



Milwaukee Career College Orientation Packet



Contents of Orientation Packet



New Student Orientation Agenda



Welcome to Milwaukee Career College!

Admissions

Sarah Dobbert & Kevin McCannon

- Introduction to MCC Community
- Folder Contents & Emergency Preparedness Plan
- Icebreaker
- Scrub Orders

Finding Your Vision

Jack Takahashi, President

- What are the 3 keys to success?

Funding Your Education

Nayeli Pacheco

- Accessing our financial aid department
- Completing your FAFSA application

Talking Money

Dave Gradinjan, Senior Accountant

- Staying up to date with your monthly fee
- How to pay and where to find help

Your Time at MCC and Beyond

Jennifer Potter, Student Success Advisor

- Ways Student Services and Career Services will assist you at MCC and how to access those services

Working Together Toward Your Goals / Your Program & Education Team

Maria Torres, Associate Director

- Working together to achieve your goals
- How classes and other activities will be conducted
- Getting involved and building a community as a class
- Introduction to your Program and Program Chair

**Sharon Sturdevant, Dental Assistant Program Chair

**Wanda Hoover, Medical Assistant Program Chair

**Rachel Stoffel, CVT, Veterinary Programs Chair



STUDENT TECHNOLOGY RESOURCES

Milwaukee Career College offers a "blended" learning experience that consists of a mix of online and in-person coursework. Method of delivery of instruction is course dependent as indicated in the program outline and course syllabi for each program. Students enrolled under the "blended" method of delivery must be available to attend both in-person instruction and have access to technology required for virtual learning.

Technology Requirements

Windows PC

- Computer and processor 1.1 GHz or faster, two core
- Memory 8.0 GB RAM
- Hard disk 3.0 GB of available disk resolution
- Display 1024 x 768 screen resolution
- Operating system: Windows 11, Windows 10 (excluding Windows 10 LTSC for Teams desktop app), Windows 10, Windows 8.1
- Video USB 2.0 video camera
- Devices Standard laptop camera, microphone, and speakers

Mac

- Computer and processor Intel Core Duo processor
- Memory 8.0 GB RAM
- Hard disk 1.5 GB of available disk space
- Display 1280 x 800 or higher resolution
- Operating system: One of the three most recent versions of macOS.
- Video USB 2.0 video camera
- Devices Standard laptop camera, microphone, and speakers

Resources for Low-Cost WIFI

AT&T Access

Access from AT&T provides low-cost internet service for eligible households.

<https://www.att.com/internet/access/>

Spectrum Internet Assist

<https://www.spectrum.com/internet/spectrum-internet-assist?opredirect=browse-content-spectrum-internet-assist>

Verizon Forward

Provides reduced cost internet to eligible new or existing customers

<https://www.verizon.com/discounts/verizon-forward/>

Xfinity

Internet Essentials offers a reliable home internet connection to qualify households. Low-cost computers available for internet Essentials customers.

<http://www.xfinity.com/support/articles/comcast-broadband-opportunity-program>

Low-Cost Computer Resources

Bridge (Milwaukee Org.)

Must be below the 200% poverty level or be currently enrolled in an income-based government assistance program (incl Pell Grant)

<https://www.digitalbridge.ngo/individuals>

PCs for People

Provides affordable computers and low-cost internet to eligible individuals. Recipients must be below the 200% poverty level or be currently enrolled in an income-based government assistance program.

Low cost WIFI is also available.

<https://connectall.org/>

Computers 2 Kids

Low cost computers for qualifying families. Many other learning resources. Online application.

<https://www.c2sdk.org/>

Computers With Causes

Computers with Causes, a nonprofit organization committed to bridging the digital gap, invites individuals and organizations to participate in our Free Computer Program. By providing refurbished computers, we empower lives, foster education, and create opportunities for all. Online application. Lengthy vetting process.

<https://www.computerwithcauses.org/application/>

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<https://www.computerwithcauses.org/application/>

With Causes (Note.....different org than "Computer with Causes")

Direct equipment and financial support for disadvantaged, underemployed, elderly & disabled. Online application. This service is offered on a case-by-case basis, and you must prove your hardship and need. To apply for a free computer, you need to complete an online form. Lengthy process.

<https://www.withcauses.org/askforhelp.htm>

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Who Do I Call When?

I'm going to be late or absent from class?

Your Current Instructor

When contacting your instructor leave a message including:
Your Name * Your Number * Reason for Absence * Plan for Return

I'm having trouble with my classes...
(falling behind, needing tutoring etc.)

Current Instructor, Program Chair, or
Student Success Advisor

Having problems in school....

Jennifer Potter
Student Success Advisor
Room 201 (414)-389-8943
jpotter@mkecc.edu

I need help with technology issues including
Computers, Email, Teams, Student Portal, or
resetting a Password

MCC IT Helpdesk
helpdesk@mkecc.edu

Taking a Leave of Absence?

Your Program Chair

Sharon Sturdevant, DA
Room 203 (414) 257-2967 ext. 137
ssturdevant@mkecc.edu

Wanda Hoover, RMA
Room 207 (414) 389-8953
whoover@mkecc.edu

Rachel Stoffel, CVT
Room 205 (414) 389-8955
rstoffel@mkecc.edu

I have questions about my payment?

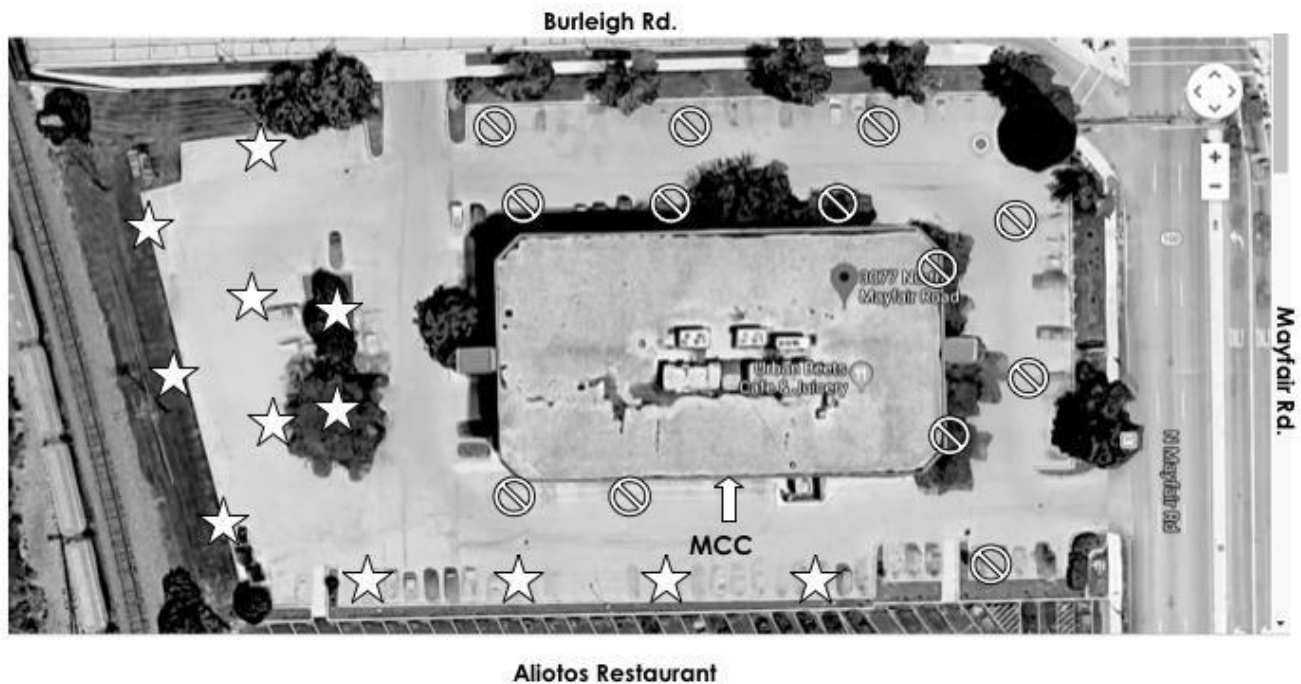
Senior Accountant
Dave Gradinjan
Room 300 (414) 389-8949

Need help with job search, resume, etc?

