



Wisconsin Technical College System (WTCS) Faculty Quality Assurance System (FQAS) Participant Information

Online courses available through the statewide collaborative project

Thank you for your interest in the Statewide Online Collaborative Competency courses offered through the WTCS Office! The primary goal of the courses is to provide competency-based FQAS professional development courses to faculty throughout the districts. The courses are taught entirely online and provide structured, weekly activities and assessments to guide faculty through the competencies of FQAS. Please review the document for further information on the WTCS Statewide Online Collaborative Competency courses.

Registration: Registration is open to all faculty employed through the Wisconsin Technical College System, Department of Corrections (DOC), and apprenticeship faculty. If you are not an employee of these three groups, you must coordinate with the Education Director prior to registering for the course. Please contact Mandy Johnson at mandy.johnson@wtcsystem.edu or 608.266.1287.

Cancellation Policy: *All cancellations* will be subject to a \$10.00 processing fee. Registered participants may cancel their registration, up to and including the Friday (11:59 pm) before the class start date. Cancellation can be completed through the course confirmation page in Cvent. Payments will automatically be refunded to your credit card within 2-3 business days. Colleges have the option to substitute a registrant prior to the start of class at no additional cost to the college.

To cancel: log into Cvent and access the confirmation page using your email address and confirmation number (included in the registration confirmed email). Select the **unregister button** to cancel the course. A short, two question survey will appear. Please take a moment to complete the survey. A cancellation confirmation email will be sent to you for your records. Prior to final cancellation of your registration, you will receive a short two question survey. Please take a moment to share why you cancelled the course. Your feedback will help the FQAS Education Directors improve the delivery and availability of online courses for faculty in the future. If you have problems cancelling, contact Mandy Johnson, by email at mandy.johnson@wtcsystem.edu.

Registered participants will receive a full refund if a course is cancelled by the System Office.

Feedback Survey: A WTCS feedback survey is required as a condition of course completion. The short survey should only take 2-3 minutes to complete. Your feedback will help the FQAS Education Directors improve the delivery and availability of online courses for faculty in the future. You will receive an email with the feedback survey link after the instructor has finalized grades/successful completion of the course.

Note: Course instructors may request faculty participants complete a survey specific to the course. Please take a moment to complete their survey, providing feedback to be used to continually improve the course.

Course Certificate of Completion: Upon successful completion of your online course and receipt of your feedback survey, you will receive an automated email message with instructions on how to print your certificate of completion. The System Office will email a copy of your certificate to your district contact(s) for their records.

Late Registration Request: After registration closes, it is at the discretion of the course instructor whether or not you can be added to the class. Please email the event planner for assistance with your request. The event planner will coordinate the request with the course instructor.

Books and Other Materials: Instructors may require additional books or materials deemed necessary for the course. Instructors are asked to provide the additional requirements to WTCS **before** registration is available. Additional requirements will be posted on the event registration page and included in the registration confirmation email.