



# ACCREDITATION EVIDENCE

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# 2021-2022

## STUDENT HANDBOOK



# Fall 2021 Academic Calendar

<b>Begin: Full-semester Classes 1st 5-week Block (A) 1st 7-week Block (E)</b>	<b>August 23</b>	<b>Monday</b>
Last Day to Add: Full Semester Classes	August 25	Wednesday
Last Day to Add: 1st 5-week Block (A)	August 24	Tuesday
Last Day to Add: 1st 7-week Block (E)	August 24	Tuesday
Last Day to Drop: Full Semester Classes	October 29	Friday
Last Day to Drop: 1st 5-week Block (A)	September 8	Wednesday
Last Day to Drop: 1st 7-week Block (E)	September 13	Monday
\$ Payment Date (Balance or 1st payment)	September 1	Wednesday
Labor Day Holiday	September 6	Monday
<b>Begin 12-week Block (D)</b>	<b>September 13</b>	<b>Monday</b>
Last Day to Add: 12-week Block (D)	September 15	Wednesday
Last Day to Drop: 12-week Block (D)	October 29	Friday
End of: 1st 5-week Block (A)	September 27	Monday
A Block grades due by 5 p.m.	September 29	Wednesday
Begin 2nd 5-week Block (B)	September 28	Tuesday
Last Day to Add: 2nd 5-week Block (B)	September 29	Wednesday
Last Day to Drop: 2nd 5-week Block (B)	October 13	Wednesday
\$ Payment Plan 2nd installment	October 1	Friday
End of: 1st 7-week Block (E)	October 11	Monday
E Block grades due by 5 p.m.	October 13	Wednesday
<b>Begin 2nd 7-week Block (F)</b>	<b>October 12</b>	<b>Tuesday</b>
Last Day to Add: 2nd 7-week Block (F)	October 13	Wednesday
Last Day to Drop: 2nd 7-week Block (F)	November 1	Monday
<b>Mid-Semester</b>	<b>October 15</b>	<b>Friday</b>
Midterm Grades Due (by 11:59pm)	October 18	Monday
\$ Payment Plan 3rd installment	October 28	Friday
End of: 2nd 5-week block (B)	November 1	Monday
B Block grades due by 5 p.m.	November 3	Wednesday
<b>Begin 3rd 5-week Block (C)</b>	<b>November 2</b>	<b>Tuesday</b>
Last Day to Add: 3rd 5-week Block (C)	November 3	Wednesday
Last Day to Drop: 3rd 5-week Block (C)	November 17	Wednesday
Spring 2022 Registration Opens	November 10	Wednesday
Thanksgiving Break	November 22-26	Monday - Friday
End of D & F Blocks	December 6	Monday
<b>Testing/Teaching Days</b>	<b>December 7-13</b>	<b>Tuesday - Monday</b>
End of C Block & Full Semester	December 13	Monday
Workday for D & F Block Instructors	December 13	Monday
<b>All grades due by noon</b>	<b>December 14</b>	<b>Tuesday</b>

The online academic calendar can also be found here: [westernwyoming.edu/calendar](https://westernwyoming.edu/calendar)

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# Western Wyoming Community College

## Student Handbook

Western Wyoming Community College reserves the right to make changes to the handbook when needed.

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In the event of an emergency on-campus, or if classes are ever cancelled, all registered students will receive a call and/or text providing information.

Make sure your phone number is correct by visiting Mustang Central, or calling them at 307-382-1677.

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Western Wyoming Community College is an equal opportunity institution and as such prohibits discrimination and harassment based on race, color, gender, religion, national origin, disability, age, veteran status, sex, pregnancy, sexual orientation, gender identity, political belief, genetic information, or any other applicable protected category or activity. The college ensures non-discriminatory practices in all matters relating to its educational admissions, programs, services, and activities as well as in all terms and conditions of employment.

Inquiries concerning Title IX and Section 504 may be referred to:  
Title IX & 504 Coordinator  
Western Wyoming Community College Wellbeing & Accessibility  
2500 College Drive Rm. 1227  
Rock Springs, WY 82901  
(307) 382-1652

Inquiries concerning Title VI & VII may be referred to:  
Associate Vice President for Human Resources  
Western Wyoming Community College Human Resources  
2500 College Drive Rm.3034  
Rock Springs, WY 82901  
(307) 382-1832

# ***From the Dean of Students***

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Dear Student,

Welcome to Western Wyoming Community College! We are so excited that you made the decision to join our Mustang family and pursue your education with us during the 2021-2022 year. It is a privilege to serve you as you pursue your educational goals. Western has a great history of student success and engaging opportunities to enrich your experience. Please become familiar with the information found in this Student Handbook as it will help you become more knowledgeable of your rights, responsibilities, and resources as a student.



During this academic year, I hope that you will look for opportunities to take part in a wide variety of activities that Western offers that provide you connections both inside and outside of the classroom. Furthermore, I hope you look for spaces to meet other students from around the country and the world and learn about their cultures, passions, backgrounds, and lives. Western is proud of the diversity found on our campus and I hope that you will use your time as a Mustang to engage with and learn from those that are different than you. We are dedicated to providing a campus and environment that celebrates equity, diversity, and inclusion among all.

Western is proud of our dedicated employees that are here to serve you as you pursue your associate's degree, bachelor's degree, certificate, upgrade your skills, prepare to go into the workforce, or to learn something new. Our faculty, staff, and administration are dedicated to providing you with outstanding learning opportunities while supporting you through the education process with a high level of care.

Remember to keep your academics at the top of your priority lists. Making and keeping dedicated time every day for your classes, homework, and studies will be vital to your academic success. At the same time, I encourage you to make time to engage in the social aspect of college life that is important to your overall positive collegiate experience as well. Whether you are a recent high school graduate, a dual or concurrent high school student, an adult learner, returning to school to complete your degree, a member of the local workforce changing careers or sharpening skills, or a community member enjoying life-long learning, Western provides an environment of support and connection through clubs and associations for all walks of life. If a club that resonates with you does not already exist, students can find the support and funding to start their own club at Western.

I hope you have a wonderful year! Look for that Western Wyoming grit within yourself that I know you have in order to overcome the challenges that will come your way. Remember to take care of yourself along your journey and please don't hesitate to reach out to me or any Western employee if you ever need anything. We are here to serve you!

Best,

Dr. Dustin Conover  
Dean of Students

# **College Terms You Should Know**

**Academic Alert:** Entering students with less than a 2.00 from high school or a previous college and current students who achieve less than a 2.00 are placed in this status. Various measures are utilized to help you address whatever problems are impacting academic success.

**Academic Integrity:** Is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in research and academic publishing

**Academic Withdrawal:** Refers to the official process of leaving the College and dropping all classes in an academic term

**Accreditation:** Approval by an educational or professional organization stating that the college meets the standards determined by this group. Each section of the country has its own accrediting organization. This accreditation helps to facilitate the process of credit transfer. Western is accredited by the Higher Learning Commission.

**Advisor:** A member of the teaching faculty or professional staff who advises you on course selections and curriculum concerns and can serve as a resource for career and personal concerns.

**Course Load:** The number of credit hours you are scheduled to take in a given semester. This is usually 12-18 semester hours for a full-time student\*. Students should be careful not to take too many hours in any given semester, particularly the first one. Students should take 16 credit hours in order to complete in two years.

*\* more than 21 credits require approval.*

**Credit Hours:** A credit is a certification given for the successful completion of academic work. Usually one lecture period per week for one semester represents an hour of academic work; thus the average three credit hour course will meet for three hours a week all semester. A lab class generally meets for two hours per week per credit hour. Overall, you need a minimum of 64 credit hours in order to graduate from Western. See the course catalog for details on types of classes and credit attached.

**Degree Audit:** Run through MyWestern, it allows you to check where you stand on the road to your degree at any time.

**Degree:** A college diploma that indicates the amount and type of study you have accomplished. Students are encouraged to apply for their degree even when they are transferring so that they can show official documentation of midpoint completion. Many universities also handle the evaluation of transfer credit much differently for those who have achieved an associate degree.

**Elective:** A course that the student selects to fulfill credit hours required for graduation but which does not meet any specific general education or major requirement.

**Faculty and Staff Directory:** A list of employees at Western Wyoming Community College.

**Financial Aid, Grant:** Financial support that is not repayable. However, it is usually given to fulfill need, not to reward excellence. Students must maintain certain standards to achieve and maintain these grants.

**Financial Aid, Scholarship:** Financial support that is not repayable, and usually signifies academic excellence. This can also signify athletic, theatre, musical and other kinds of excellence.

**Financial Aid, Loan:** Financial support that must be repaid. Students who take out loans should consider the long-term impact of paying back these monies. Loans should be kept to a minimum.

**Honors Program:** A program designed to encourage superior students to engage in more challenging course work and to take advantage of special field trip opportunities. Students who succeed in meeting the stringent requirements of the honors program will receive honors program graduate designation.

**Intramurals:** Recreational sports organized at Western Wyoming Community College and are open to all students and employees.

**Matriculation:** The process whereby you are accepted, pay fees and enroll in your first classes.

**Placement Tests (Aleks & McCann):** Assessments designed to determine your level of achievement in math, reading, and English. Designed to help you select the most appropriate starting place for your level of preparation. ACT scores may also be used in placement.

**Prerequisite:** A requirement which must be met before a certain course can be taken.

**Probation:** Students who have been on academic alert and who do not achieve a minimum 2.00 ("C") average are placed in this status. Students must then achieve the appropriate academic level or face suspension.

**Registration:** The process of collecting and confirming your personal and academic information, as well as enrolling in classes.

**Suspension:** The student has had three semesters of poor academic performance and must "sit out" for at least one semester. Designed to help the student reassess goals and motivation.

**Transcript:** The official record of your academic performance from the time you enter Western until you exit. All coursework taken is reflected on your record.



# ***5 Goals for Student Success***

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Western Wyoming Community College has identified five essential learning goals or abilities that will help you adapt to the changing demands of your careers. You will have opportunities in each of Western's courses and in activities outside the classroom to strengthen these skills. In your last semester, we will assess how well you've mastered these skills:

- ***Communicate Competently***
- ***Retrieve Information***
- ***See Issues From Multiple Perspectives***
- ***Solve Problems***
- ***Develop Life Skills***

## **Communicate Competently**

To communicate competently requires that you present your written reports and oral presentations with a clear purpose, appropriate structure, sufficient evidence, and a stated conclusion. Although writing and speaking are the primary modes of communication, computer skills, interpersonal communication skills, and leadership skills are also essential to your success.