Career Services Department
(414) 257-2939
cservices@mkecc.edu

Parking at MCC

Please respect the parking areas allotted to the other building tenants and only park in spaces designated on this map.



★ OK to park

⊘ Do NOT park

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SHARE YOUR MCC PRIDE!

Your Name: _____

Admissions Rep: _____

REFER A FRIEND or FAMILY MEMBER

****Help the ones you care about discover the value of a Career****

If you Refer a Friend or Family Member to MCC and that person starts classes =

You will receive **AWESOME MCC SWAG!!!**

Name of Referral: _____

Phone Number or Email Address we can catch them at: _____

Relationship to you: _____

Program of Interest (circle): DA MA VA/VT

Name of Referral: _____

Phone Number or Email Address we can catch them at: _____

Relationship to you: _____

Program of Interest (circle): DA MA VA/VT

5 STEPS OF FINANCIAL AID

SCHOOL CODE: 041174

STEP #1

☐ Create an FSA ID

To Complete a FASFA application you will need an FSA ID

STEP #2

☐ Complete FAFSA APPLICATIONS (25-26)

Click to complete: <https://studentaid.gov/h/apply-for-aid/fafsa>

STEP #3

☐ Complete PROMISSORY NOTE

Direct loan contract (Choose: **I am an undergrad student**)

Click to complete: <https://studentaid.gov/mpn/>

STEP #4

☐ Complete ENTRANCE COUNSELING

A budgeting lesson - any numbers put in are examples and will not affect your aid.

Click to complete: <https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance>

STEP #5

☐ OFFER INFORMATION

Your financial offer & payment contract sent for your approval.

**EMERGENCY PREPAREDNESS PLAN
2025**



3077 N. Mayfair Road

Phone (800) 754-1009

Fax (414) 727-9557

www.mkecc.edu

mccinformation@mkecc.edu

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INTRODUCTION

MISSION STATEMENT

The mission of Milwaukee Career College is to improve the lives of our students. We accomplish this by providing career-focused training that develops and enhances the student's marketable skills in the most efficient manner that we can make possible. Our total focus is to provide high quality career education, to enable our graduates to have the career skills necessary to succeed in today's dynamic employment marketplace.

PURPOSE

The purpose of the Emergency Preparedness Plan (EPP) is to prepare individuals for emergency situations should they arise. Emergencies can arise at any time and can often cause confusion. The Emergency Preparedness Plan is designed to help minimize confusion, promote safety, and ensure that if an emergency situation does arise it is handled efficiently and effectively to ensure the highest level of safety for students, associates, and the overall college.

SCOPE

The Emergency preparedness plan developed incorporates risk assessment, plans for evacuation if necessary, plans for lockdown if necessary, methods of communication, a plan for media response when needed and a scheduled system of training students and associates.

The Emergency Preparedness Plan applies to all students, faculty, and staff. Emergencies may also impact the surrounding community so overall community safety is also taken into consideration. Milwaukee Career College attempts to always comply to law enforcement at the local, state, and federal levels. Associates responsible for development and implementation of the Emergency Preparedness Plan will be identified within the plan and will be knowledgeable of the plan and ensure appropriate implementation.

PLAN OWNERSHIP & MANAGEMENT

The Emergency Preparedness Plan was developed by a collaboration between Milwaukee Career College's Management Team and Program Chairs. Milwaukee Career College consulted with local law enforcement to determine best practices for evacuation and lockdown procedures. The President and MCC Management Team are responsible for managing the Emergency Preparedness Plan and updating it as needed. If there are any questions regarding the Emergency Preparedness Plan, please email mccinformation@mkecc.edu or call 414-257-2939.

RISK ASSESSMENT & PLANNING

PURPOSE

The purpose of this risk assessment and plan is to identify potential risks or hazards that can occur and identify a plan of action that can be taken to reduce the risk potential.

COMPONENTS

The risk assessment identifies possible hazards that could negatively affect the safety of students, faculty, on-site animals, and the overall MCC community. Each hazard is assessed to determine the people or assets that might be affected, the probability and severity of the hazard, and actions that have been taken to reduce the hazard.

The probability and severity of the risk/hazard is broken down based on the following criteria:

Probability

Low Probability – Likelihood for the risk/hazard to occur is less than average or average. Neither typical college activities such as course instruction and laboratory exercises performed onsite nor environmental factors such as location increase the likelihood for the event to occur.

Moderate Probability- Likelihood for the risk/hazard to occur is slightly greater than average. Typical college activities such as course instruction and laboratory exercises performed or environmental factors such as location could increase the likelihood for the event to occur.

High Probability – Likelihood for the risk/hazard to occur is extremely high. Typical college activities such as course instruction and laboratory exercises performed or environmental factors such as location drastically increase the likelihood for the event to occur.

Severity

Low Severity – If the situation were to occur only one or two individuals would likely be affected and their safety compromised. Overall safety would be maintained.

Moderate Severity – If the situation were to occur 3-5 individuals would likely be affected and their safety compromised. Overall safety would be maintained.

High Severity – If the event were to occur 5+ individuals would likely be affected, and their safety compromised. Overall safety would be compromised.

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RISK ASSESMENT

Risk/Hazard Identified	People/Assets Affected	Probability/Severity	Actions Taken to Reduce Hazard
Active/Armed Shooter or Assailant	Students, Associates, and Community	Moderate Probability High Severity	- Procedures for Active/Armed Shooter including lockdown procedures are in place and communicated to students and staff - Weapons policy and method for reporting prohibited items are in place - Students are encouraged to report suspicious individuals and vehicles - Access to the building is controlled
Biological or Chemical Accident/Hazardous Material	Students, Associates, Animals, Facility, and Community	Moderate Probability High Severity	- Government Safety Standards are followed - Chemical substances utilized during instruction are handled according to established policies and procedures - Evacuation procedures (people and animals) are in place in case of incident and are communicated to students
Fire	Students, Associates, Animals, and Facility	Low Probability Moderate Severity	- Firefighting equipment, sprinklers, and fire alarm system are in place and maintained in compliance with the health regulations established by the City of Milwaukee - Evacuation procedures (people and animals) are in place in case of fire and posted in appropriate locations - Periodic fire drills are scheduled each year
Medical Emergency	Students and Associates	Moderate Probability Low Severity	- Procedures are in place and individuals are instructed to contact 911 immediately in the event of serious injury or illness - Trained individuals can help initiate First Aid/CPR
Tornado/Severe Thunderstorm	Students, Associates, Animals, Facility, and Community	Low Probability Moderate Severity	- Designated Tornado Shelters have been established - Severe weather conditions are monitored to ensure preventative safety measures are taken - Procedures are in place to ensure people and animals take shelter in appropriate areas
Bomb Threat	Students, Associates, Animals, Facility, and Community	Low Probability High Severity	- Procedures for evacuation are in place and communicated to students and staff - Students are encouraged to report suspicious individuals - Access to the building is controlled

EVACUATION PROCEDURES

DEFINITION

Evacuation procedures – An evacuation is a systematic exiting of the building in the case that the building is no longer safe for occupants. When alerted, occupants of a building or room will systematically exit the facility according to the specified exit route. Depending on the reason for evacuation, notice of evacuation may be announced in the form of verbal instructions given in person, utilizing walkie-talkie app via teams, activating fire alarms, and/or sending a message via the campus notification system.

PROCEDURE

Once the notice to evacuate is issued:

1. Follow instructions; remain calm.
2. Evacuate students and staff by taking the specified evacuation route as indicated by the diagram found in each room to the designated safe area.
3. Evacuate all animals according the Animal Evacuation Procedure.
4. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
5. Be aware of arrival of emergency responders. An MCC Associate or designee will meet the fire department personnel and provide the location of the fire.
6. Take note of and report anyone missing. Report missing persons to an MCC Associate. If trapped in the building call 911.
7. Appropriate college officials may move students, faculty or staff to a relocation site if weather is inclement or building is damaged.
8. Do not reenter buildings until they are declared safe by law enforcement, fire department and/or university officials.

