



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

---

Title: SEVERE WINTER WEATHER CLASS CANCELLATION/COLLEGE CLOSURE	Code: GG0300
--	--------------

---

Policy Reference: N/A

---

In the event of winter weather, classes continue as scheduled and campuses remain open unless a cancellation or closure is announced. Generally, the college does not announce that classes are on or that campuses are open.

When determining whether a severe winter weather class cancellation, delayed start times, or college closure is necessary, MATC senior administrators will monitor the severity of the weather and the timing through consultation with the National Weather Service. If the College is considering cancelling classes or closing the college due to bitter cold and wind chill, it will do so if the National Weather Service issues a wind chill warning.

Likewise, determining factors for snow storms or blizzards will be monitored, and designations by the National Weather Service of a blizzard warning or winter storm warning will be considered as a major factor in class cancellation or closure decisions. MATC senior administrators will also take into consideration other school/college closures and impacts on public transportation in making these decisions, but those will not be the sole factors.

Typically, the college will make a decision that impacts all campuses; in the event of a weather emergency that has a substantially stronger impact on one location than another, a decision regarding an individual campus may be made. Please note that the Education Center at Walker's Square and Health Education Center are part of the Downtown Milwaukee Campus.

The RAVE Alert System is the College's primary communication tool with employees and students to announce class cancellation or college closure. MATC will also post such information on MyMATC, MATC.edu and the College's social media accounts. Local media and Milwaukee PBS will also be notified to announce class cancellations or closures.

When possible, delayed start times, class cancellations or college closure will be announced no later than 5 a.m. for day classes and activities or 1 p.m. for evening classes and activities. "Day" classes are those that begin before 4 p.m.; evening classes are those that begin at or after 4 p.m. The following terms are generally used in alerts and announcements to describe unscheduled closings or cancellations:

**Campus Closed:** the buildings of the designated campus or College are closed, staff is dismissed or not expected to report, with the exception of necessary Building Services, Public Safety and designated Milwaukee PBS staff.



---

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

---

Title: CANCELLATION OF CLASSES AND/OR ALTERATION OF EMPLOYEE'S WORK SCHEDULE DUE TO EMERGENCIES	Code: GG0300
---	--------------

---

Classes Cancelled: the campus/college buildings remain open, and non-faculty staff remain or report to work stations.

In the event that repeated class cancellations or college closure impact academic requirements, makeup class time may be necessary. Faculty and students will be informed if makeup time is required to meet academic requirements.