## **Retrieve Information**

To retrieve information is essential because the amount of knowledge is rapidly increasing and changing. You must know how and where to locate the latest accurate information to solve problems in your professional and personal lives. Using the library's resources, finding accurate information on the Internet, reading maps, schematics, and catalogs, searching electronic databases, identifying experts are all means of retrieving information. Finding information on the Internet, for example, is easy but finding accurate and valid information is a more difficult challenge.

## **See Issues From Multiple Perspectives**

Seeing issues from multiple perspectives is essential in a global and diverse society. With different groups of people, the same words and actions have different meanings. To succeed, therefore, you must become more aware of and recognize these differing perspectives to avoid misunderstandings and miscommunication.

## **Solve Problems**

Solving problems effectively requires applying specific strategies. Each profession uses specific problem-solving strategies. At Western, you will learn and apply a number of strategies; some will require working collaboratively with a team and some will require "hands-on," active, experiential learning.

## **Develop Life Skills**

Life at Western will provide opportunities for you to strengthen your "life skills". You interact with people with different views and approaches. You will have opportunities to attend or participate in artistic, cultural, recreational events or extracurricular activities. The College will provide opportunities for you to strengthen yourself mentally, physically, socially, and culturally. You will have time to identify, reflect, and plan for your educational, career, and life goals. Ultimately the responsibility, the decisions, and the consequences of how to balance classwork, recreation, work, and family will lie with you.

# ***Academic Advising:***

## ***A Partnership***

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Advising is more than filling out a schedule. It is a partnership between you and your advisor with the end goal to earn a college certificate or degree. This is YOUR college experience. Advisors can provide valuable assistance but decisions are YOURS. Western's Mustang Success Center is here to help you. It is located on the 2nd floor of the Annex in room A-212.

**Your advisor will strive to provide open and positive contact with you, and will provide accurate information on:**

1. Policies and program requirements
2. Academic planning and course selection
3. Interpreting Western's rules and regulations
4. Your academic progress
5. Referrals to other college resources
6. Transferring

You can also use Academic Planning and Course selection:

By utilizing this software located in MyWestern, you can plan the courses you will need to complete each term in order to graduate. This software also has an online schedule builder so you can select courses and see if they conflict with other courses you wish to take. Completing this process prior to registration and then allowing your advisor to review it will help ensure that the advisor-advisee relationship is working as it should.

**(You are ultimately responsible for your decisions and must gather information through the catalog, class schedule and other resources.)**

Use Mustang Success to help your Western experience be the best it can be.

# ***Advising: continued***

## ***Things You Should Do:***

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1. Schedule and keep your advising appointments.
2. Come prepared for advising
  - a. Think about your interests, abilities, and needs
  - b. Review your degree audit evaluation in MyWestern
  - c. Prepare a tentative schedule in Academic Planning and Course Selection.
  - d. Let your advisor know your academic plans and/or doubts
  - e. SPEAK UP!!! Your advisor cannot read your mind – if you aren't interested in a particular class, don't be afraid to say so. Remember, you are the one taking the courses.
3. Know deadlines for registration, drop/add, final dates for withdrawing, tuition payments, advising dates, applying for graduation, etc.
4. Visit your advisor regularly – not just during registration times. Contact your advisor for academic help.
5. Read your midterm grade report – seek help for D and F grades from your advisor, instructor, and the Peer Tutor Center.
6. Read the first few pages of your class schedule each semester. This is the best source for new rules and regulations about tuition, fees, and deadlines.
7. Become familiar with the Western catalog – it will answer most questions about academic requirements and regulations. Ask your advisor any questions!

***Advising is more than schedule building!***



## **Helpful Hints for Time Management:**

1. Keep a log to see where time is going.
2. Make a list of fixed commitments and flexible commitments.
3. Assign priorities.
4. Learn to schedule. Use your phone or a planner to jot down commitments, due dates for assignments, tests, work and social activities.
5. Know your peak times.
6. Control interruptions.
7. Beat procrastination.
8. Limit social media
9. Reward yourself!

# ***Academic Policies***

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## **Compliance and Regulations**

### **“Non Satis Non Scire”(Not to know is not enough)**

You are responsible for reading and understanding the information in this Handbook, the College Catalog, housing, financial aid and departmental handbooks, individual semester class schedules, and other important reference materials. Know and use your resources. “I didn’t know” never becomes an acceptable excuse.

## **The Catalog**

The College Catalog is an important tool for you. It is basically your contract with us and ours with you. The full catalog is accessible on the College’s Web Page.

<http://westernwyoming.catalog.acalog.com/>

\* Due to federal and state changes to the law, our catalog may change without notice.

Read the **academic policies** section of the catalog if you have questions about

Academic Standing

Course Loads

Getting Registered and Dropping and Adding Classes

Withdrawing from the College

Final Exams

Grading

Student Records

Honor Rolls and other honors

## **Class Attendance and Your Grade**

To succeed, Western students are expected to attend all classes in which they enroll. Quite simply, those students who attend regularly do better. Therefore, many instructors have attendance policies that are explained in their course syllabus. Official absences are defined in College Policy 5210A which can be found on the college website.

<https://www.westernwyoming.edu/consumer-information/policies-procedures/5000/policy-5210a.php>

Of course, there may be times when you have to miss a class. Please realize, however, that every absence may not be excused and that an instructor may drop you from a course for excessive absences. If you must miss a class, you should arrange with your instructor to make up the work missed during any excused absences.

During the semester, if you discover that you must miss a number of consecutive classes because of illness or an emergency, please contact Mustang Central (307-382-1677) and the Registrar will notify your instructors regarding your absence.

## **Inclement Weather (Policy 6210B)**

Bad weather may cause classes to be cancelled. The President of the College or his/her designee may cancel all classes. Individual classes may be cancelled if bad weather prevents an instructor from arriving on-campus. Students may also, at times, have to miss a class because of the weather. The student is responsible for contacting the instructor and making arrangements to complete any work that is missed. When all classes are cancelled, announcements will be made on the website, via email, and through other college communication platforms.

<https://www.westernwyoming.edu/consumer-information/policies-procedures/6000/policy-6210b.php>

## **Military Call-Up**

Western Wyoming Community College, supports and appreciates our students who are National Guard members or reservists in the U.S. Armed Forces, It is the intention of Western that all reasonable efforts be made to accommodate students who are mobilized so as to minimize the disruption of their education while fulfilling their military obligations. When a student is placed on an emergency mobilization status, and/or when a mobilization is anticipated to exceed 15 calendar days, the student or his/her designee, needs to submit an official copy of his/her orders to the Registrar as soon as possible after receipt of the orders. The College will provide accommodations that are more liberal and individualized than normal operating policies including consideration of full tuition refunds, withdrawal after established deadlines and release from financial aid penalties.



# ***Student Rights & Responsibilities***

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## **Student Bill of Rights**

The College assures students the right to due process. Students have a right to a hearing when they are suspended or dismissed from the College, when they cannot resolve an academic grievance with an instructor, or when they have had unresolved problems with a service entity on-campus. See College [Policy 5430A](#) for more detail (available on the college website).

## **Cheating & Plagiarism (Policy 6220D)**

<https://www.westernwyoming.edu/consumer-information/policies-procedures/6000/policy-6220d.php>

Students found cheating or plagiarizing may be disciplined.

All cases of cheating or plagiarizing are initially handled at the discretion of the instructor. If an instructor determines that a student has cheated or plagiarized, the instructor can determine an appropriate consequence. These consequences may include:

- Giving the student a grade of “F” for the assignment in question,
- Giving the student a final grade of “F” for that course and dismissing the student from the course.

A student may also be dismissed from an academic program.

Students who have cheated or plagiarized more than once may be expelled from the College. However, every student has the right to due process and can choose to appeal the decision through the Academic Grievance process (see Academic Grievance Policy 5430B). Instructors who discipline students for cheating or plagiarism should notify students of this right to appeal.

## **Student Directory (releasing information on you)**

Western has identified the following information as directory information, meaning we will release it if the student has granted permission on the application for admission or registration information sheet. We do not publish a directory, so every situation is handled case-by-case based on the privacy code entered on the administrative computer system.

Students Full Name	Address(es)
Phone Number(s)	E-mail
Major and Minor	Full-time or Part-time Status
Dates of Attendance	Degrees Conferred
Photographs and video	Weight and height of athletes
Participation in officially recognized activities and sports	Class lists used within on-line courses
Honors and Awards	Current enrollment status
Class Standing (e.g. sophomore)	Date and place of birth
Previous institutions attended	

# ***Campus Safety***

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Emergencies can happen anytime and anywhere. An emergency can result from a medical situation, be weather related (severe wind or snow), facilities related (fire), or involve terrorist or other criminal behavior. Whatever the reason, it is important to be prepared and understand the resources that are available to you.

The College has a complete Emergency Response Plan that is available for your review on the Website. It provides detailed information on what to do in the case of a particular emergency. Training is provided annually in a variety of settings. Please watch for publicized training programs and attend at least one per year. For more information about campus safety, please visit <https://www.westernwyoming.edu/campus-safety>

To deter crime and to help solve problems if something happens, cameras operate 24/7 in parking lots.

The campus safety annual report can be found on the college Website.

<https://www.westernwyoming.edu/campus-safety/clery-act.php>

## **Be prepared**

Be prepared both mentally and physically for the unexpected. While Western is in the low risk category for crises such as terrorism, it doesn't mean it isn't possible. By preparing, you will be better able to respond during the stress of a real situation.

- Have a personal plan. How will you remove yourself from a dangerous situation? How will you make contact with family and friends during a crisis?
- Familiarize yourself with surroundings. Are there people in your classes who might need extra help in an emergency?
- Know the location of all exits from places on campus you frequent.
- Know the location of fire alarm pull stations.
- Know where to find the nearest phone if you don't have a cell phone.
- Lock your car and conceal valuable items left in the car.
- Never leave personal property unattended or out in the open.
- Review the Emergency Response Plan. Know where it is located.
- Don't hesitate to call 911 if you think an emergency exists.
- Attend annual trainings on emergency preparation.
- Know contact people's names and emergency phone numbers.
- Understand the Communication Plan so you will know how to get information in an emergency (part of the Emergency Response Plan).

The Campus Safety Brochure is available online. Review it annually.