ANMIAL EVACUATION PROCEDURE

In the event of an emergency that requires building evacuation, all animals housed or visiting the veterinary programs must be evacuated. All evacuations will occur down the staircase nearest the veterinary lab at the end of the hall.

Day Class: If there is a current Veterinary Technician class using the main veterinary lab in room 205, these students and instructors will be responsible for evacuating the cats, rabbits, guinea pigs, birds, rats, and any other visiting animals being housed in the wards. If there is no class using the main veterinary lab in room 205, then Veterinary Assistant students and instructors in rooms 206B and 206C will be responsible for evacuating these animals. Veterinary Assistant students and instructors in room 206B will be responsible for evacuating the ferrets that are housed in that room.

Night Class: The Veterinary Assistant students and instructors will be responsible for evacuating all animals from the building.

The following provides guidelines for evacuation of the different species of animals:

- Dogs
 - Dogs should be led out of the building while wearing two slip leads.
 - If the dog is unconscious or recovering from anesthesia/sedation, it should be placed in an animal carrier or carried out of the building on the animal stretcher.
- Cats
 - Both clinic cats should be placed together in the large green carrier located in the isolation/recovery room and carried out of the building.
 - Any visiting cats should be placed in their own carrier and taken out of the building.
- Rabbits
 - Both rabbits should be placed together in the animal carrier located above their hutch and taken out of the building.
- Birds
 - Both doves should be placed together in the animal carrier located below their cage. The carrier should be covered with the sheet located below their cage and then should be taken out of the building.
- Ferrets
 - Both ferrets should be placed together in the animal carrier located near their cage in 206B and taken out of the building.
- Rats
 - Each cage of rats should be placed in a small rat cage located on the shelf nearest the rat area. No rats from different cages should be mixed
 - The small cages should be placed in the large carriers that are located in the rat area and taken out of the building.
 - In the event that there are not enough small rat cages stocked or the rats are out for exercise, the exercise balls may be used to house the rats (with their associated cage mate) for evacuation.
- Guinea Pigs
 - Each guinea pig should be placed in their own carrier located near their cage and taken out of the building.

LOCKDOWN PROCEDURES

DEFINITION

Lockdown procedures - A lockdown is a temporary sheltering technique that converts any campus, building or room into a large safe area to limit exposure to an active shooter or other highly dangerous, ongoing incident. Lockdowns typically last for any amount of time between 30 minutes and several hours. When alerted, occupants of a building or room will lock all doors and windows not allowing entry or exit to anyone until an all-clear notification has been issued by law enforcement, emergency management and/or college officials. A lockdown will be announced via one of the Campus notification systems, via Microsoft Teams Walkie-Talkie, or via e-mail and Teams notifications.

PROCEDURE

Once the notice to lockdown is issued:

1. Direct all students, staff and visitors into rooms or enclosed buildings, ensure all persons are inside.
2. Follow instructions; remain calm.
3. Do not remain in open areas such as hallways or corridors. Go to the nearest classroom or office.
4. Account for everyone in the room or office.
5. Close and lock all doors and windows. If you cannot lock the door, barricade it with desks, chairs, etc.
6. Turn off all lights.
7. Move all persons away from windows and doors.
8. Occupants should remain seated below window level.
9. Remain silent. Turn off all radios or other devices that emit sound. Silence cell phones.
10. If gunshots are heard, get on the floor and utilize heavy objects, such as tables, filing cabinets, etc. to hide under or behind.
11. If outdoors, seek nearby shelter (large trees, walls, vehicles, etc.) and wait for additional instructions from appropriate law enforcement or campus authorities.
12. Do not allow anyone outside of locked rooms until an all clear notification is given by law enforcement, emergency management and/or university officials.

EMERGENCY & DISASTER SITUATIONS

Milwaukee Career College has established the following procedures for reacting to potential risk/hazards:

ACTIVE / ARMED SHOOTER AND WEAPONS

If you witness any armed individual shooting at people on campus or hear gunshots:

1. Immediately contact the Milwaukee Police Department by calling 911. Provide the 911 operator with as much information as you can. Do not hang up unless told to do so. Include the following information:
 - Your name
 - Employer (Milwaukee Career College)
 - Male or female
 - Type of weapon and location (3077 N. Mayfair Road)
2. Notify an MCC Associate who will initiate lockdown procedures by contacting the FRONT DESK at Ext. 105 or by sending a Microsoft Teams Walkie Talkie notification to Associates.
3. Front Desk will page "CODE G" via Microsoft Teams Walkie Talkie or intercom and will include the location
4. Floor captains will alert instructors
5. Police officers will likely be the first responders on the scene. As they move into an area or facility, rescue efforts will be delayed until the shooter is located and stopped.
6. To assist police, please stay calm and patient during this time. If you know the location of the suspect, provide the police with the location and/or description of the suspect.
7. If you encounter police, keep your hands empty and in plain view at all times. Do not speak to the officers until they speak to you. Listen to their instructions and do exactly what they say.
8. If you are evacuating, leave everything behind and do not carry anything that could be mistaken for a weapon.
9. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area or building.

If the shooter is outside the building:

1. Proceed to a room that can be locked. Turn off all the lights. Close and lock all windows and doors.
2. Get all occupants on the floor and out of the line of gunfire. Also, ensure that no one is visible from outside the room.
3. One person in the room should call 911 and advise the 911 operator of the situation, including location.
4. Unfamiliar voices may belong to the shooter who is attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
5. Remain in place until law enforcement, emergency management and/or university officials give an all clear notification

If the shooter is inside the building:

1. Lock the room if possible, or if you can, safely leave the building.
2. If your room cannot be locked, determine if there is a nearby location that can be reached safely and locked.
3. Lie on the floor or under a desk and remain silent.
4. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave books, backpacks, purses, etc. in the room. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers on the outside. If you receive no instructions, proceed to an evacuation assembly point that is out of the danger area.
5. Contact 911. Report your name and location.
6. Remain calm, keep your hands up above your head and follow instructions. If an officer points a firearm at you, please try to remain calm. Make no movement that may cause the officer to mistake your actions for a threat. Remember, the officer does not know if you are involved in the incident or are a suspect at this point.
7. If you witness anything, tell the responding officers as much about what you know about the situation.
8. Wait for the police to come find you.

If the shooter(s) enters your class or office:

1. Call 911 if possible and alert the 911 operator to the shooter's location. If you can't speak, leave the phone open so the dispatcher can listen to what is taking place.
2. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter. After all other options have been exhausted, and as a very last resort, attempt to overcome the shooter with force if necessary.
3. If the shooter leaves your area and you are able to escape, proceed immediately to a safer place. Do not touch anything that is in the vicinity of the shooter.

If you must move to another location:

1. If you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind.
2. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to carry anything while fleeing.
3. Leave the wounded victims where they are and notify authorities of their location. Do not attempt to remove any injured persons.

Assisting police officers – Police officers responding to an active shooter are trained to advance immediately to the area in which the shots were last heard. The first responding officers will normally be in teams. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets and other tactical equipment. They may be armed with rifles, shotguns or handguns, and might be using pepper spray or tear gas to control the situation.

1. Remain calm, do as the officers tell you, and do not be afraid of them.
2. Put down any bags or packages and keep your hands visible at all times.
3. If you know where the shooter is, tell the officers.

4. The first officers will not stop helping people as their primary purpose at this point is to locate and neutralize the threat. Rescue teams with medical personnel will follow later.
5. Until you are released, remain at whatever assembly point authorities designate. Be aware that police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.

Weapons, combustible items, firearms, explosives, incendiary devices or any instrument which is capable of causing death, physical or property damage:

If you observe or suspect any of the afore-mentioned items on campus property, stay calm and immediately call 911. Then, inform a Milwaukee Career College Associate.

1. Name and description of individual in possession of weapon or device, if known.
2. Location of the weapon.
3. Whether the individual in possession of a weapon or device has threatened anyone.
4. Any other details that may assist law enforcement in locating this individual.

