio/Visual Lab.....	715.365.4428
Barber/Cosmetology.....	715.365.4475
Blackboard Support.....	715.365.4478
Bookstore .....	715.365.4443
Business Office .....	715.365.4458
Cafeteria – Lakeside Café.....	715.365.4487
Campus Security.....	715.365.4420
Childcare Center.....	715.365.4488
Communications & College & Community Initiatives .....	715.365.4512
Community Education.....	715.365.4694
Computer Help Desk.....	715.365.4478
Disability Support Services .....	715.365.4448

**Deans of:**

Business and Institutional Effectiveness.....	715.365.4438
Economic Development & Security .....	715.365.4641
Health .....	715.365.4473
Trade & Industry .....	715.365.4432
University Transfer/General Education & Academic Success .....	715.365.4625
Emergency Medical Services .....	715.365.4453
Facilities.....	715.365.4419

**Faculty Offices**

Art Tech Center .....	715.365.4473 or 715.365.4455
Birchwoods Center.....	715.365.4432
Tamarack Center .....	715.365.4438
University Transfer Center .....	715.365.4625
Financial Aid .....	715.365.4423
GED/HSED Studies.....	715.365.4455
GED/HSED Testing .....	715.365.4448
Human Resources .....	715.365.4435
Internship/Placement .....	715.365.4565
Lakeland Outreach .....	715.356.6753
.....	800.585.9304
Library .....	715.365.4479
Lost & Found.....	715.365.4420
Multicultural Center .....	715.365.4434
Nicolet College Foundation.....	715.365.4518
PK-16 Pathways .....	715.365.4550
Records .....	715.365.4422
Registration.....	715.365.4493
Student Counseling .....	715.365.4493
Student Government Association.....	715.365.4907
Student Life .....	715.365.4907
TDD/711 Relay.....	715.365.4558
Theatre .....	715.365.4476
Theatre Box Office.....	715.365.4646
Tutor Program .....	715.365.4693
Veterans .....	715.365.4423
Welcome Center.....	715.365.4493
Workforce & Economic Development.....	715.365.4564



5364 College Drive  
P.O. Box 518  
Rhineland, WI 54501

715.365.4410 or 800.544.3039 ext. 4410  
TDD 715.365.4558 or 711 (relay)  
email: [inquire@nicoletcollege.edu](mailto:inquire@nicoletcollege.edu)  
**[nicoletcollege.edu](http://nicoletcollege.edu)**



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Nicolet College does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment, admissions, or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies:

Director of Human Resources  
Nicolet Area Technical College  
5364 College Drive  
P.O. Box 518  
Rhineland, WI 54501-0518  
715.365.4449  
Deaf/hh: 711 (relay)

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