## **Communication**

In the event of an emergency on campus, we will make every effort to keep people informed. The following communication methods will be utilized. Please look to them for up-to-date information.

- Office notification
- Personal contact as appropriate
- College Website ([www.westernwyoming.edu](http://www.westernwyoming.edu))
- Voice response public address system in hallways and outdoors



# ***Standards of Student Conduct (Policy 5420)***

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## **Policies**

Code of student conduct: <https://www.westernwyoming.edu/consumer-information/policies-procedures/5000/policy-5420a.php>

Use of alcoholic beverages: <https://www.westernwyoming.edu/consumer-information/policies-procedures/5000/policy-5420b.php>

Use/possession of illegal drugs and drug paraphernalia: <https://www.westernwyoming.edu/consumer-information/policies-procedures/5000/policy-5420c.php>

Sexual harassment, sexual assault and sexual violence: <https://www.westernwyoming.edu/consumer-information/policies-procedures/5000/policy-5420e.php>

Students are subject to all federal, state, and local laws, as well as the College's policies, procedures, rules and regulations. Students in violation of these regulations may be subject to disciplinary action up to and including suspension or dismissal as well as possible prosecution under federal, state and local laws. The College has regulations concerning student conduct at college sponsored activities, hazing of other students, use of college property and fire-fighting equipment, smoking, physical or verbal assault, personal harassment, and the use of explosives, fireworks, or firearms. The College also has specific regulations related to fire fighting equipment and fire alarms. See the Student Conduct Policy on the Website under Student Policies.

## **Procedures**

Students are subject to all federal, state, and local laws, as well as the College's policies, procedures, rules and regulations. Students in violation of these regulations may be subject to disciplinary action up to and including suspension or dismissal, as well as possible prosecution under federal, state and local laws. The College has regulations concerning student academic honesty, conduct at college sponsored activities and other behaviors as described in this procedure.

A copy of the Student Code of Conduct policy and procedure will be made available to students through the College Website and student portal. Hard copies may be obtained from the office of the Dean of Students. Students are responsible for reading and abiding by the provisions of the Code of Student Conduct.

The Code applies to behaviors that take place on the campus, at college-sponsored events and may also apply off-campus when the Dean of Students or his/her designee determine that the off-campus conduct affects a substantial college interest.

## **College-Sponsored Activities**

Students attending college-sponsored activities, both on and off-campus, are under the jurisdiction of the College and are responsible for their conduct at these activities. A

student's guests must also abide by college regulations. Guests are the responsibility of the student or host who invites them. College sponsored activities, on or off-campus, include but are not limited to conferences, retreats, field trips, social gatherings, speech and debate, and athletic events.

Violations of the following are subject to disciplinary action:

### **Dishonesty**

Includes, but is not limited to: furnishing false information to any college office, forgery, violation of copyright laws, plagiarism, and alteration or misuse of college documents. Refer to acts of academic dishonesty as outlined in Procedure 5420B.

### **Inappropriate Conduct**

Students are expected to behave in a manner that supports the educational purposes of the institution. Behavior subject to disciplinary action includes, but is not limited to:

- Disorderly conduct that disrupts the operations of the college or infringes upon the rights of others in and outside the classroom or in other college activities and organizations will not be tolerated.
- Intentionally interfering with freedom of movement and the free flow of pedestrian or vehicular traffic on college premises.
- Failure to comply with the direction from college or Protective Services acting in performance of their duties.
- Failure to identify oneself when asked by college officials or law enforcement to do so.
- Violation of clearly defined regulations in and outside the classroom.
- Actions which have an adverse impact on the College community, its members and/or the pursuit of its objectives, regardless of where such conduct may occur.

### **Hazing**

No student may haze another student. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation.

No club or activity on campus is allowed to enter into hazing activities as a part of joining the group. Students who fail to report incidents of hazing may also be subject to disciplinary action.

### **Damage or Destruction of Property**

Students are expected to show respect for and safeguard college property. Students who deface or destroy college property are liable for any cost of repair or replacement of said property. Unauthorized taking of college property or the personal property of another, is subject to disciplinary action.

### **Fire Safety**

Students are subject to disciplinary action for violation of local, state, federal, or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire which damages college or personal property or which causes injury.
- Failure to evacuate a college controlled building during a fire or other emergency alarm.
- Improper use of college fire safety equipment.
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment on college property.

### **Tobacco Use**

Use of tobacco, including electronic or vapor cigarettes, is prohibited in all college facilities and is permitted only in designated areas.

### **Physical or Verbal Abuse of Others (Harassment)**

Purposeful action by any student that interferes with the ability of another student to participate freely in the educational process, or interferes with the ability of a college employee to freely conduct the duties of his or her position, or interferes with any student or employee in their participation in any other college-related activity will not be tolerated and will result in disciplinary action. Physical abuse includes assault, battery, fighting, reckless conduct and hazing. Verbal abuse includes threats, intimidation, harassment, coercion, or other conduct that creates a hostile or offensive environment.

### **Weapons**

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade longer than four inches, including the storage of such items in a vehicle parked on college property is prohibited. Firearms may be temporarily stored with Protective Services in certain situations.

### **Illegal Gambling**

Illegal gambling on-campus is prohibited in compliance with the laws of the State of Wyoming.

### **Use of Alcohol and drugs on-campus**

Use, possession or illegal distribution of alcoholic beverages, illegal drugs, other controlled substances, or paraphernalia is prohibited. Abuse, misuse, sale or distribution of prescription or over-the-counter medications is also prohibited. (See Procedures 5420 B & C)

Students may be subject to action by local law enforcement.

### **Misuse of College computing resources**

Theft or abuse of computer account privileges, equipment, software, network resources or time is prohibited. Misuse of campus telephones or telecommunications systems is also prohibited.

## **Non-Academic Student Appeals**

The due process rights of the students involved will be protected.

### **Step 1. Preliminary inquiry and/or educational conference.**

The College conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. This review takes various forms based upon the nature of the incident (for example academic issues involve the instructor in question, the division chair and the Vice President for Student Learning, if needed). The preliminary inquiry may lead to:

- A determination that there is insufficient evidence to pursue the investigation. The situation will be documented and on file in the Dean of Students Office or designated reporting system;
- An informal or administrative solution that is acceptable to all parties;
- A more comprehensive investigation;
- Referral to a formal process such as the academic or non-academic appeal process (Procedures 5430 B & C).

When a student's conduct is severe enough, the Dean of Students will require the student's immediate removal from the College. The student retains his/her rights to proceed through the conduct process from off campus.

### **Step 2. Thorough Investigation.**

Possible resolution and/or action against a student could possibly occur at this stage.

### **Step 3. Formal Hearing.**

Primarily utilized in contested allegations.

### **Step 4. Review and Finalize Sanction(s)**

### **Step 5. Notification of Outcomes**

The outcome of a campus action is part of the education record of the responding student and is normally protected from release under FERPA. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, the College will inform the alleged complainant/respondant bringing the complaint in writing of the final results of the hearing. The information released will be limited to that required by law.

### **Conduct Sanctions**

One or more of the following sanctions may be imposed upon any student(s) for violations of the Code. Including but not limited to:

1. Warning: an official written notice that the student has violated the college policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled.
2. Restitution: Compensation for damage caused to college or any person's property.
3. Fines
4. Community/College Service
5. Loss of Privileges
6. Confiscation of Prohibited Property

7. Behavior requirements: Includes, but not limited to, seeking academic advice, personal counseling, or substance abuse screening. Students may also be required to write a letter of apology.
8. Educational Program: Attend, present, or participate in a program related to the violation.
9. Restriction of Visitation Privileges: (primarily to on-campus housing)
10. Involvement/Eligibility Restrictions
11. Housing Probation/Suspension
12. Academic Probation/Suspension
13. General College Probation/Suspension
14. College Expulsion: Permanent separation from the College.
15. Other Sanctions: other sanctions may be created as deemed appropriate to the offense.

Students who do not complete required sanctions may be subject to immediate dismissal from the College.

### **Parental Notification**

The college reserves the right to notify the parents/guardians of students regarding any conduct situation, particularly excessive alcohol and drug violations, concerns about harm to self or others, and violence on-campus.

## **USE OF ALCOHOLIC BEVERAGES**

The College prohibits students from using, possessing, or selling alcoholic beverages at college sponsored or supervised activities or on property it owns or leases. Students violating this policy are subject to disciplinary action and/or criminal prosecution. Due process is ensured through the established judicial process.

By law, minors in the State of Wyoming under the age of 21 are prohibited from using, possessing, or purchasing alcoholic beverages. Furthermore, students over 21 are prohibited from purchasing or supplying alcoholic beverages to minors. Both of these groups can be prosecuted and/or disciplined. Violations on campus or at college-sponsored events will be reported to local law enforcement.

To prevent the use or misuse of alcoholic beverages, the College will cooperate with the Wellbeing & Accessibility Center, Housing & Student Life Department, local and area agencies to educate the college community. The College reserves the right to report these infractions to law enforcement.

## **USE/POSSESSION OF ILLEGAL DRUGS AND DRUG PARAPHERNALIA**

The College prohibits students from using, manufacturing, possessing, distributing, or selling illegal drugs or drug paraphernalia on property it owns or leases. Students violating this policy are subject to disciplinary action and/or criminal prosecution. Students must conform to federal, state and local laws prohibiting the production, distribution, sale, use or possession of illegal drugs, or the distribution or misuse of prescription medications, on property the College owns or leases. For the purposes of

this policy, items prohibited on college property include but are not limited to roach clips, water pipes, chamber pipes, carburetor pipes, electric pipes, air-driven pipes, chiller pipes, chillums, bongs or any item altered for the purpose of using illegal drugs.

To prevent the use or misuse of substances, the College will cooperate with the Wellbeing & Accessibility Center, Housing & Student Life Department, and local and area agencies to educate the College community. The college reserves the right to report these infractions to law enforcement.

## **Sexual Harassment, Sexual Assault and Sexual Violence**

Reference: 32 C.F.R. §§ 106.31; WYO. STAT. ANN. §§ 6-2-302 -304 (2009) 20 U.S. Code § 1681

The College is committed and has a duty to provide, to the best of its ability, a safe learning environment for all students, employees, community members and visitors that is free from sexual assault, sexual harassment, and sexual violence in conformance with Title IX of the Educational Amendments of 1972 and the Violence Against Women Reauthorization Act of 2014. Title IX states the following:

“The College shall not, on the basis of sex, exclude any student or community member from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”, 32 C.F.R. 106.31

Title IX ensures that the college receive reports of sexual harassment or sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)) and sex discrimination. Furthermore, the College must impartially investigate or resolve Title IX policy violations (not a legal/criminal investigation, however a legal investigation can be initiated by calling local police authorities), determine whether a policy violation occurred, implement sanctions, offer services, and improve campus safety measures. Title IX and College policy strictly prohibit retaliation and is a federal law enforced by the Office of Civil Rights in conjunction with the Department of Justice.