BIOLOGICAL OR CHEMICAL ACCIDENT / HAZARDOUS MATERIAL

1. Call 414-257-2939 from non-campus phone. If the type and location of hazardous material are known, report that information to MCC.
2. Evacuate to a designated area (use the fire evacuation plan).
3. If confronted by MCC Associate, Police or Fire officials, follow their directives.

Suspicious Package – If you notice a suspicious package on campus property:

2. Handle with care. Don't shake or bump.
3. Isolate letter or package immediately!
3. Don't open, smell, touch or taste.
4. If you suspect the mail or package contains a bomb or radiological, biological, or chemical threat contact 911 and use the fire evacuation plan.

FIRE

Firefighting equipment, alarm systems, and procedures are provided for the protection of life and property in compliance with the health regulations of the City of Milwaukee. To help ensure safety, periodic fire drills are scheduled each year. The fire alarm system is also tested periodically. If the fire alarm is being tested, the beeping will be intermittent. However, a real fire alarm will be continuous. In the event of a fire or smoke from a fire:

1. Pull fire alarm and call 414-257-2939 from a non-campus phone.
2. Evacuate students and staff according to fire evacuation procedure.
3. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
4. Be aware of arrival of emergency responders. An MCC Associate or designee will meet the fire department personnel and provide the location of the fire.
5. Take note of and report anyone missing

- Report missing persons to an MCC Associate. If trapped by fire, notify the fire department by calling 911.
- Appropriate college officials may move students, faculty or staff to a relocation site if weather is inclement or building is damaged.
- Do not reenter buildings until they are declared safe by law enforcement, fire department and/or university officials.

FIRE EVACUATION PLAN

EVACUATION TEAM FLOOR CAPTAINS

AREA	CAPTAIN/ALTERNATE
Second Floor	Captain: Student Success Advisor Alternate: Program Chairs/Instructors
Third Floor	Captain: President Alternate: Associate Director/Senior Accountant

SECOND FLOOR EVACUATION ROUTE

Faculty Coordinator (201) Classroom 200A Classroom 203A Classroom 203B	Exit – A (Outside of 203B – Middle of building) Alternative Exit – B
VA/VT program (205) – Instructors and students must evacuate all animals according to Veterinary Evacuation Procedures. Education Department (207) Classroom 206A/206B/206C	Exit – B (West - Rear of building) Alternative Exit – A

THIRD FLOOR EVACUATION ROUTE

Admissions Department (301) Administrative Department (300) Financial Aid Department (303) Classroom 300A/300B	Exit – A (Near 300A – Middle of building) Exit B (West - Rear of Building)
Classroom 300C/300D Classroom 303A/303B	Exit – B (West - Rear of building) Alternative Exit – A

EVACUATION PROCEDURES

- Close all doors when exiting the classroom and office areas. **DO NOT USE THE ELEVATOR.**

2. Instructors bring the attendance roster so that you can perform roll call to account for your students once you reassemble at the staging area.
3. Floor Captains please check all classrooms and restrooms before exiting. It is required by law that all persons exit during a fire alarm.
4. All associates, visitors, students and animals reassemble near the railroad tracks in Alioto's parking lot.
5. Instructors perform roll call to account for your students. The floor captain will check with all instructors to make sure all the students are accounted for.
6. All managers perform roll call to account for your associates once you reassemble at the staging area.
7. The President, or his/her designee, will check with all managers to make sure all associates, visitors, students, and animals are accounted for.
8. If confronted, follow directives by Public Safety, Police or Fire Department.
9. Do not re-enter buildings until they are declared safe by Police, Fire Department, and/or college officials.

MEDICAL EMERGENCY

Serious injury or illness:

1. Call 414-257-2939, Milwaukee Career College will notify the fire department.
2. Give full attention to the victim(s).
3. Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
4. If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
5. Check for vital signs. Initiate first aid and/or CPR, if you are trained.
6. Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
7. Apply pressure on wound or elevate wound to help stop or slow bleeding.
8. Protect yourself from body fluids. Use gloves if available.

TORNADO OR SEVERE THUNDERSTORM

During severe weather conditions, the Administrator or Designee will monitor radio broadcasts and page the following Codes:

CODE GREY: Tornado Watch – Conditions are right for a tornado

- Be aware of severe weather/tornado conditions
- Carry on with regular duties

CODE BLACK: Tornado Warning – Tornado has been sighted in our County

- Return to your department
- Close window blinds
- Be alert to possible evacuation

CODE GREEN: TORNADO EVACUATION – Tornado in IMMEDIATE VICINITY

EVACUATION TEAM FLOOR CAPTAINS

AREA	CAPTAIN/ALTERNATE
Second Floor	Student Success Advisor/Program Chairs/Instructors
Third Floor	President/Associate Director/Senior Accountant

SECOND FLOOR DESIGNATED SHELTER AREAS

- 200A, 203A, 203B, and 206A evacuate to the **Stairwell** located outside of room 203B (Exit A – Middle of building)
- 206B and 206C evacuate into the **Restrooms**
- 205 and 207 evacuate to the **Stairwell** on west side near the Education Department (Exit B – Rear of building)

THIRD FLOOR DESIGNATED SHELTER AREAS

- Admissions, Administration Area, and Financial Aid evacuate to the **Restrooms**
- 300A, 300B and 303A evacuate to the **Stairwell** outside of 300A (Exit A – Middle of building)
- 300C, 300D and 303B evacuate to the **Stairwell** on west side (Exit B – Rear of building)

PROCEDURE

1. The Floor Captains or Alternate will inform all classroom instructors of the codes. **DO NOT USE THE ELEVATOR**
2. Close all doors when evacuating and immediately evacuate to the designated tornado shelter area. If you are unable to get to the designated tornado shelter area try to get to the lowest level possible, ideally in an interior hallway (away from windows and avoiding long span roofs).
3. Department personnel, classroom instructors, etc. should make certain everyone vacates the office or classroom. Take note of and report anyone missing. Close office, classroom door, etc.
4. Remain in the designated tornado shelter area until an “all clear” notification is given by a school’s official.

BOMB THREAT

Milwaukee Career College may receive bomb threats in an attempt to disrupt normal operations or to harass Associates/students.

The purpose of this procedure is to minimize disruption and to provide for the safety to associates, visitors and students in the event of a bomb threat.

1. If you receive a bomb threat, try to alert a co-worker. Co-worker contact 911 and page CODE B.
2. Floor Captains will alert all classroom instructors and associates of the CODE B.
3. Begin to evacuate (use fire evacuation plan)
4. Attempt to keep the caller on the line. Using the Bomb Threat Phone Call Form, get as much information as you can from and about the caller.
5. If you are unable to alert a co-worker, contact 911 and page CODE B.
6. Take the Phone Call Form, evacuate your area, and meet the Police outside of the building.
7. Close all doors when exiting the classrooms and office areas.
8. Instructors bring the attendance roster and perform roll call to account for your students once you reassemble at the staging area.
9. Floor Captains before exiting check all classrooms, the student lounge and the restrooms.
10. All MCC associates, students, visitors and animals reassemble near the railroad tracks in Alioto's parking lot. The floor captains will check with all instructors to make sure all the students are accounted for.
11. All managers perform roll call to account for your associates once you reassemble at the staging area.
12. Program Chair or Instructor(s) in Veterinary Technician/Assistant program will be accountable for the animals.
13. The President will check with all managers to make sure all the associates, students, visitors and animals are accounted for.

BOMB THREAT PHONE CALL FORM

TRY TO REMAIN CALM

Date _____ Time Received _____ am/pm Time Ended _____ am/pm

EXACT WORDS OF CALLER _____

QUESTIONS TO ASK CALLER

1. When will the bomb explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does the bomb look like? _____
5. Why did you place the bomb? _____

DESCRIPTION OF CALLER'S VOICE

SEX: Male _____ Female _____ AGE: Young _____ Old _____ Middle Aged _____

TONE OF VOICE: Low Pitch _____ High Pitch _____ Muffled _____ Accent _____

Other: (describe) _____

BACKGROUND NOISE: _____

Was voice familiar? Yes _____ No _____ If yes, who did it sound like?