Complaints should be first submitted to the Title IX Coordinator and can be subsequently reported to the Office of Civil Rights at

- Office of Civil Rights US Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582 (303)844-5695  
OCR.Denver@ed.gov

## **Institutional Policy & Procedure Overview**

The College Title IX compliance policy and procedure prohibits sexual misconduct, sexual assault, and discrimination. This policy and procedure can be found in its entirety at <https://www.westernwyoming.edu/campus-safety/title-ix-commitment/index.php>

This policy fully complies with applicable federal law and addresses the following:

- **Title IX Coordinators**

- Amy Galley, Title IX Coordinator  
2500 College Drive Rm.#2011, Rock Springs, WY 82901  
(307) 382-1645 [agalley@westernwyoming.edu](mailto:agalley@westernwyoming.edu)
- Mark Rembacz, Deputy Title IX Coordinator for Students  
2500 College Drive Rm. #3050, Rock Springs, WY 82901  
(307) 382-1899 [mrembacz@westernwyoming.edu](mailto:mrembacz@westernwyoming.edu)
- Joy Adams, Deputy Title IX Coordinator for Employees  
2500 College Drive Rm.#3034, Rock Springs, WY 82901  
(307)382-1832 [jadams@westernwyoming.edu](mailto:jadams@westernwyoming.edu)

- **Reporting.** Anyone, student, or community member can and should report sex discrimination and harassment to the College. All employees are mandatory reporters with exception of counselors, under informed consent and clergy. Reports can be made a variety of ways, including but not limited to:

- Report directly to Title IX Coordinator(s). See above contact information
- Report via Report a Concern Button, at [westernwyoming.edu/Consumer Information/Report a Concern](http://westernwyoming.edu/Consumer Information/Report a Concern) or <https://cm.maxient.com/reportingform.php?WesternWyomingCC>

- **Jurisdiction.** The college has a duty to address any Title IX violations that occurred at school locations, events, or in any circumstances over which the sexual harassment occurs or building that is owned and controlled by the institution or recognized student organization. The school may address issues affecting students or employees outside of Title IX jurisdiction if the school chooses.

- Prevention & Education. Educational materials can be requested through the Title IX Coordinators office listed above. Prevention and Education efforts, include but are not limited to:
  - Online Trainings for Students & Employees
  - Brochures, Promotional Materials, and Educational Campaigns
  - Presentations and Workshops
  - Regular Title IX Team and Investigator Training
  - Educational Events

- **Prohibited Conduct and Definitions.**

- **Sexual Harassment** defined as a school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment); unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- **Non-Consensual Sexual Intercourse** defined as any sexual intercourse, however slight with any object by a person upon another person that is without consent and/or by force.
- **Non-Consensual Sexual Contact** defined as any intentional sexual

touching, however slight, with any object, by a person upon another person that is without consent and or by force.

- **Sexual Exploitation** such as voyeurism, invasions of sexual privacy, sexual exploitation, exposure, stalking,
- **Force** defined as the use of physical violence and/or imposing on someone physically to gain sexual access, may include threats and/or intimidation.
- **Coercion** defined as unwelcome and pervasive pressure for sexual activity. Differs from seductive behavior.
- **Consent** defined as the equal approval given freely willingly and knowingly of each participant to desired sexual involvement. Consent is a conscious decision indicated clearly by words or actions to engage in mutually accepted sexual contact. Consent cannot be given if a person's ability to resist is substantially impaired because of alcohol or drug consumption, a mental or physical condition, age, or perceived power differential.
- **Incapacitation** defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent.
- **Other Possible Title IX Violations** may include but are not limited to discrimination, complicity, intimidation, dating/domestic/relationship violence, bullying, stalking, or retaliation motivated by the actual or perceived membership of a person's gender.
- **Investigative Procedures.** This procedure addresses how the college will implement informal resolution or move to a full grievance and investigative procedure, the choosing of investigators, advocates for parties, process for hearings, process for appeals, available sanctions, withdrawal or resignation with pending investigation, long-term remedies and actions, failure to comply with sanctions, records, and accommodations for disability.
- **Rights of Parties.** Rights of parties involved in a Title IX report include but are not limited to notification of allegations in writing, right to have an advocate, right to appeal, right to a live hearing, and rights of parties. Rights of parties include but are not limited to written notice of allegation, advocates, hearing, review of evidence, witnesses, and appeals.
- **Standard of Evidence.** The College uses a preponderance of evidence standard in Title IX findings.
- **Remedial & Interim Action.** Remedial and interim action addresses actions taken by the college when warranted by the circumstances surrounding a complaint or report of a violation, reasonable and appropriate interim measures designed to preserve education experience, safety, maintain integrity of the investigation and to deter retaliation may be implemented.
- **Amnesty.** Amnesty addresses reporting parties who experience or witness and subsequently report sexual harassment or other prohibited conduct under Title IX while under the influence of drugs or alcohol will not be subject to disciplinary action for the drug and



alcohol offense.

- **Confidentiality & Privacy.** The college handles all Title IX reports and investigations with the highest standards of privacy. Confidentiality can be requested but may not be guaranteed in the investigative process. Confidential resources are available on campus at:
- Western Wyoming Community College Wellbeing & Accessibility (Counseling)  
2500 College Drive Rm#2011 Rock Springs, WY 82901  
(307)382-1652 wellaccess@westernwyoming.edu
- Off campus resources and referrals are also available, including but not limited to:
- Center for Children and Families/YWCA Support and Safe House  
(307) 352-6639 or 872-3250

This is a brief overview of the Title IX compliance policy and procedure which prohibits sexual misconduct, sexual assault, and discrimination. This policy and procedure can be found in its entirety at <https://www.westernwyoming.edu/campus-safety/title-ix-commitment/index.php>.

## **Concerns Over Grades or Other Academic Issues (Academic Grievances – Policy 5430B)**

If you have concerns or complaints about instructional matters, the College has a policy to provide a fair and workable process to resolve the matters. Typically, academic grievances are the conflicts that occasionally arise between students and faculty over grading in a course, but may be over other academic issues.

*If you have a disagreement over a grade, here is the procedure you should follow:*

1. If possible, discuss the problem with the instructor. If you cannot resolve the problem or if you feel there is a communication barrier, you should meet with the appropriate Division Chair. You can ask the Student Learning office (Room 1351) who the appropriate Chair is.
2. Meet with the Chair and discuss the problem. The Chair will attempt to resolve the problem informally by adding another perspective, perhaps by offering an alternative solution, or by setting up a meeting with all parties.
3. If the Chair cannot resolve the disagreement, you may ask the Vice President for Student Learning (Room 1351) to assist in the process. He/she will meet with all parties and attempt to resolve the grievance.
4. The final step is the Academic Grievance Committee. If efforts at the Vice President's level fail to resolve the grievance, you may choose to ask the Academic Grievance Committee to resolve your grievance.

### **Presentation of Grievances**

If the student or instructor remains dissatisfied after meeting with the Vice President, either may appeal to the Academic Grievance Committee. The student must submit a written statement of his/her complaint to the Division Chair or Vice President no later than 45 calendar days after the end of the semester in which the grievance occurred. Students may not pursue grievances after this time limit.

Within fifteen days after meeting with the Vice President for Student Learning concerning the grievance, the student may present a written request for a hearing before the Academic Grievance Committee. In case of semester breaks occurring during this period, the break will not be included in the 15-day period. The request for a hearing will be presented to the Vice President for Student Learning who shall assemble the Academic Grievance Committee.

If the student or instructor feels there is a conflict of interest with a particular committee member, he/she may request in writing that the member in question be excused from the hearing. The Committee must act on such a request before the actual hearing date. In the event a student or faculty is excused or is absent from campus, he/she will be replaced by an alternate.

Once alternates are appointed, the Committee will meet within a week's time to review the request to hear the grievance. It will either decline to hear the case, or will set a hearing date no later than two weeks hence. A date will be given to the student and the instructor. Each will have one week to submit written statements to the Committee. Witnesses to be presented at the hearing will be listed in the written statement.

## **Committee Proceedings**

The student and/or instructor may select one individual to represent them. Attorneys may not be used. (This is not a hearing requiring formal rules of evidence and other legal proceedings). It should be conducted as a process to resolve a dispute. There is no legal reason why attorneys should be present. Students who could not afford legal assistance could be discriminated against. All committee members must be present in order to conduct the hearing. A taped record of the actual hearing will be made. Decisions on the resolution of cases will be made by a majority vote of the Committee. Voting will be by secret ballot. The student and instructor will have the right to cross-examine any witnesses presented at the hearing.

## **Decisions of the Academic Grievance Committee**

The Committee will present its decision within one week of the hearing. The decision will consist of a disposition of the grievance and a written rationale outlining the reasons for the Committee's decision. The rationale will be prepared by the Committee Chairperson in consultation with the entire Committee and will include the important supporting and detracting factors in the case

The rationale is presented to the student and instructor, Division Chairperson, and the Vice President for Student Learning. In the case of course grade changes, it will also be attached to a change of grade form completed and signed by the Chairperson of the Committee and filed with the Registrar's Office. An official record of the grievance and tapes are to be kept in the Office of the Vice President for Student Learning.

## **Concerns Over Non-Academic Issues (Policy 5430C)**

<https://www.westernwyoming.edu/consumer-information/policies-procedures/5000/policy-5430c.php>

When students have a concern about unfair treatment, including suspension or dismissal from the College, they may follow the procedure described below to resolve the conflict. This procedure ensures that students are treated fairly according to established procedures of due process.

Every effort is made to resolve situations informally, but the College provides a formal step-by-step procedure in the event that a resolution cannot be found that is acceptable to all involved. The Conduct Procedure, as listed here and in Procedure 5240A, must be followed prior to submitting an appeal.

### **The Conduct Process**

The due process rights of the students involved will be protected.

#### **Step 1. Preliminary inquiry and/or educational conference**

The College conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. This review takes various forms based upon the nature of the incident (for example academic issues involve the instructor in question, the division chair and the Vice President for Student Learning, if needed). The preliminary inquiry may lead to:

- A determination that there is insufficient evidence to pursue the investigation. The situation will be documented and on file in the the Dean of Students Office or designated reporting system;
- An informal or administrative solution that is acceptable to all parties;
- A more comprehensive investigation;
- Referral to a formal process such as the academic or non-academic appeal process (Procedures 5430 B & C)

When a student's conduct is severe enough, the the Dean of Students will require the student's immediate removal from the College. The student retains his/her rights to proceed through the conduct process from off campus.

### **Step 2. Thorough investigation.**

Possible resolution and/or action against a student could possibly occur at this stage.

### **Step 3. Informal Hearing involving appropriate parties.**

Primarily utilized in contested allegations.

### **Step 4. Review and Finalize Sanction(s)**

### **Step 5. Notification of Outcomes**

The outcome of a campus action is part of the education record of the responding student and is protected from release under FERPA. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of the hearing. The information released will be limited to that required by law.

### **Conduct Sanctions**

One or more of the following sanctions may be imposed upon any student(s) for violations of the Code. Including but not limited to:

1. Warning: an official written notice that the student has violated the College policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled.
2. Restitution: Compensation for damage caused to the College or any person's property.
3. Fines
4. Community/College Service
5. Loss of Privileges
6. Confiscation of Prohibited Property
7. Behavior requirements: Includes, but not limited to, seeking academic advice, personal counseling, or substance abuse screening. Students may also be required to write a letter of apology.
8. Educational Program: Attend, present, or participate in a program related to the violation.
9. Restriction of Visitation Privileges: (primarily to on-campus housing)

10. Involvement/Eligibility Restrictions
11. Housing Probation/Suspension
12. Academic Probation/Suspension
13. General College Probation/Suspension
14. College Expulsion: Permanent separation from the College.
15. Other Sanctions: other sections may be created as deemed appropriate to the offense.

Students who do not complete required sanctions may be subject to immediate dismissal from the college.

### **Appeal Process**

Students who are being sanctioned for some non-academic violation of college policy or procedure may appeal through the non-academic procedure.

The student must follow the conduct process as described above. A student who wishes to appeal a sanction must follow the procedure below:

1. Within forty-eight (48) work-hours after the student has been notified of the sanction(s), he/she may submit a written appeal to the Vice President for Administrative Services. Late appeals may not be heard. The Vice President may also visit with the involved parties during this time to recommend and facilitate a compromise. In the case of on-campus housing evictions, the Vice President must approve the eviction before the sanction is imposed.
2. Within forty-eight (48) work-hours the Vice President will render a decision to do one of the following: uphold the sanction placed upon the student; recommend a compromise to both parties; or change the sanction.
3. Within forty-eight (48) work-hours after the student receives the final decision from the Vice President for Administrative Services, the student may appeal to the Administrative Services Appeals Board by submitting a written appeal request to the Vice President for Student Services.
4. The Vice President for Administrative Services will make every attempt to convene the board within five work days after receiving the student's written request. If 5 days is not feasible, it will be scheduled as soon as possible.
5. The board will conduct a formal public hearing of the charges and the appeal. The student may present his or her case and present witnesses. A student may select a member of the College community to assist him or her. The department/staff member will present his/her information and may bring witnesses as needed. Detailed procedures are established in the Student Services Appeals Board handbook. No legal counsel is permitted during this process.
6. The Appeals Board will act as an advisory body. Within twenty-four (24) work- hours after the hearing, the Board will present its recommendation:
  - To sustain the Administrative decision,
  - To sustain the student's appeal, or
  - To recommend a compromise.

The secretary will record the minutes of the hearing. The Board chair will draft a letter to the students and the Vice President with the recommendation.

7. If the Board upholds the Administrative decision, the student may appeal to the President within forty-eight (48) work-hours after receiving the decision. Similarly, if the board upholds the student's appeal, the Administrator may appeal to the President within forty-eight (48) work-hours after receiving the board's decision. In either case, the President will decide within forty-eight (48) work-hours.
8. In cases involving suspension or dismissal of the student from the College, either party may appeal the Presidents decision to the Board of Trustees. The appeal must be made within forty-eight (48) work-hours after receiving the President's decision.

### **Make-up of Student Services Appeals Board**

The Student Services Appeals Board is a standing board, convened by the Vice President for Administrative Services, to provide a fair forum for hearing students' complaints about their unfair treatment, including suspension or dismissal from school.

#### **It is composed of:**

- 1 SGA Officer
- 1 Residence Hall Association Officer
- 2 Students at-large appointed by the SGA (1 on-campus and 1 off campus student).

NOTE: One of these 4 student positions should be filled by a minority student.

- 3 faculty or professional staff members, appointed by the Western Senate, and  
1 administrator appointed by the President.

Board members will be appointed annually at the beginning of the fall semester. At the first meeting, the members will elect a chairperson and a secretary. Each member will have one vote.

# ***Student Services...***

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We make every attempt to provide services that support your academic efforts.

## **Transitional Studies, Peer Tutor Center and College and Career Readiness**

Western offers a full range of services designed to help students succeed in their college-level courses, earn their high school equivalency, or improve their English language skills.

Transitional Studies (college credit courses) 307-382-1826

- Students can brush up on skills in math, reading, and English grammar and writing in preparation for college classes. Instruction is available online or in a classroom setting.
- Students may enroll in transferable courses in College Vocabulary, Speed Reading, and First Year Experience classes.
- International students may enroll in non-native courses designed to improve reading, writing, and listening to facilitate academic success.

Peer Tutor Center 307-382-1707

- Tutoring is available for most subjects through the Peer Tutor Center on campus and via Zoom for outreach. Hours vary during the day, night and weekends to meet busy college student's schedules.

College and Career Readiness (non-credit courses) 307-382-1829

- High school equivalency test preparation classes and testing are available for students wanting to obtain a High School Equivalency Diploma.
- English to Speakers of Other Languages and citizenship preparation classes are available for non-native speakers and those individuals interested in becoming citizens of the United States.
- Courses are available on campus, Outreach Centers during the day and a few at night for working adults

## **Wellbeing & Accessibility Center**

Western Wyoming Community College is committed to support and empower students for personal, social, and academic success. As part of this commitment, the college provides short term counseling services in a professional, private, and confidential setting, at no cost, to all credit seeking students who wish to address any potential obstacles or barriers to their success at college.

College mental health services will operate in accordance with all applicable laws and regulations including but not limited to Americans with Disabilities Act, Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act of 1974 (FERPA), and Wyoming Mental Health Professions Licensing Board rules and regulations as outlined in the Mental Health Professions Practice Act W.S 3-38-101 through W.S. 33-38-113.

**The following services are available to all full-time and part-time students:**

- Personal counseling
- Accommodations for students with documented disabilities
- Crisis intervention
- Academic advising
- College success skills
- Host family program for international students
- Prevention and education
- Alcohol/drug education and remediation program
- Workshops, seminars, and presentations upon request
- Relaxation room
- Various classes and coursework
- Referrals, both on-campus and within the community
- [YOU@Western](#) online wellness resource. Check your student portal and click on the icon.

For more information or assistance, please call or walk-in to the Office of WellBeing & Accessibility, Room 1227, 382-1652

## **Student Government Association (SGA)**

Part of the overall college experience is participation in extracurricular activities. A variety of events are sponsored by the Associated Student Government (SGA) each year for the education, enjoyment and personal relaxation of our student population. The type of events offered each year depend on the makeup of the student population as well as the personalities of the members of SGA. SGA has a great deal of control over which activities are scheduled each year. Some of the events which took place during the past years are dances on a regular basis, speakers, concerts, talent shows, comedy shows, casino nights, laser tag, hypnotists, mentalists, escape artists, and much more.

Students are also active in the governance of the institution. Most major college committees have a student representative and student input is solicited in many major policy decisions. SGA is much more than a simple social organization. Active caring students are needed to make SGA a successful governing body.





The SGA budget is formed from student fees. This budget allows SGA to provide events, opportunities, and club funds for students. SGA has allocated monies for speakers on-campus, for drama and journalism programs, for the purchase of checkout recreational equipment, for leadership training programs, and for a variety of social and cultural events. SGA members are required to participate in weekly meetings, serve on committees, plan and execute events, and represent the student body. Successful completion of these responsibilities will result in a scholarship each semester.

## **Student Organizations**

To be considered an official student organization on-campus, a group should fulfill the following requirements as outlined by SGA (the Student Government Association) of Western.

1. Fill out the SGA Club Chartering Packet.
2. Submit to the SGA Vice President at an SGA Wednesday Meeting.

SGA will approve or deny the formation of a club one week after the SGA Chartering Packet is submitted. The benefits of being a chartered organization under SGA are two fold: 1) the organization has access to college facilities and equipment and 2) the organization can ask SGA for funds for club activities and events (please review SGA Chartering Packet for more information.)

### **Clubs which are active each semester are:**

Residence Hall Association: All housing occupants are eligible for membership. It gives residence hall occupants an opportunity to play an active role in governing their living situation.

### **Other recent clubs:**

- Association of Non-Traditional Students (ANTS)
- BLGT Club
- Circle K International (CKI)
- Eco Club
- International Club Veteran's Club
- LDSSA
- Radio Club
- Spanish Club
- Stampede Club
- Student Nurses Organization (SNA)

### **Choose your own and get started!**

## **Intramural Sports**

Western has a full intramural program which includes volleyball, basketball, flag football, tennis, game room activities, swimming pool activities, video game activities and other sports upon demand. Details on these activities are available from the Student Life Office. In order to be eligible to participate in intramurals, a student must be enrolled in at least a one credit class at Western or be a member of the staff.

## We Need You

Every student who is taking at least one credit course is a member of the student body at Western Wyoming Community College during the semester(s) of enrollment. The purpose of SGA is to:

- Provide meaningful educational, vocational, cultural, social, and service activities for students.
- Coordinate SGA sponsored student activities.
- Provide communication and opportunities for interaction between the students administration and faculty as well as the community.
- Represent students on any issues arising in the academic community wherein student interest is involved.
- Provide monetary support for student activities through a student activity fee levied by the Board of Trustees of Western Wyoming Community College.