REMARKS:

SUICIDE OR THREAT OF SUICIDE

1. Call MCC's main line 414-257-2939.
2. Consider any student reference to suicide as serious.
3. If it is safe for you to do so, do not leave the individual alone. Stay with the individual until help arrives.
4. Try to calm the individual.
5. Isolate the individual or the area, if possible.
6. Initiate first aid if necessary.

SUSPICIOUS INDIVIDUAL OR VEHICLE

1. Call MCC's main line 414-257-2939.
2. Note the individual's features, clothing, vehicle, where he/she is located in the building, whether he/she is carrying a weapon or package, etc. Give a full description of the individual.

COMMUNICATIONS

OVERVIEW

In the event of an emergency, Milwaukee Career College works closely with the Milwaukee Police Department, Milwaukee Fire Department, and the City of Milwaukee Health Department to help mitigate the emergency. MCC has the responsibility for responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. In addition, MCC has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, MCC will immediately notify the campus community upon confirming that an immediate threat exists, in accordance with federal law.

MASS NOTIFICATION SYSTEM

In the event of a serious incident that poses an immediate threat to the health and safety of the MCC community, MCC has different systems in place for communicating information quickly to faculty, staff, and students.

Milwaukee Career College participates in a mass notification system. Students are encouraged to sign up for this notification system. To enroll in this notification system students must visit the Admissions Office and speak with one of Milwaukee Career College Admissions Representatives. Thru this system Milwaukee Career College will attempt to notify students and associates of events on campus that present a clear safety risk. The Campus President or appropriate authorized personnel will notify students, faculty, and staff of such events by sending a message through the College notification system. The notification will be sent only to those mobile phone numbers registered with the notification system.

Students, faculty, and staff may register or adjust their notification preferences by contacting the Admissions Department. If students want to receive text notifications, they will need to log in to enter or verify your mobile phone number and provider. Otherwise, students will be notified of emergency situations only via your College e-mail. Note that the mobile phone provider may charge per text message fee for the delivery of emergency notifications to a phone.

This mass notification system is only used for critical, timely emergency notifications including weather related campus closings and other significant events. All students, staff, faculty and contracted employees must have their MCC e-mail addresses and cell phones automatically enrolled. If an emergency or dangerous situation is confirmed (with the assistance of campus administrators, local first responders and/or the National Weather Service), and that situation presents an immediate threat to the health and/or safety of some or all members of the MCC community, will determine the content of the emergency notifications used to communicate the threat to the campus.

Information will be disseminated in the most timely and appropriate manner during and immediately following the incident. These notifications will be sent without delay, considering the safety of the community, unless issuing a notification will, in the judgment of the first responders (MCC, Milwaukee Police Department, Milwaukee Fire Department, etc.), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In addition, one scheduled fire drill is conducted each year. The drill requires evacuation of the building. It also tests and evaluates the total response to the fire alarm. There are two general categories of response to emergencies. One is “evacuation”, and the other is “shelter in place”. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, staff, or visitors to campus, the university community will be given instructions on the safest response to the situation. The notification may be in the form of verbal instructions given in person, utilizing walkie talkie app via teams, activating fire alarms, and/or sending a message via the campus notification system.

MEDIA RESPONSE

DESIGNATED INDIVIDUALS

The media can assist our organization in releasing necessary information to the public and surrounding community in the event of an emergency incident. Information will be disseminated in the most timely and appropriate manner during and immediately following the incident. Designated individuals that will be responsible to act as a spokesperson for the college in the event of an incident include the President or his designee. All designated individuals will be familiar with the organization's emergency preparedness plan and will be trained to deliver appropriate information to the media should an incident occur.

MINIMAL INFORMATION TO BE RELEASED

In the event of an incident, Milwaukee Career College's designated individuals will address the media with information appropriate to the type of emergency that occurred. Information will be provided in a clear, concise, and accurate manner. Designated individuals will take into account the safety of the community and will not release any information that might compromise the efforts of first responders to assist a victim or to contain, respond to, or to otherwise mitigate the emergency. Minimally information released will include the type of incident, effects of the incidents, and if needed the method of investigating the cause of the incident to ensure that a similar incident does not occur in the future. Milwaukee Career College will release condolences to anyone killed, injured or displaced by an incident. Milwaukee Career College will also thank rescue personnel for acts of heroism.

TRAINING

METHOD & TIMEFRAME

In order to ensure that students and staff are aware of the Emergency Preparedness Plan and its contents, the plan will be provided to new staff and new students during their required orientations. The plan is also available for reference at the front desk and a copy has been placed in each classroom.

One scheduled fire drill is conducted each year. The drill requires evacuation of the building. It also tests and evaluates the total response to the fire alarm and helps train students and staff on evacuation procedures. In addition, one scheduled lockdown drill will be performed each year to help train students and staff on lockdown procedures. Staff will be notified of the scheduled drill prior to the drill being performed and will notify students of an impending drill to ensure students are aware that it is a drill and not an actual event. Fire drills are performed during the last week of May or first week of June. Lockdown drills are performed during the last week of October or first week of November.

Milwaukee Career College reserves the right to change, without notification, any of the information published in the Emergency Preparedness Plan.

Published: January 2025



STUDENT NOTIFICATION ALCOHOL & OTHER DRUGS (AOD) POLICY

MCC DRUG & ALCOHOL POLICY

MCC and affiliates is committed to providing a campus that is free of alcohol and illegal drugs/substances. Milwaukee Career College has established a Drug-Free Policy for MCC in order to:

- Ensure the health and safety of MCC students and staff;
- Continue providing high quality services to the general public; and
- Comply with Federal laws/regulations for a uniform, nationwide, drug-free effort.

The current MCC policy is based on the Drug-Free Schools and Communities Act Amendments of 1989 (P.L.101-226). This statute requires any recipient of Federal funds to certify they will provide alcohol and other drug-free schools as a precondition of receiving funds from any Federal agency.

MCC prohibits the use, distribution, or possession of alcohol or illegal drugs as stated in the Drug-Free Schools and Communities Act of 1989. This prohibition applies to actions on school property or as part of a school activity.

The school reserves the right to take appropriate action should it have reasonable suspicion relating to alcohol and/or drug use, possession, sale, distribution, delivery, and/or manufacture. MCC reserves the right to subject students to disciplinary sanctions up to and including suspension and/or dismissal.

“Reasonable suspicion” of alcohol or drug use or possession means a good faith belief which can be described by, based on objective facts and reasonable inference drawn from the facts including, but not limited to, unusual/irregular behavior, red bloodshot eyes, odor of alcohol or other drug use and slurred speech. Reasonable suspicion may lead MCC to request that a person undergo a drug and/or alcohol test.

INSTITUTIONAL PROCEDURE & SANCTIONS

Milwaukee Career College has the following institutional procedures and sanctions for alcohol and illegal drug use by students.

First Occasion - The person is confronted with reasonable suspicion. If he/she admits to using, he/she is sent home. If he/she states no usage, the school will request a drug/alcohol screening. If he/she refuses the screening he/she is sent home. In all cases, a letter of warning is sent to the person and placed in his/her file.

Second Occasion - The person is again confronted with reasonable suspicion. If reasonable suspicion is confirmed through admission of usage or drug screening of person, he/she is dismissed. If the results prove the person is not using, he/she maintains status at MCC. If the person refuses to take the test, he/she is dismissed. As in all previous situations, the school will document all cases and place a copy in the student file. With positive or no results, a follow-up letter is sent to the person.

The Program Chair or Associate Director are available to hear concerns and offer counseling referrals, advice, and information on drug and alcohol education and services in the community. Resources can also be found in the office of the Student Success Advisor. Any student who suspects that he/she or someone else may be at risk is invited to seek these services.

MCC strives to ensure healthy and safe conditions for students and staff. We advise our student population of professional standards and expectations. We consider this to be part of our educational mission.

LEGAL SANCTIONS FOR VIOLATION OF FEDERAL, STATE, LOCAL LAWS

Students who violate the AOD policy can be subject to both MCC Sanctions and to criminal sanctions provided by the federal, state, and local law. Federal, State, and Local laws provide a variety of legal sanctions and penalties for unlawful use, possession, or distribution of alcohol and other illicit drugs.

State Penalties and Sanctions

The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A first-time conviction for possession of a controlled substance can result in a sentence of up to one year in prison and a fine of up to \$5,000. Sec.961.41(3g), Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with an intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to \$1,000, 000. Secs. 961.41(1) and (1m), Stats. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term. Sec. 961.46, Stats.

Wisconsin has formidable legal sanctions that restrict the use of alcohol in various situations. It is illegal to procure for, sell, dispense or give away alcohol to anyone who has not reached the legal drinking age of 21 years. Sec.125.07(1)(a)(1), Stats. Every adult has a legal obligation to prevent the illegal consumption of alcohol on premises owned by the adult or under the adult's control. Sec. 125.07(1)(a)(3), Stats. A first-time violator of either of the above subsections can be fined up to \$500.

Milwaukee Career College Orientation Packet

Federal Penalties and Sanctions

The Federal Controlled Substances Act specifies penalties and sanctions for the unlawful possession, manufacturing, and distribution of controlled substances and narcotics. Federal trafficking penalties are as follows and can also be found at <https://www.dea.gov/documents/2017/06/15/drugs-abuse>.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Cocaine Base (Schedule I)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	1 kg or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount			
Flunitrazepam (Schedule IV)	Other than 1 gram or more	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount			
		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

DRUG & ALCOHOL PREVENTION PROGRAMS

Students may refer to the following websites for free information and educational videos on alcohol and drug abuse topics.

- www.justthinktwice.com
- www.getsmartaboutdrugs.com
- Alcohol Anonymous contact information – www.aa.org or local telephone directory
- Al-Anon Family Groups (888)4AL-ANON (425-2666) or www.al-anon.org
- American Council on Alcoholism and Drug Dependence, Inc. (800) NCA-Call (622-2255) or www.ncadd.org
- National Institute on Drug Abuse (800)662-HELP (662-4357) or www.drugabuse.gov

New students are provided information during orientation regarding the school drug and alcohol prevention program and are encouraged to seek assistance when needed.

HEALTH RISKS ASSOCIATED WITH ALCOHOL & DRUG USE

Milwaukee Career College recognizes that the use of illegal drugs and alcohol is associated with identifiable health risks and can impair the ability of the user to think, perform job duties, and act

responsibly. The following health risks have been identified by the National Institute on drug abuse and can be found at <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

PRINCIPLES OF EFFECTIVE TREATMENT

1. Addiction is a complex but treatable disease that affects brain function and behavior.
2. No single treatment is appropriate for everyone.
3. Treatment needs to be readily available.
4. Effective treatment attends to multiple needs of the individual, not just his or her drug use or misuse.
5. Remaining in treatment for an adequate period of time is critical.
6. Behavioral therapies—including individual, family, or group counseling—are the most commonly used forms of drug use disorder treatment.
7. Medications are an important element of treatment for many patients, especially when combined with counseling and other behavioral therapies.
8. An individual's treatment and services plan must be assessed continually and modified as necessary to ensure that it meets his or her changing needs.
9. Many drug-addicted individuals also have other mental disorders.
10. Medically assisted detoxification is only the first stage of addiction treatment and by itself does little to change long-term drug use and misuse.
11. Treatment does not need to be voluntary to be effective.
12. Drug use during treatment must be monitored continuously, as lapses during treatment do occur.
13. Treatment programs should test patients for the presence of HIV/AIDS, Hepatitis B and C, tuberculosis, and other infectious diseases, provide risk-reduction counseling, and link patients to treatment if necessary.

*The Drug Enforcement
Administration (DEA) schedule
indicates the drug's*

*acceptable medical use and its
potential for abuse or dependence.
The most up-to-date scheduling
information can be found
on the DEA website.*

	DESCRIPTION	COCAINE	HEROIN	INHALANTS	LSD	MARIJUANA (CANNABIS)	MDMA (ECSTASY/MOLLY)
	A powerfully addictive stimulant drug made from the leaves of the coca plant native to South America. For more information, see the Cocaine Research Report.	An opioid drug made from morphine, a natural substance extracted from the seed pod of the various opium poppy plant. For more information, see the Heroin Research Report.	Solvents, aerosols, and gases found in household products such as spray paints, markers, glues, and cleaning fluids; also nitrates (e.g., amyl nitrite), which are prescription medications for chest pain. For more information, see the Inhalants Research Report.	A hallucinogen manufactured from lysergic acid, which is found in ergot, a fungus that grows on rye and other grains. LSD is an abbreviation of the scientific name lysergic acid diethylamide. For more information, see the Hallucinogens and Dissociative Drugs Research Report.	Marijuana is made from the hemp plant, Cannabis sativa. The main psychoactive (mind-altering) chemical in marijuana is delta-9-tetrahydrocannabinol, or THC. For more information, see the Marijuana Research Report.	A synthetic, psychoactive drug that has similarities to both the stimulant amphetamine and the hallucinogen mescaline. MDMA is an abbreviation of the scientific name 3,4-methylenedioxy-methylamphetamine. For more information, see the MDMA (Ecstasy) Abuse Research Report.	
STREET NAMES	Blow, Bump, C, Candy, Charlie, Coke, Crack, Flake, Rock, Snow, Tooth	Brown sugar, China White, Dope, H, Horse, Junk, Skag, Skunk, Smack, White Horse With OTC cold medicine and antihistamine: Cheese	Poppers, snappers, whippers, laughing gas	Acid, Blotter, Blue Heaven, Cubes, Microdot, Yellow Sunshine	Bunt, Bud, Dope, Ganja, Grass, Green, Herb, Joint, Mary Jane, Pot, Reeler, Sinsemilla, Skunk, Smoke, Trees, Weed Hashish: Boom, Gangster, Hash, Hemp	Adam, Clarity, Eve, Lover's Speed, Peace, Uppers	
COMMERCIAL NAMES	Cocaine hydrochloride topical solution (anesthetic rarely used in medical procedures)	No commercial uses	Various	No commercial uses	No commercial uses	Various brand names in states where the sale of marijuana is legal	No commercial uses
COMMON FORMS	White powder, whitish rock crystal	White or brownish powder, or black sticky substance known as "black tar heroin"	Plant thinners or removers, degreasers, dry-cleaning fluids, gasoline, lighter fluids, correction fluids, permanent markers, electronics cleaners and freeze sprays, glue, spray paint, hair or deodorant sprays, fabric protector sprays, aerosol computer cleaning products, vegetable oil sprays, butane lighters, propane tanks, whipped cream aerosol containers, refrigerant gases, ether, chloroform, halothane, nitrous oxide	Tablet, capsule, clear liquid, small, decorated squares of absorbent paper that liquid has been added to	Greenish-gray mixture of dried, shredded leaves, stems, seeds, and/or flowers; resin (hashish) or sticky, black liquid (hash oil)	Colorful tablets with imprinted logos, capsules, powder, liquid	
COMMON WAYS TAKEN	Smoked, smoked, injected	Injected, smoked, snorted	Inhaled through the nose or mouth	Swallowed, absorbed through mouth tissues (paper squares)	Smoked, eaten (mixed in food or brewed as tea)	Swallowed, snorted	
DEA SCHEDULE	II	I	Not scheduled	I	I	I	
SHORT-TERM	Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior; panic attacks; paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma.	Euphoria; dry mouth; itching; nausea; vomiting; analgesia; slowed breathing and heart rate.	Confusion; nausea; slurred speech; lack of coordination; lightheadedness, drowsiness; disinhibition, euphoria; dizziness, hallucinations/ delusions; headaches; sudden sniffing death due to heart failure from butane, propane, and other chemicals in aerosols; death from asphyxiation, suffocation, convulsions or seizures, coma, or choking. Nitrates: enlarged blood vessels, enhanced sexual pleasure, increased heart rate, brief sensation of heat and excitement, dizziness, headache.	Rapid emotional swings; distortion of a person's ability to recognize reality, think rationally, or communicate with others; raised blood pressure, heart rate, body temperature; dizziness; loss of appetite; tremors; enlarged pupils.	Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; anxiety.	Lowered inhibition; enhanced sensory perception; increased heart rate and blood pressure; muscle tension; nausea, faintness; chills or sweating; sharp rise in body temperature leading to kidney failure or death.	
LONG-TERM	Loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss; lung damage from smoking.	Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease.	Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing. Nitrates: increased risk of pneumonia.	Frightening flashbacks (called Hallucinogen Persisting Perception Disorder (HPPD)); ongoing visual disturbances; disorganized thinking, paranoia, and mood swings.	Mental health problems, chronic cough, frequent respiratory infections. In rare cases, risk of recurrent episodes of severe nausea and vomiting.	Long-lasting confusion, depression, problems with attention, memory, and sleep; increased anxiety, impulsiveness less interest in sex.	
OTHER HEALTH-RELATED ISSUES	Pregnancy: premature delivery, low birth weight, deficits in self-regulation and attention in school-aged children prenatally exposed. Risk of HIV, hepatitis, and other infectious diseases from shared needles.	Pregnancy: miscarriage, low birth weight, neonatal abstinence syndrome. Risk of HIV, hepatitis, and other infectious diseases from shared needles.	Pregnancy: low birth weight, bone problems, delayed behavioral development due to brain problems, altered metabolism and body composition.	Unknown	Youth: May impair brain development and learning functions. Pregnancy: babies born with problems with attention, memory, and problem solving.	Unknown	
IN COMBINATION WITH ALCOHOL	Greater risk of cardiac toxicity than from either drug alone.	Dangerous slowdown of heart rate and breathing, coma, death.	Unknown	Unknown	Increased heart rate, blood pressure; further slowing of mental processing and reaction time.	MDMA decreases some of alcohol's effects. Alcohol can increase plasma concentrations of MDMA, which may increase the risk of neurotoxic effects.	
WITHDRAWAL SYMPTOMS	Depression, listlessness, increased appetite, insomnia, vivid unpleasant dreams, slowed movement, restlessness.	Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey").	Nausea, tremors, irritability, problems sleeping, and mood changes.	Unknown	Irritability, trouble sleeping, decreased appetite, anxiety.	Fatigue, loss of appetite, depression, aggression, trouble concentrating.	
MEDICATIONS	There are no FDA-approved medications to treat cocaine addiction.	Mefenadone Buprenorphine Naltrexone (short- and long-acting forms)	There are no FDA-approved medications to treat inhalant addiction.	There are no FDA-approved medications to treat addiction to LSD or other hallucinogens.	There are no FDA-approved medications to treat marijuana addiction.	There is conflicting evidence about whether MDMA is addictive. There are no FDA-approved medications to treat MDMA addiction.	
BEHAVIORAL THERAPIES	• Cognitive-behavioral therapy (CBT) • Contingency management, or motivational incentives • The Matrix model • Community-based recovery groups, such as 12-step programs • Mobile medical application: reSET®	• Contingency management, or motivational incentives • 12-Step facilitation therapy	More research is needed to find out if behavioral therapies can be used to treat inhalant addiction.	More research is needed to find out if behavioral therapies can be used to treat addiction to hallucinogens.	• Cognitive-behavioral therapy (CBT) • Contingency management, or motivational incentives • Motivational Enhancement Therapy (MET) • Behavioral treatments geared to adolescents • Mobile medical application: reSET®	More research is needed to find out if behavioral therapies can be used to treat MDMA addiction.	