## Student ID Card...

A student ID card is issued at the time of registration to each credit student. This card is good for the Fall, Spring and Summer semesters, and gives all credit students the following privileges as long as he/she remains a student:

- Free attendance at college athletic events (regular season).
- Attendance at SGA-sponsored activities and functions.
- Equipment checkout and use of the game room.
- Certain library and other use privileges.
- Use of the swimming pool.
- Meal Plan
- Residence Hall Access (residence hall students only.)

The card can also sometimes be used for discounts and other services at local businesses. Contact Mustang Central with questions about cards.



# ***Children's Center***

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For the convenience of our students with children, Western has a Children's Center located adjacent to the pool, gym, and tennis courts. Childcare is available to any parent taking classes at Western part-time or full-time, credit or non-credit. There are three classes in the Children's Center: Bunnies (must be 2 by September 15), Bears (must be 3 by September 15th and toilet-trained), and Turtles (must be 4 by September 15th). Charges are based upon the number of credit hours of the student parent. A supply fee is also assessed. Snacks are provided. Children need to bring a cold lunch if they will be in the Center at noon, and a small blanket.

The Children's Center also provides observation and field experiences for students enrolled in education, psychology, nursing, and humanities courses. The Children's Center is open

7:45 AM-5:15 PM Monday through Friday during Fall and Spring semesters and 7:00 AM-6:00 PM Summer semester.

# ***Bookstore***

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The bookstore is located on the first floor next to the pendulum. Bookstore hours are from 7:50 AM - 6:00 PM on Monday and Thursday when classes are in session and 7:50 AM-5 PM on Tuesday, Wednesday and Friday. During the first week of each semester, the bookstore is open in the evening Monday - Thursday.

When books are purchased, you will be asked to keep your cash register receipt. This is your proof of purchase. Should a book need to be returned, bring it back to the bookstore before the last return date published on the return policy sheet. You **MUST** have your cash register receipt and the book must be absolutely clean and in resalable condition.

Order or reserve textbooks online at [wwccbookstore.com](http://wwccbookstore.com). Textbooks can be reserved online four weeks prior to fall and spring semester. Selected titles are available for rental each semester.

Book buybacks are held once a semester during finals in May and December. Posters will be placed throughout the campus informing students of the actual dates.

# Hay Library

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Phone: 307-382-1700 • Fax: 307-382-7665 • [www.westernwyoming.edu/library/](http://www.westernwyoming.edu/library/)  
email: [library@westernwyoming.edu](mailto:library@westernwyoming.edu) • Facebook: [www.facebook.com/hitthehay](https://www.facebook.com/hitthehay)

## Regular Hours

Monday - Thursday:	7:30 am - 11:00 pm
Friday:	7:30 am - 5:00 pm
Saturday:	1:00 pm - 5:00 pm
Sunday:	5:00 pm - 10:00 pm

*Hours vary during the summer semester; seasonal breaks and holidays. Hours are extended during finals.*

Hay Library subscribes to the principles outlined in the American Library Association's Library Bill of Rights. It is the responsibility of the librarians and all faculty selecting materials to ensure that diverse points of view are represented in the collection and that materials are not proscribed or removed because of partisan or doctrinal disapproval.

The Hay Library develops and maintains materials for the use of students, faculty and staff, and community members. The library collections include about 60,000 books, approximately 120 periodical subscriptions, and over 3,000 audio visual items. Hay Library also subscribes to various online databases and eResources including a collection of over 500,000 ebooks. WYLDCAT (Wyoming Library Database) is the online, statewide, library materials catalog. WYLDCAT provides access to more than a million titles in over 80 Wyoming libraries. Library users can locate and reserve books, renew items and place 'interlibrary loan requests' with a simple click. WYLDCAT features include 'Text This Call Number', and 'Cite this Title'.

Anyone with a library card issued in Wyoming can check out materials from the Hay Library. The loan period for students and community members is 4 weeks for most items. The loan period for faculty and staff is one semester, or 16 weeks. Access to Hay Library databases and eResources is only available to Western students, faculty, and staff. To access online library collections and databases log into MyWestern, and click on the library icon. All Wyoming residents have access to databases and eResources through their local public library, or through the Wyoming State Library, [www.gowylid.net](http://www.gowylid.net).

In 1969 the Hay Library was designated as a selective federal depository and serves the citizens of Wyoming by selecting relevant materials printed by the Government Printing Office. The depository collection contains approximately 30,000 publications in print, microform, and digital formats. Government documents are searchable in the WYLDCAT catalog.

The library is open for use to everyone although use by Western students is given top priority. A total of 11 private study rooms are available and may be reserved upon request. Three of the study rooms are installed with TVs, DVD players, and VCRs. Two of the study rooms are large enough for a group of approximately 6 people. The 'Library Instruction Area', a large space with tables, chairs, and large display screen, may also be reserved. Wifi is available throughout the library.

# ***Graduation***

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## **Application for Graduation**

All students applying for graduation should submit an application for graduation with Mustang Central. The purpose of this procedure is to allow this office to check whether or not the student has satisfied all college requirements for graduation. Candidates have the option of meeting either the degree requirements listed in the catalog under which they first registered – as long as there has been continuous attendance – or as listed in the current catalog.

Applications may be completed through the MyWestern student portal. Go to the Self Service Menu, select My Academic Planning, then select Apply for Graduation

A program evaluation (also called degree audit) must be reviewed with your advisor, prior to applying for graduation.

**Fall 2021 = November 20**

**Spring 2022 = March 1**

**Summer 2022 = May 1**



# ***Financial Aid***

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There are a variety of financial aid options available to help students meet educational expenses and many Western students receive some form of aid. Generally, there are two categories of aid available:

## **Aid Based on Assessed Need**

The Free Application for Federal Student Aid (FAFSA) form must be completed each year in order to determine eligibility for federal student aid. Awarding federal aid can be a lengthy process and students should plan accordingly.

## **Aid Based on Academic Performance or Special Ability**

Usually funded by Western, the WWC Foundation, State of Wyoming, or a combination of these sources.

## **April 1 Financial Aid Priority Date**

*Western has a priority deadline of April 1 for the FAFSA for the upcoming academic year which begins late in August (or early June if you are attending the Summer semester). Students who have a complete financial aid file prior to the deadline get the first opportunity to receive available monies.*

## Two General Sources of Aid

### ***Federal Aid Programs***

Federal student aid consists of grants such as the Pell, SEOG, and loans such as Federal Direct subsidized, unsubsidized, PLUS, as well as Federal work study.

Failure to meet academic standards will result in financial aid being placed in a warning or suspension status and repayment of funds received may be required.

### ***Institutional Aid***

Academic scholarships; activity and ability grants; student employment programs; and WWC Foundation civic grants.

In most cases, students receive a combination of aid to assist in meeting their educational costs. Once the aid is awarded, students must meet the financial aid standards required for the type of aid received.

Veteran's benefits can be utilized at Western. Generally, eligible veterans can use this program if they are enrolled in a VA approved education program. Monthly benefits are determined according to the number of hours in which the student is enrolled, and the education benefit the student is qualified for. Students must apply online for their benefits, and may have to certify their attendance on a monthly basis. Assistance may be obtained from Western's Financial Aid Officer.

The College Catalog offers a complete breakdown of various scholarships, grants, loans, and work study options. Applications and additional information are available from the Mustang Central Office or online at [www.westernwyoming.edu/aid](http://www.westernwyoming.edu/aid)



# Satisfactory Academic Progress Policy for Financial Aid Recipients

The Federal Department of Education (DOE) mandates the establishment and enforcement of a Satisfactory Academic Progress (SAP) Policy for all institutions participating in federal Title IV aid programs. Federal Title IV aid programs include: Pell, SEOG, Direct Student/Parent Loans, and Work Study. The regulations require the measurement of cumulative GPA, rate of progression, and maximum time frame. A change of program does not reset the SAP calculation. Western students are considered to be making SAP if they consistently:

## Western's qualitative measurement

- Maintain a cumulative GPA of at least 2.00

## Western's quantitative measurement

- Complete 66.667% of attempted credits\*
- Do not meet or exceed 150% of the program length. For example: 96 credits for Associate degree programs

\* Attempted credits are any credits for which the student enrolled, whether or not the student received federal financial aid. Attempted credits include withdrawn, incomplete, failed, and repeated courses. Transferred credits accepted by Western are included in the 96 credit hour maximum. The table below illustrates how graded courses impact Financial Aid SAP

Grade	Cumulative GPA	Attempted Credit	Completed Credit
A-F	Yes	Yes	Yes
I (incomplete)**	No	Yes	No
Repeats	Most Recent	Yes	Yes
W	No	Yes	No
Transferred and accepted by Western	No	Yes	Yes

\*\* When completed OR the student receives an F grade due to failure to complete the coursework as required, the new grade is used to calculate SAP at the end of the student's next semester of attendance. The updated letter grade is treated per the table above when SAP is recalculated. Students are monitored for financial aid satisfactory academic progress (SAP) at the end of each semester of attendance. Students who are approaching maximum time frame (96 credits for associate degrees) and/or have less than 2.00 cumulative GPA and/or have completed less than 66.667% of attempted credits are given a Warning status.

Students with a Warning status are notified by e-mail that they are in danger of losing their financial aid eligibility and what they must do to maintain eligibility. Students are eligible for federal financial aid with a Warning status during their next semester of attendance. Students with a Warning status who reach or exceed the maximum time frame (96 credits for associate degree) and/or have less than a 2.00 cumulative GPA and/or have less than a 66.667% completion rate are no longer eligible for federal Title IV financial aid and any financial aid that requires SAP. These students receive a Max-Time or Unsatisfactory SAP status. Students are notified via MyWestern that they are not eligible for federal financial aid. The MyWestern includes information about how to regain eligibility and the appeal process.



Students on suspension may appeal in writing to the Financial Aid Department. It is the responsibility of the student to initiate the appeal 4-6 weeks prior to the start of the semester.

Students who have successfully corrected the deficiency must notify the Financial Aid director and submit grade transcripts for review. Reinstatement of aid will be subject to funds available at the time the completed file is reviewed.

Students who transfer to Western with satisfactory progress standard problems will need to appeal for probationary funding eligibility.

A non-degree seeking student is, by definition, not considered to be in a degree program and is therefore, not eligible for financial aid.

Changes to any of the specific provisions regarding this policy may be made at any time, without publication, due to changes in Federal, State and/or Institutional Regulations or Policies. Questions should be addressed to the Financial Aid Department.