DESCRIPTION	METHAMPHETAMINE	PCP	SYNTHETIC CANNABINOIDS	SYNTHETIC CATHINONES ("BATH SALTS")	TOBACCO	ALCOHOL
	An extremely addictive stimulant amphetamine drug. For more information, see the Methamphetamine Research Report.	A dissociative drug developed as an intravenous anesthetic that has been discontinued due to serious adverse effects. Dissociative drugs are hallucinogens that cause the user to feel detached from reality. PCP is an abbreviation of the scientific name, phencyclidine. For more information, see the Hallucinogens and Dissociative Drugs Research Report.	A wide variety of herbal mixtures containing man-made cannabinoid chemicals related to THC in marijuana but often much stronger and more dangerous. Sometimes misleadingly called "synthetic marijuana" and marketed as a "natural," "safe," legal alternative to marijuana. For more information, see the Synthetic Cannabinoids DrugFacts.	An emerging family of drugs containing one or more synthetic chemicals related to cathinone, a stimulant found naturally in the khat plant. Examples of such chemicals include mephedrone, methylone, and 3,4-methylenedioxypyrovalerone (MDPV). For more information, see the Synthetic Cathinones ("Bath Salts") DrugFacts.	Plant grown for its leaves, which are dried and fermented before use. For more information, see the Tobacco/Nicotine Research Report.	Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine and liquor. It is produced by the fermentation of yeast, sugars, and starches.
STREET NAMES	Crank, Chalk, Crystal, Fre, Glass, Go Fast, Ice, Meth, Speed	Angel Dust, Boat, Hog, Love Boat, Peace Pill	K2, Spice, Black Mamba, Bliss, Bombay Blue, Fake Weed, Fire, Genie, Moon Rocks, Skunk, Smacked, Yucatan, Zohai	Bloom, Cloud Nine, Cosmic Blast, Fakka, Ivory Wave, Lunar Wave, Scarface, Vanilla Sky, White Lightning	None	Booze, Juice, Sauce, Brew
COMMERCIAL NAMES	Desoxy®	No commercial uses	No commercial uses	No commercial uses for ingested "bath salts"	Multiple brand names	Various
COMMON FORMS	White powder or pill; crystal meth looks like pieces of glass or shiny blue-white "rocks" of different sizes	White or colored powder, tablet, or capsule; clear liquid	Dried, shredded plant material that looks like potpourri and is sometimes sold as "incense"	White or brown crystalline powder sold in small plastic or foil packages labeled "not for human consumption" and sometimes sold as jewelry cleaner; tablet, capsule, liquid	Cigarettes, cigars, bidis, hookahs, smokeless tobacco (snuff, spit tobacco, chew)	Beer, wine, liquor/spirits/malt beverages
COMMON WAYS TAKEN	Swallowed, snorted, smoked, injected	Injected, snorted, swallowed, smoked (powder added to mint, parsley, oregano, or marijuana)	Smoked, swallowed (brewed as tea)	Swallowed, snorted, injected	Smoked, snorted, chewed, vaporized	Ingested by drinking
DEA SCHEDULE	II	I, II	I	I (Some formulations have been banned by the DEA)	Not Scheduled	Not scheduled; illegal for purchase or use by those under age 21
POSSIBLE HEALTH EFFECTS	SHORT-TERM	Increased wakefulness and physical activity; decreased appetite; increased breathing, heart rate, blood pressure, temperature, irregular heartbeat	Delusions, hallucinations, paranoia, problems thinking, a sense of distance from one's environment, anxiety Low doses: <i>slight increase in breathing rate; increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of the hands or feet; problems with movement</i> High doses: <i>nausea, vomiting, flicking up and down of the eyes, drooling, loss of balance, dizziness, violence, seizures, coma, and death.</i>	Increased heart rate and blood pressure; euphoria; increased sociability and sex drive; paranoia, agitation, and hallucinations; violent behavior; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; panic attacks; reduced motor control, cloudy thinking.	Increased blood pressure, breathing, and heart rate.	Injuries and risky behavior, including drunk driving and inappropriate sexual behavior; impaired judgment, coordination, and reflexes; slurred speech, memory problems.
	LONG-TERM	Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching.	Unknown	Death	Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia.	Irregular heartbeat, stroke, high blood pressure, cirrhosis and fibrosis of the liver, mouth, throat, liver, breast cancer.
	OTHER HEALTH-RELATED ISSUES	Pregnancy: <i>premature delivery; separation of the placenta from the uterus; low birth weight; lethargy; heart and brain problems.</i> Risk of HIV, hepatitis, and other infectious diseases from shared needles.	PCP has been linked to self-injury. Risk of HIV, hepatitis, and other infectious diseases from shared needles.	Risk of HIV, hepatitis, and other infectious diseases from shared needles.	Pregnancy: <i>miscarriage, low birth weight, stillbirth, learning and behavior problems.</i>	Pregnancy-related: <i>fetal alcohol spectrum disorders (FASD)</i>
	IN COMBINATION WITH ALCOHOL	Masks the depressant effect of alcohol, increasing risk of alcohol overdose; may increase blood pressure.	Unknown	Unknown	Unknown	N/A
TREATMENT OPTIONS	WITHDRAWAL SYMPTOMS	Depression, anxiety, tiredness.	Headaches, increased appetite, sleepiness, depression.	Depression, anxiety.	Irritability, attention and sleep problems, depression, increased appetite.	Trouble sleeping, shakiness, irritability, depression, anxiety, nausea, sweating.
	MEDICATIONS	There are no FDA-approved medications to treat methamphetamine addiction.	There are no FDA-approved medications to treat addiction to PCP or other dissociative drugs.	There are no FDA-approved medications to treat addiction to synthetic cathinones.	Bupropion (Zyban®) Varenicline (Chantix®) Nicotine replacement (gum, patch, lozenge)	Naltrexone, acamprosat, disulfiram.
	BEHAVIORAL THERAPIES	- Cognitive-behavioral therapy (CBT) - Contingency management, or motivational incentives - The Matrix model 12-Step facilitation therapy - Mobile medical application: reSET®	More research is needed to find out if behavioral therapies can be used to treat addiction to dissociative drugs.	- Cognitive-behavioral therapy (CBT) - Contingency management, or motivational incentives - Motivational Enhancement Therapy (MET) - Behavioral treatments geared to teens	- Cognitive-behavioral therapy (CBT) - Self-help materials - Mail, phone, and Internet quit resources	- Cognitive-behavioral therapy (CBT) 12-Step facilitation therapy - Mobile medical application: reSET®

Additional Resources:

- Substance Abuse and Mental Health Services Administration (SAMHSA) Treatment Locator: <http://www.findtreatment.samhsa.gov>; 1-800-662-HELP.
- The "Find a Physician" feature on the American Society of Addiction Medicine (ASAM) website: <http://www.asam.org/for-the-public-treatment>.
- The Patient Referral Program on the American Academy of Addiction Psychiatry website: <http://www.aAAP.org/patient-resources>.
- The Child and Adolescent Psychiatrist Finder on the American Academy of Child & Adolescent Psychiatry Web site: http://http://www.aacap.org/aacap/Families_and_Youth/Resources/CAP_Finder.aspx.
- The Surgeon General's Report on Alcohol, Drugs, and Health: <https://addiction.surgeongeneral.gov/>
- For clinical trials information, go to www.clinicaltrials.gov.

For More Information:

The NIDA website, www.drugabuse.gov, has information on a variety of drugs and related information.

Some publications, including these charts, are available in print, free of charge.

To order print copies, call the DRUGrubs Research Dissemination Center at 1-877-NIH-NIDA or go to drugrubs.drugabuse.gov.

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MCC SCHOOL CATALOG

access on our website at
<https://mkecc.edu/consumer-information/>

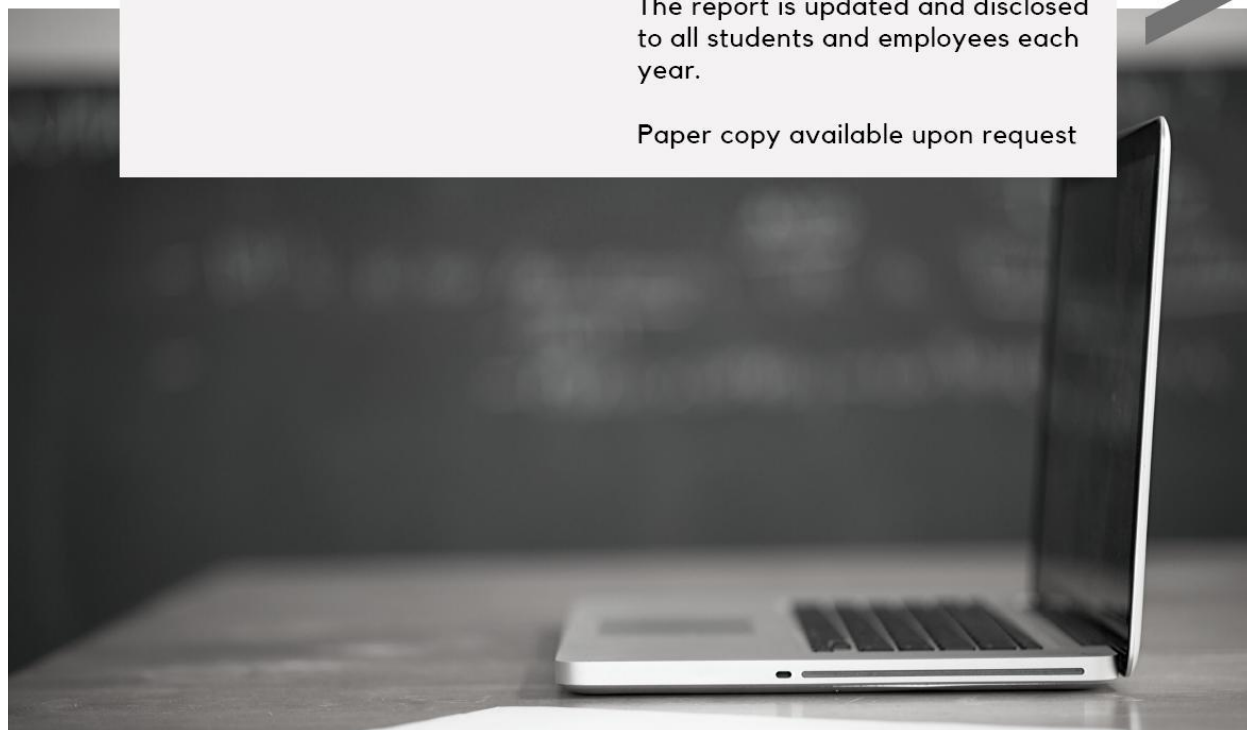
- 01** Complete program guides and course catalog
- 02** Review the attendance policy
- 03** List of scheduled holidays (winter/summer break are listed in addendum for each year)
- 04** Guide to Student Conduct

- 05** Milwaukee Career College's Annual Security Report contains information regarding policies and procedures to help ensure the safety and security of Milwaukee Career College's students, associates, visitors, and general community.

The report includes a description of emergency response procedures, timely warning notifications, student conduct policies, drug and alcohol policies, sexual misconduct policies and reporting procedures, and information regarding safety resources and awareness programs available for students and employees.

The report is updated and disclosed to all students and employees each year.

Paper copy available upon request



FAQs

Frequently Asked Questions



How Do I Pick Up My Textbooks?

Textbooks for your initial Career Prep sequence are typically ready for pickup on designated days and times at the front desk. Your admissions representatives will provide you with the date for textbook pickup in advance.

Who Do I Contact if I have Questions?

Please call the main line at 414-257-2939 if you have any questions regarding textbooks.



How & When Will I Receive My Scrubs?

Scrub orders are collected during your career prep sequence and placed within the first couple weeks of classes. Students will be sent a Microsoft Form to their MCC email asking for information including size. Once students have completed the form the scrub orders are placed. Students will be notified when they can pick up their scrubs at the front desk.

Who Do I Contact if I have Questions?

Please call the main line at 414-257-2939 if you have questions regarding scrub orders.



How & When Will I Receive My Key Card

Keycards are typically ready for pickup during the 5th week of the career prep sequence. Students will be notified via email regarding pickup dates and times.

Who Do I Contact If I Have Questions OR If My Keycard Is Not Working?

Please email keycards@mkecc.edu if you have questions regarding your keycard or if for any reason your keycard is not working.



How & When Will I Receive My Student ID?

Student IDs are distributed during the career prep sequence. Students will be asked to provide a professional photo to be used on the official student ID. Students will be notified via email when they can pick up their ID at the front desk.

Who Do I Contact if I have Questions?

Please call the main line at 414-257-2939 if you have questions regarding your MCC Student ID.