**\*\*NOTE:** Many scholarship recipients are required to maintain higher standards than outlined in this policy. Students unable to maintain minimum acceptable standards should contact the Financial Aid Department.

## **Advisement**

All financial aid recipients are required to use an advisor in preparing class schedules each semester. Inappropriate course selection is not considered a mitigating circumstance in failing to maintain academic progress. Each semester a degree evaluation is reviewed. Financial aid is awarded based on coursework required for the degree program on file.

## **Appeals**

Students who wish to appeal the loss of aid based on extenuating circumstances must do so in writing. They must also submit written documentation as verification of the circumstance. Grades, choice of major, previous academic history and other relevant data may be collected from advisors, instructors, counselors, etc., if it impacts the situation. The Financial Aid Review Board serves as a second level of appeal in circumstances warranting special consideration. Students can meet with the Review Board only once during their academic career at Western.

## **Course Audits**

A student who audits a credit course may not use those hours to satisfy the number of enrolled hours. An audited course results in no academic credit earned and may impact eligibility for financial aid

## **Grades**

Failing grades are computed into the earned GPA. Withdrawals initiated by the student or an instructor are processed as "W"s. Incompletes not changed to a letter grade the following semester become "F"s and are computed accordingly. Both withdrawals and incompletes are counted toward the total number of attempted and earned credit hours, and recipients who do not successfully complete the required number of credit hours are ineligible for continued funding. Courses for which the student receives an incomplete in one semester may not be used to meet the incremental progress requirement in any subsequent semester.

## **Non-Credit Courses**

Recipients enrolling in a non-credit course for continuing education or community service may not use those classes to meet satisfactory progress. In addition, these classes are not eligible for financial assistance.

## **Remedial Courses**

Students receiving the Hathaway Scholarship need to be aware that remedial coursework does not count toward the number of hours required for the Hathaway Scholarship and the Hathaway Scholarship cannot be used to fund remedial coursework. Remedial coursework that falls within an eligible program is eligible for federal aid and counts towards a student's federal aid enrollment status. Any remedial coursework attempted that exceeds a total of 30 remedial credits is not eligible for federal funding and thus cannot be counted toward student enrollment for Federal Student Aid.

## **Open Entry/Exit Courses**

Aid recipients who enroll in this type of course are not excused from completing the required number of credits for which they are funded each semester.

## **Repeats**

A student who elects to repeat a course that they have successfully completed, may do so only once to satisfy academic progress guidelines and receive funding.

Federal Student Aid can be used to pay for a class that was not completed successfully and is needed for graduation.

If a student elects to repeat a class that was successfully completed in order to meet satisfactory academic progress guidelines or in an attempt to satisfy a program requirement or obtain a better grade. Federal Student Aid can be utilized to pay for repeating the course only once.

Financial Aid has the right to refuse aid to students who abuse the inclusion of repeat course to obtain funding.

## **Total Withdrawal**

A student who withdraws totally after being disbursed any financial aid may be required to repay these funds. A student who withdraws totally prior to receiving aid, may have forfeited their right to receive aid. Students earning all "F" grades may be required to repay financial aid funds. In addition, student loan borrowers must participate in an exit interview.

## **Financial Aid Review Board**

Western's Financial Aid Review Board is available to hear requests for special circumstance appeals which the Director of Financial Aid has denied or has referred to the Review Board. Students are required to appear in person before the Board and can do so only **one time** during their academic career at Western. Students must represent themselves at these appeals, and may not invite a 3rd party (unless it is necessary for ADA accommodations).

# **On-Campus Living**

Western offers seven different Residence Halls with a variety of styles and floor plans to suit every taste! From social, suite-style rooms to more private apartments, Western provides each student with a comfortable home away from home. Living on campus gives you opportunities to make new friends and enjoy new experiences every semester. Western provides a robust Residence Life program that gives our students the opportunity to continue learning outside of the classroom.

For more detailed information regarding the residence halls at Western, visit <https://www.westernwyoming.edu/student-life/living-on-campus/>

## ***Western has organized its housing program to accomplish the following:***

- Administer housing services that are beneficial to the student's academic, physical, emotional, and social development.
- Personalize the institutional processes and agencies to assist students to expand their acquaintance and knowledge of other persons or groups.
- Structure productive, secure and pleasant environments.
- Disseminate knowledge and encourage growth in those areas of human development ordinarily not included in the formal curriculum.
- Provide, via a well-trained housing staff mature role model behaviors that are consistent with the objectives of higher education in a democratic society.

## **Housing Options...**

<b><u>Style</u></b>	<b><u>Semester Cost</u></b>
Ground Level Suite	\$1215
Rocky Mountain Suite	\$1215
Rocky Mtn. Semi-Private	\$1385
Aspen Mtn. Semi-Private	\$1385
Two Bedroom Apartment	\$1420
One Bedroom Apartment	\$1690
Private Bedroom Apartment	\$2090

## **Residence Hall Security**

The on-campus housing area prides itself in having an excellent, state of the art, security system with a minimum of restrictions or inconvenience to the student resident. The well-lit residence hall area is monitored by trained RAs (resident assistants) and one Coordinator of Housing as well as Protective Services personnel. With campus staff, RAs and Protective Services staff there is always assistance available for students. All residence halls doors are locked 24 hours a day, accessible only by using access cards issued at check-in.

# ***Food Service***

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## **Meal Plan Rates and Options**

### **Plan A:**

**225 meals/semester**

**Plus \$225 Dining Dollars**

Fall/Spring = \$1485/semester

### **Plan B:**

**175 meals/semester**

**Plus \$125 Dining Dollars**

Fall/Spring = \$1375/semester

### **Plan C:**

**75 meals/semester**

**Plus \$50 Dining Dollars**

Fall/Spring = \$650/semester



## How Do Meal Plans and Dining Dollars (DDs) Work?

- Meal Plans allow for 225, 175 or 75 meals per semester in Mitchell's Dining Hall.
- Dining Dollars can be used at T-Rex Grill or Mitchell's Dining Hall.
- Dining Dollars transfer from Fall to Spring semester, IF, you purchase a Spring meal plan; otherwise, the DD balance is forfeited. All DDs must be used by the last day of the semester.

All freshmen must purchase an A or B meal plan regardless of what style room they live in. Also, all students, freshman or sophomores, living in non-kitchen style suite units must purchase an A or B meal plan.

Sophomores living in apartments are encouraged but not required to purchase a meal plan. To be considered a sophomore for meal plan purposes, the individual must fulfill one of the two following criteria:

- Full-time students must have successfully completed two semesters on campus (12 hours or more per semester).
- Part-time students must have successfully completed at least 30 credit hours on campus.
- Transferring students must have completed at least 30 credit hours.

## Opening and Closing Information

Please pay special attention to the following dates when Mitchell's WILL NOT be serving during the 2021-2022 academic year:

Mitchell's Dining Hall is open during holidays EXCEPT for the following:

- Thanksgiving – November 20-27
- Winter Break – December 14-Jan 15
- Summer Break – Beginning May 10

Mitchell's will open for meal plan use on August 20, 2021 for Fall Semester. The last serve day will be December 13, 2021 for Fall Semester. Mitchell's will open for meal plan use on January 16, 2022 for Spring Semester. The last serve day will be May 9, 2022 for Spring Semester.

T-Rex Grill is closed during college observed holidays:

- Labor Day - Sept 6, 2021
- Thanksgiving - Nov 22-26, 2021
- Winter Break - Dec 20-Jan 2
- MLK Day - Jan 17, 2022
- Memorial Day - May 30, 2022

**Mitchell’s Dining Hall Hours:**

**Monday-Friday**

Breakfast .....	7:30 am – 9:00 am
Lunch .....	11:00 am – 1:00 pm
Dinner .....	5:00 pm – 7:00 pm

**Saturday**

Brunch .....	12:30 am – 1:30 pm
Dinner .....	5:00 pm – 6:00 pm

**Sunday**

Dinner .....	5:00 pm – 6:00 pm
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**T-Rex Grill Hours:**

Monday – Thursday .....	7:00 am – 5:00 pm
Friday .....	7:00 am – 3:00 pm

Hours are subject to change during Summer Semester

**Additional Important Information**

A meal plan can be adjusted during the first three days of classes only and subject to proration and only if the dining dollar balance can be transferred to the new plan.  
Any disruptive behavior occurring in Mitchell’s Dining Hall or the T-Rex Grill will fall under the jurisdiction of the Dean of Students.



# **Transfer of Credits**

Students who wish to transfer credits earned at Western Wyoming Community College to four-year colleges, universities, and professional schools should have no difficulty if their credit meets the following standards: “C” or better, coursework of 1000 level or higher.

## **Guidelines for Transferring to a Four-Year College (these guidelines are NOT about HOW to transfer)**

*Annually thousands of college students change their attendance from one institution of higher learning to another.*

### **1. Decide Where You Want to Transfer**

Rural or urban?

How far from home?

### ***What Kind of College/University is Good for You?***

- Do you prefer a religious institution, private, or public?
- Is the college accredited, and, if so, by whom?
- Is the program or major of your choice offered?
- How many students are enrolled?
- How many are in your program?
- Is there a graduate program available?
- What are the admissions standards for transfer students?
- Is there an application deadline?
- Is it on the quarter or semester system?

### ***How Much Can You Afford?***

- Is financial aid available?
- What are the total costs?

### ***Use Resources at Western to Help***

- Mustang Success Employees
- Counselors
- Faculty Advisors
- Wellbeing & Accessibility Center
- Mustang Central
- Articulation/Transfer Publications

### ***Narrow Your Choices and Apply***

- Apply to the colleges you’re interested in
- Visit the campuses you can
- Take admission tests; complete the paperwork
- If accepted to more than one college, notify ALL of the schools of your choice.

## 2. Transfer of Credits

Students should be aware that changes in majors and/or poor grades may result in lost credit upon transfer.

## Getting Hands-on Experience in Your Career

Western offers internship opportunities for credit that provide hands-on work experiences. Some experiences are on campus; some are in other businesses. The internship provides work experience in a profession. Visit the Mustang Success Center to learn more. Internship courses provide work experience usually in a transfer program, such as Exercise Science, Archaeology, Engineering, and Business. (AAS Degree opportunities include Auto Technology, Office Information Systems, or Industrial Maintenance.) Internships are coordinated each semester with the Student Success Advisor or an instructor in the area. All internships have the course number of 2470.





# ***Americans With Disabilities Act/Accessibility***

Western Wyoming Community College is in compliance with all requirements set forth by the Americans with Disabilities Act (Public Law 101-336). To obtain employee services, contact the Associate Vice President of Human Resources in the Student Services Office, or by calling 307-382-1832. To obtain student services, contact the Disability Support Services Specialist in the Wellbeing & Accessibility Center or by calling 307-382-1806. Individuals who believe they have been treated unfairly or unlawfully under the provisions of this Act should contact the College's Director of Wellbeing & Accessibility, who serves as the ADA Compliance Coordinator.

Western Wyoming Community College has met requirements of the Americans with Disabilities Act in acquisitions and development of equipment, programs and facilities to assist students with disabilities. On-campus adapted housing, modified computer workstations and various adaptive equipment are available to students with disabilities. Individuals who require specific accommodations should contact the Disability Support Services Specialist in the Wellbeing & Accessibility Center or call 307-382-1806.

## ***Equal Opportunity Affirmative Action - Students***

Western Wyoming Community College follows all requirements set forth by the Americans with Disabilities Act (Public Law 101-336). To obtain employee services, contact the Associate Vice President for Human Resources located in Room 3034 or by calling 307-382-1610. To obtain student services, contact the Accessibility and Disability Specialist in Wellbeing & Accessibility, located in room 2011 or by calling 307-382-1652. Individuals who believe they have been treated unfairly or unlawfully under the provisions of this Act should contact the College's Director of Wellbeing & Accessibility, who serves as the ADA Compliance Coordinator.

Western Wyoming Community College follows requirements of the Americans with Disabilities Act in acquisitions and development of equipment, programs and facilities to assist students with disabilities. On-campus adapted housing, modified computer workstations and various adaptive equipment are available to students with disabilities. Individuals who require specific accommodations should contact the Accessibility and Disability Specialist in Wellbeing & Accessibility or call 307-382-1652.

# ***Appreciate Diversity, Equity and Inclusion***

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Consider the following questions:

- What is diversity?
- Why should I learn about diversity?
- What makes each person unique?

Biology

Ethnicity and culture

Family life

Beliefs

Geography

Experiences

## ***Your View***

Take a look within by taking the quiz below and acknowledge that understanding diversity begins with understanding how you see yourself, your place in the world and your own uniqueness.

1. I wear my hair the way I do because \_\_\_\_\_.
2. In my family, children are expected to \_\_\_\_\_.
3. I often feel uncomfortable around people who are \_\_\_\_\_.
4. I am proud to be \_\_\_\_\_.
5. When I hear people speaking another language, I think \_\_\_\_\_.
6. If people must choose between work and family, they should \_\_\_\_\_.
7. I really feel like an outsider when \_\_\_\_\_.
8. The most important thing in life is \_\_\_\_\_.
9. My ethnic or cultural heritage is special because \_\_\_\_\_.
10. I'm often attracted to people who \_\_\_\_\_.

How do your answers above impact the way you make judgments about other people?



# ***Understanding Diversity, Equity, and Inclusion***

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## **The Basics**

At Western, we believe in the importance of seeing things from multiple perspectives. We work to reflect and support the diverse campus and area communities we serve. We value individuals and groups of all backgrounds, demographics, and experiences. In doing so, we foster a campus-wide atmosphere of diversity, equity, and inclusion.

That might sound good...but what does it really mean? Before understanding your role in this as a student, it's important to understand some key concepts. When we talk about diversity, we're talking about recognizing and celebrating the many differences between us. Just noticing those things isn't enough, though, which is where working on equity or fair treatment and access for all comes into play. However, there's one final step to take, which is inclusion, or the active involvement of all.

## **How is this important to you?**

A big part of the college experience is meeting different people and getting to see more of the world around you. Appreciating diversity is a key part of how that happens. By coming to college, you're giving yourself the opportunity to meet new groups of people. Some of them may be from across the world, while others may be from across town...but each person you meet while attending college sees the world in a slightly different way. Learning to see and appreciate their perspectives will both show you new things and help you see familiar things a little differently.

Does this mean that your personal perspective has to change? Not necessarily! Your perspectives thus far have probably been shaped by your family and circumstances, but college is a place for you to examine your own beliefs. The insights you gain from others in college could change who you are, but they could also help you reaffirm the beliefs you were raised with. Either way, learning to understand others who are different from you is an important life skill, and it's one that college life will give you many opportunities to work on.

## **Types of differing perspectives**

What factors contribute to people's individual perspectives? Here are just a few:

- Race/ethnicity
- Socioeconomic status
- Sex and gender presentation
- Sexual orientation
- Religious beliefs
- Disability
- Physical attributes
- Physical and mental health
- National citizenship
- Age
- Marital status

- Veteran status
- Family relationships and responsibilities

## Questions to Consider:

- In which ways have you been shaped by the list of traits above? What factors have shaped your identity and worldview? Which of those factors would someone know about you right away, and what might they need to discover over time?
- Which of the factors that have shaped you have made it easier for you to succeed in our society? Which ones have made it more difficult? How?
- Think about your closest friends. In which ways are they the same as you? In which ways are they different?
- At your previous school, what traits did many or most people have in common? What traits were rare or nonexistent among the student body?



## Payment Information

- ✓ All Western Wyoming Community College payment information will be sent electronically to your MyWestern email address.
- ✓ Paper bills are not mailed
- ✓ Account information is accessible on MyWestern. You can check your account balance and pay online if you prefer. This can be accessed by going to <https://www.westernwyoming.edu> and logging into My Western through the link at the top of the page. Then under Self Service – For Students – My Student Account – View Account and Make Payment you will be able to see your balance and make payment.

**Fall Payment Deadline: Wednesday, September 1, 2021**



**Notes**\_\_\_\_\_

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# ***Contacts***

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## **President**

Dr. Kimberly Dale  
307-382-1602 • [kdale@westernwyoming.edu](mailto:kdale@westernwyoming.edu)

## **Vice President for Administrative Services**

Burt Reynolds  
307-382-1621 • [breyolds@westernwyoming.edu](mailto:breyolds@westernwyoming.edu)

## **Vice President for Student Learning**

Dr. Clifford Wittstruck  
307-382-1714 • [cwittstruck@westernwyoming.edu](mailto:cwittstruck@westernwyoming.edu)

## **Dean of Students**

Dr. Dustin Conover  
307-382-1644 • [dconover@westernwyoming.edu](mailto:dconover@westernwyoming.edu)

## **Mustang Central ([mustangcentral@westernwyoming.edu](mailto:mustangcentral@westernwyoming.edu))**

Stu Moore, Registrar  
307-382-1618 • [smoore@westernwyoming.edu](mailto:smoore@westernwyoming.edu)

## **Mustang Success ([mustangsuccess@westernwyoming.edu](mailto:mustangsuccess@westernwyoming.edu))**

Dr. Molly McClure, Director  
307-382-1660 • [mmcclure@westernwyoming.edu](mailto:mmcclure@westernwyoming.edu)  
Advising, Careers, Employment, Internships, Transfer, and placement testing

## **Wellbeing & Accessibility Center**

Amy Galley, Director  
307-382-1652 • [wellaccess@westernwyoming.edu](mailto:wellaccess@westernwyoming.edu)

## **Children's Center**

Susan Rawlings, Director  
307-382-1669 • [srawlings@westernwyoming.edu](mailto:srawlings@westernwyoming.edu)

## **Transitional Studies**

307-382-1826

## **College and Career Readiness**

307-382-1829

## **Peer Tutor Center**

307-382-1707

# Spring 2022 Academic Calendar

In-Service	January 12 - 14	Wednesday - Friday
Martin Luther King Holiday	January 17	Monday
<b>Begin: Full-semester</b>	<b>January 18</b>	<b>Tuesday</b>
<b>1st 7-week Block (E)</b>	<b>January 18</b>	<b>Tuesday</b>
<b>A Block classes</b>	<b>January 18</b>	<b>Tuesday</b>
Last Day to Add: Full Semester Classes	January 20	Thursday
Last Day to Add: 1st 5-week Block (A)	January 19	Wednesday
Last Day to Add: 1st 7-week Block (E)	January 19	Wednesday
Last Day to Drop: Full Semester Classes	March 25	Friday
Last Day to Drop: 1st 5-week Block (A)	February 2	Wednesday
Last Day to Drop: 1st 7-week Block (E)	February 7	Monday
<b>Begin 12-week Block (D)</b>	<b>February 7</b>	<b>Monday</b>
Last Day to Add: 12-week Block (D)	February 9	Wednesday
Last Day to Drop: 12-week Block (D)	March 25	Friday
End of 1st 5-week Block (A)	February 21	Monday
A Block grades due by 5 p.m.	February 23	Wednesday
Begin 2nd 5-wk Block (B)	February 22	Tuesday
Last Day to Add: 2nd 5-week Block (B)	February 23	Wednesday
Last Day to Drop: 2nd 5-week Block (B)	March 9	Wednesday
End of 1st 7-week Block (E)	March 7	Monday
E Block grades due by 5 p.m.	March 9	Wednesday
<b>Mid-Semester</b>	<b>March 11</b>	<b>Friday</b>
Midterm Grades Due (by 11:59pm)	March 14	Monday
Begin 2nd 7-week Block (F)	March 8	Tuesday
Last Day to Add: 2nd 7-week Block (F)	March 9	Wednesday
Last Day to Drop: 2nd 7-week Block (F)	March 28	Monday
End of 2nd 5-week Block (B)	March 28	Monday
B Block grades due by 5 p.m.	March 30	Wednesday
Begin 3rd 5-week Block (C)	March 29	Tuesday
Last Day to Add: 3rd 5-week Block (C)	March 30	Wednesday
Last Day to Drop: 3rd 5-week Block (C)	April 18	Monday
Fall 2022 Registration Opens	April 6	Wednesday
Spring Break	April 11-15	Monday - Friday
End of D & F Blocks	May 2	Monday
<b>Testing/Testing Days</b>	<b>May 3-9</b>	<b>Tuesday - Monday</b>
End of C Block & Full Semester	May 9	Monday
Workday for D & F Block Instructors	May 9	Monday
<b>All grades due by noon</b>	<b>May 10</b>	<b>Tuesday</b>
Commencement	May 13	Friday

The online academic calendar can also be found here: [westernwyoming.edu/calendar](https://westernwyoming.edu/calendar)



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VIEW CAMPUS MAP AT

[westernwyoming.edu/campus-map/index.php](http://westernwyoming.edu/campus-map/index.php)